



**Highgate Elementary School
Board of Director's Meeting
April 12, 2018**

1.0 CALL TO ORDER: A meeting of the Highgate Elementary School Board of Directors was called to order on Thursday April 12, 2018 at 6:46 pm by Richard Flint in the absence of the School Board Chair and Vice-Chair. Those in attendance included:

- Ryan Young, Board Clerk
- Stephen Scott
- Richard Flint
- Patrick Hartnett, School Principal
- Chris Palmer, Assistant Principal
- Lora McAllister, Business Manager
- Winton Goodrich, Superintendent
- A Channel 15 representative (taping for public access television)

Absent:

Chris Shepard, School Board Chair
Lisa Wells, Vice-Chair

2.0 AGENDA AMMENDMENTS (4)

- 1) Financial Report
- 2) Roof Repair Contract
- 3) Approval of the March 6th Town Meeting Day Minutes
- 4) Contracts

3.0 PUBLIC COMMENT:

Ty Choiniere was present at tonight's meeting and asked about accessing footage of the Board meetings online. It was noted that we will discuss purchasing a subscription to Channel 15's online service later in the meeting.

4.0 FUTURE BOARD MEETING DATES:

- Highgate Board Meeting – May 10th, at 6:30 PM
- FNWSU Board Meeting – May 2nd, 6:30 at Franklin

5.0 BOARD PRESENTATION:

None

6.0 BUSINESS REPORT:

Lora McAllister provided the business report to include:

Financial Report: The Financial Report through March 31, 2018 was presented for review. Changes since last draft include the receipt of additional Title 1 revenues to offset interventionist position. As of right now we are projecting to be overextended by ~\$83,000. It was noted that some of the overages are outside of the Board's control including Special Education costs, and some unanticipated tuition costs.

Action: A motion as raised by Steve Scott to accept the Financial Report the motion was seconded by Ryan Young.

Vote: 3:0

Audit: The FY17 Audit was presented for review. It was noted that a copy of this audit has already been submitted to the State as required. The following information in the audit was highlighted:

- On Pg. 14 – General Fund and Other Governmental Fund: The General Fund has a total balance of \$345,000 (final balance as of 6/30/2017). Government Funds include grant funds (~8,000), and capital reserve funds (~113,000).
- On Pg. 19 – Statement H: this is the Enterprise Fund – used to report Food Service Funds. This is a self-sustaining program, and it is very successful. There is currently \$37,617 in the Enterprise fund – this money belongs to the district and can be used for equipment purchase, repairs, or health and wellness activities.
- On Pg. 21 – Agency Fund – these are funds the school has direct oversight of.

Action: A motion as raised by Steve Scott to approve the FY17 audit, the motion was seconded by Ryan Young.

Vote: 3:0

Warrants: The Warrants through the end of March were presented for approval. The warrants totaling \$330,925.94 included:

- Accounts Payable: \$57,151.21
- Payroll (Checks): \$7,522.77
- Payroll (Other): \$185,292.91
- Payroll Deductions: \$80,959.05

Action: A motion as raised by Steve Scott to approve the March check warrants in the amount of \$330,925.44, the motion was seconded by Ryan Young.

Vote: 3:0

Roof Repair Contract: A revised roof repair contract was presented for review. The original contract came in at \$51,400 and was awarded to R&A Enterprises. That contract has since been revised resulting in an increase of \$8,500. The increase came because at the time the initial estimate was provided, there was snow on the roof that prevented accurate measurement. The contractor indicated at that time that the estimate may change once the snow melted. This revised estimate has been reviewed by the Buildings and Grounds Committee who determined the increase was acceptable.

Action: A motion was made by Ryan Young to approve an additional \$8,500 for the Roof Repair Contract and to authorize the Board Chair to sign the revised contract. The motion was seconded by Steve Scott

Vote: 3:0

7.0. CONSENT AGENDA:

Adopt the March 6th and March 8th Board Meeting Minutes:

The minutes of the March 6 2018 Board meeting were presented for review. This was the preparatory meeting that happened prior to Town Meeting.

Action: A motion was raised by Steve Scott to approve the minutes of the March 6 2018 Board meeting, the motion was seconded by Ryan Young.

Vote: 3:0

The minutes from Town Meeting were sent to the previous Board Chair for review and approval. These have been approved and posted on the Town's website.

The Minutes of the March 8, 2018 Board meeting were presented for review. The following changes were recommended:

- On Pg. 1: "Ryan Young was nominated by Richard Flint as Board Chair" this should read "Ryan Young was nominated by Richard Flint as Board *Clerk*"
- On Pg. 2: Top of the page - "Steve Scott was nominated by Richard Flint to serve on the Finance Subcommittee" should read "Steve Scott *and Lisa Wells* were nominated by Richard Flint to serve on the Finance Subcommittee"
- On Pg 2: Under section 5: "There was a miscommunication between MVU, HES, and the Supervisory Union about the financial status of a family and this resulted in a student a HES receiving free/reduced lunch in error" should read "There was a miscommunication between MVU, HES, and the Supervisory Union about the financial status of a family and this resulted in a student *at HES* receiving free/reduced lunch in error"
- On Pg. 2: Bottom of the page "a motion was raised by Lisa Wells to transfer \$45.90 from the General Fund due to administrative error, the motion as seconded by Ryan Young" should read "a motion was raised by Lisa Wells to transfer \$45.90 from the General Fund due to administrative error, the motion *was* seconded by Ryan Young"
- On Pg. 3: Section 6.0 – "a motion was raised by David Roddy to adopt the January 11, 2018 Board Meeting Minutes; the motion was seconded by Nola Gilbert should read "*a motion was made by Steve Scott to approve the minutes of the February 8th and February 22, 2018 Board Meeting minutes, the motion was seconded by Ryan Young*"
- On Pg. 4: Bottom of the page "A motion was made by Steve Scott to authorize Win Goodrich to draft an MOU between..." should read "A motion was made by Steve Scott to authorize Win Goodrich to draft *a* MOU between..."
- On Pg. 5: Section 11 - second paragraph, add the action: "*A motion was raised by Lisa Wells to to authorize Title 1 teacher's salary to be covered by local funds in lieu for receipt of federal funds, the motion was seconded by Steve Scott*
Vote: 4:1 "

Action: a motion was raised by Ryan Young to approve the minutes of the March 8, 2018 Board meeting as amended above, the motion was seconded by Steve Scott.

Vote: 3:0

8.0. PRINCIPAL'S REPORT:

Principal Hartnett provided an overview of the format the principal's report is in. This format is mandated by the State and is aligned with Continuous Improvement Plans.

Assistant Principal Chris Palmer provided the following updates as part of the Principal's report:

- **Under the Positive School Culture Plan:** A need for more training was recognized by teachers and paraeducators. To address this need, there are now two monthly meetings that occur for paraeducators. The first meeting is with the Behavior Support team and the School Based Behavior Consultant. This meeting currently focuses on social/emotional behavior specific to recess. The second meeting is a restorative circles meeting. Currently four paraeducators are leading restorative circles. This is a great opportunity for two way communication, and ensures that the paraeducators have a voice. There was an article in the Messenger recently talking about restorative circles.
- **Coordinated High Quality First Instruction and Targeted Interventions:** A classroom management archive is currently being developed. This archive consists of videos and pictures of good classroom management that others can view for reference. In addition, a video of good classroom management is being sent out with a brief description to staff three times a week. There are currently 75 strategies stored in the archive.

Principal Hartnett provided the following update:

- **Parent Teacher Conferences:** 270 out of 300 student's parents attended parent teacher conferences this past month. The high turnout is attributed in part to non classroom staff making phone calls to parents to remind them of parent teacher conferences, and to encourage parents to sign up.
- **Winter Carnival:** the winter carnival this year was a success! This in part due to the generous donation of a broomball set, snowman making kits, and sled polls funded by the PTKO.
- **Staffing Updates:** a first year 6th grade teacher announced her resignation recently as did one Special Educator. The Special Educator who resigned had experience in the co-teaching model and was going to participate in a co-teaching model in the 4th grade next year. With her resignation, we do not feel comfortable continuing with that plan. Because of this, we need to hire an additional classroom teacher for the 4th grade. This teacher would be hired instead of replacing the educational technologist who left earlier this year. It was noted that we do have a technology coordinator on staff, and while he is not certified to teach he is incredibly knowledgeable and can assist classroom teachers. The Librarian will pick up with some do the K-2 education the education technologist was managing. This collaboration would nearly cover what the education technologist was doing. We anticipate budgeting for this position next year. Additionally, we have hired a new graduate Special Educator to fill a new position added by the SU, and have contracts prepared for a second grade teacher, and a 5th grade teacher. We will be advertising for a 4th grade teacher and an additional Special Educator.
- **Classroom Placement:** There is a lot of work that goes into placing students into balanced classes. This is a collaborative effort that takes place over many nights. Because of the amount of work that goes into this placement exercise, if a placement change is requested by a parent the bar to reach is very high and must include a very compelling reason for change.

School Safety Plan: This topic was not discussed.

Graduation Day: 6th grade Graduation will take place on Thursday June 14th.

Other: None

9.0. SUPERINTENDENT'S REPORT

Winton Goodrich provided the following updates as part of the Superintendent's Report:

Transition from Crisis Prevention to Handle with Care: The SU is currently transitioning from the Crisis Prevention restraint system to Handle with Care. This is so that the schools are aligned with the school based consultants, and NCSS (our designated mental health agency). We have training days set up, and Chris Palmer will be one of the trainers.

Legislative Update: All Board members should receiving Legislative Updates. It is important that these are reviewed when they come out. Some highlights from the last update include:

- A bill proposes a shift in school funding from property tax to income tax. Under the proposed bill, anyone with an AGI under \$38,000 would pay a 1% income surcharge, and the surcharge would increase as AGI increases. In addition, the bill also relies on property tax to contribute to school funding. In the new formula, the higher the net Ed spending per pupil, the higher the tax rate.
- A bill proposes a shift in Special Education funding from fee for service to a census model. VT is the only state in the country that reimburses special education in a fee for service model. This SU has 381 students on an IEP out of 2,000 total students and we pay roughly twice as much to educate a student on an IEP than one not on an IEP. Under the current model, the State

reimburses 50% of special education costs up to \$50,000, and 90% of costs over that. The new model would allocate a pot of money to each district, and the district would have to judiciously spend that money, while ensuring that it provides accommodations to students with physical, emotional, or intellectual disabilities.

- A bill proposes that all schools are required to do radon testing. If a school tests positive for radon, this could cost the district additional money to mitigate.

China Trip and Summer School Update: A small coalition visited China with the primary purpose of attracting tuition paying students to come to our high school to combat declining enrollment. Currently foreign students are only allowed to attend public school for one year, but private school for four. We are working with legislators on changing this. The tuition for these students would be \$16,000 a school year bringing in potentially \$160,000 with ten students. It was noted that when enrollment is declining, districts are forced to either cut programs or increase enrollment. Other towns in the state have had success doing this in the past. The trip to China was at no cost to the district.

Host Family Needs for Chinese Students and Teachers: 30 Chinese students and two teachers will be attending a summer program at MVU. Host families are needed for these students. A small stipend is available to host families to offset the cost of food and transportation. Contact Winton Goodrich if interested.

Generator Update: HES applied for a grant to purchase a backup power source (generator) to be able to pump water in an emergency. This application lies with Heidi now. Win will follow up with Heidi on the status of the application and report out at the next Board meeting.

10.0. OLD BUSINESS

Cassidy Property Memorandum of Understanding: The Cassidy property is a property that was sold to the school for \$50,000. A draft MOU governing the use of the property was presented for review at tonight's meeting. The MOU is between 5 entities. It was noted that there was discussion about moving the 5th/6th grade soccer field onto that property, but this was not mentioned in the MOU presented. Additionally, it was not clear who would maintain the soccer field if it were moved to the Cassidy property. Ultimately it was decided that the Buildings and Grounds Committee would work with the five entities listed in the MOU to develop the MOU, and that Ty Choiniere will be invited to sit on the subcommittee that works on this project.

Action: *A motion was made by Steve Scott to table the decision on what to do with the Cassidy property until there is additional information presented by the Buildings and Grounds Committee for review, the motion was seconded by Ryan Young*

Vote: 3:0

Parking Lot Next Steps: It was noted that a supervisory union employee tripped and fell in the parking lot and this fall resulted in an injury. Several options for addressing the condition of the parking lot have been discussed over a period of time. Options discussed included developing a retention pond outside of the existing arena, piping water to a ditch on the back side of the property, and running a pipe underground to drain water from the parking lot. A bond vote was suggested last year to pay for the parking lot project but this was denied. It was noted that the cost driver of this project was paving the parking lot. It was also noted that we applied for a grant last to help pay for the design and construction of a workable solution but we did not receive the award. There is an opportunity to apply for this grant again; however soil samples need to be obtained before we can apply. A suggestion as made to move forward with a proposal of a bond vote to pay for the parking lot repairs, and to test the soil at the same time so that we can apply for the regional planning grant again.

***Action:** A motion was made by Steve Scott to allocate Capital Reserve Funds not to exceed \$2,000 to take and analyze soil samples to determine filtration; the motion was seconded by Ryan Young
Vote: 3:0*

Snow Days Make-Up and End of Year Plans: ½ Day on June 15th: We had 4 snow days this year, and while we are still in compliance with state law, we have scheduled ½ day on June 15th. Students are required to attend 175 days by law, and they will be attending 176 days this year.

New Teacher Contracts: The following teacher contracts were presented for review:

- LouAnn Collins – Math Interventionist, K-2
- Allison Tulley (sp?) – Teacher, placement TBD
- Sarah Forman – will take LuAnn's place in the second grade

***Action:** A motion was made by Ryan Young to direct the Board Chair to sign contracts presented, these are in addition to the contracts already signed. The motion was seconded by Steve Scott
Vote: 3:0*

11.0. NEW BUSINESS

Appoint Teacher Negotiations Representative (VSBA Teacher Negotiations Workshop – April 14th in St. Albans)

***Action:** Chris Shepard was nominated as the Teacher Negotiations Representative by Steve Scott; the motion was seconded by Ryan Young.*

***Vote:** 3:0*

Channel 15 Video Annual Subscription - \$600: Each district is considering subscribing to Channel 15's online service. The service would be no more than \$600 per year, and the subscription would enable us to upload a link to the Board Videos on our website. This would allow anyone with internet access to view videos. This content would be available indefinitely.

***Action:** A motion was made by Ryan Young to allocate no more than \$600 to purchase a channel 15 annual subscription; the motion was seconded by Steve Scott*

***Vote:** 3:0*

Summer Facilities Work: Deferred

Schedule New Board Member Orientation – May 10th, 5:00, @ Highgate School: The new Board members will meet with Winton Goodrich before the Board meeting on May 10th for a New Board Member Orientation.

Schedule FY18 Goal Reflection and FY19 Goal Setting Work Session: Deferred

12.0. ANTICIPATED EXECUTIVE SESSION:

***Action:** a motion was made by Steve Scott to enter executive session to discuss student issues, evaluation issues, and contract issues; the motion was seconded by Ryan Young. Principal Hartnett was invited to stay for executive session.*

***Vote:** 3:0*

The Board entered executive session at 8:56 PM

13.0. **ADJOURNMENT:** The Highgate Elementary School Board of Director's Meeting adjourned at #####

Recorded by: Rebecca Fenn, School Board Secretary
Submitted in behalf Ryan Young: School Board Clerk