



**Highgate Elementary School
Board of Director's Meeting
June 20, 2018**

1.0 CALL TO ORDER: A meeting of the Highgate Elementary School Board of Directors was called to order on Thursday June 20, 2018 at 7:06 PM by Chris Shepard, School Board Chair. Those in attendance included:

- Chris Shepard, Boar Chair
- Lisa Wells, Vice-Chair
- Stephen Scott
- Richard Flint
- Patrick Hartnett, School Principal
- Lora McAllister, Assistant Business Manager
- Winton Goodrich, Superintendent
- A Channel 15 representative (taping for public access television)

Absent:

- Ryan Young, Board Clerk
- Chris Palmer, Assistant Principal

2.0. AGENDA AMMENDMENTS: (1)

- New Business: Lighting and drop ceiling for stage

3.0. PUBLIC COMMENT:

Ty Choiniere provided comment on the following:

- **Memorial Day Parade:** Thank you to Miss Fowler and the Band for participating in the Memorial Day Parade and Festivities.
- **Highgate School Website:** Contact information for Board Members is not on the school's website, and the website is not very user friendly.
- **Substance Abuse Education:** Suggested that 6th graders receiving age appropriate education about substance use in preparation for moving to High School and potential exposure. This education could be similar to programming provided in St. Albans coordinated by the School Resource Officer.
- **6th Grade Graduation:** The PowerPoint presentation demonstrated curriculum in photos, and this was appreciated.
- **Report Cards:** It was noted that the report cards seem less personal now that they are in standardized format, and there is no insight into specific areas students should focus on to improve. Report cards are standardized across the district and address how well students are meeting the proficiency standards. It was noted that teachers are comfortable with the standardized format and they have no concerns about accuracy.

4.0. FUTURE BOARD MEETING DATES:

- Highgate Board Meeting – August 9, 2018 at 6:30 PM (note new date/time)
- FNWSU Board Meeting – August 15, 2018 6:30 at MVU

5.0. CONSENT AGENDA

Adopt May 10th Board Meeting Minutes:

The minutes of the May 10th Board Meeting were presented for review.

Action: A motion was made by Lisa Wells to approve the minutes of the May 10th Board meeting, the motion was seconded by Steven Scott.

Vote: 4:0

6.0. PRINCIPAL'S REPORT

Patrick Hartnett gave the Principal's Report to include:

- The SBAC annual assessment data is available – at first glance it shows an overall improvement in scores with grades 3 and 6 scoring above district average, and grades 4 and 5 scoring below district average. While this increase is encouraging, there is still room for improvement.
- There were a couple of unanticipated resignations, and a couple of position shifts towards the end of the year. The majority of new hires are local graduates returning to this area after finishing college. The increase in base salary approved by the Board should help retain teachers.
- Thank you to the Board for authorizing teachers to spend the final three days of school participating in professional development opportunities.

Generator Update: The grant application for the new generator has been submitted.

7.0. BUSINESS REPORT

Lora McAllister provided the business report to include:

Financial report: The financial report through mid-June was presented for review. Currently the budget is projected to be under spent by around \$30,000, and there is a projected carryover of around \$49,000. It was suggested that up to \$10,000 of this can be spent now to put us in a better position going into next fiscal year. It was suggested that this carryover could be spent on purchasing LLI Literacy Kits for all grades (budgeted in FY19) at a cost of around \$5,000. It was also suggested that funds could be used to purchase software called Star 360 that would be used to screen every student in Math and Literacy three times a year to identify areas of focus in order to increase proficiency. Both purchases would need to be invoiced by June 30, 2018.

Action: A motion was made by Lisa Wells to allow the purchase of LLI Kits, and the Star 360 software program, the motion was seconded by Richard Flint.

Vote: 4:0

Warrants: The warrants for the Month of May in the amount of \$432,929.88 were presented for review.

Action: A motion was made by Richard Flint to approve the May warrants totaling \$432,929.88, the motion was seconded by Steven Scott.

Vote: 4:0

Summer Business Motion:

Action: A motion was raised by Richard Flint to authorize the Finance Committee to approve bills or make other financial decisions outside of meetings and during the summer, the motion was seconded by Lisa Wells.

Vote: 4:0

Tax Anticipation Line of Credit:

Action: A motion was made by Lisa Wells to authorize the Business Office to gather interest rates from local banks for a tax anticipation line of credit and award to lowest bidder and authorize the majority of the Board to sign the documents as prepared and when notified, the motion was seconded by Steven Scott.

Vote: 4:0

Meal RFP and Awarding Motion:

Of note, this is the first year that the Meal RFP is requesting a "fixed price" per meal rather than a cost reimbursement model. It was also noted that there is a Meal Advisory Committee that meets regularly and all are encouraged to attend these meetings to communicate suggestions or concerns relating to the school's hot lunch program.

Action: A motion was made by Richard Flint to Launch the FY19 food service management RFP, which was created from the State template and also approved by the State Child Nutrition Program Director – based on timeline indicated, and also to award the RFP following receipt of bids to the highest scoring vendor using the outlined scoring criteria included in the RFP, the motion was seconded by Steven Scott.

Vote: 4:0

8.0. OLD BUSINESS

Summer Facilities Work: The following work on the facility will occur this summer:

- Roof Repair (6/26)
- Installing door magnet holders – these are tied to the fire alarm system (6/29)
- Rebuilding front desk area to include bullet proof glass and a steel garage door style window closure. It was noted that it will be hard to complete all of this within the authorized budget of \$10,000. It was suggested that part of this project be written into the School Safety Grant application (\$25,000 with a 6% match). Application to be submitted 6/29.
- Normal floor maintenance
- Investigate and repair two ramps outside of the cafeteria (suggested by Ty Choiniere)

Parking Lot Next Steps: The school applied for a \$25,000 Planning Grant to address the parking lot. The Board previously authorized funds to be used for soil sampling however it was suggested that this be postponed until the grant decision is made. Regardless of grant award, there will be a plan in place to address the parking lot by Town Meeting.

Authorize MVU Animal Shelter for Cassidy Field: Mr. Machia provided an example if the type of animal shelter he would like to erect on the Cassidy Field. This would be a three sided shed with the opening facing East towards the road. The overall width of the roof would be 24x14 feet. The shelter would be large enough to house 6-8 beef or dairy cows, and could be easily taken down if needed. The animals would be on the property over the summer months and be gone by the first frost. The shelter would not interfere with the proposed soccer field. There was a concern raised about where liability would fall and Lora McAllister will look into this.

Action: A motion was made by Richard Flint to authorize the MVU Ag program to construct an animal shelter on the Cassidy property to shelter animals and to allow animals to graze – based on agreement from VT School Board Insurance Trust that we have adequate liability coverage on the animals and the individuals haying and at no cost to the Highgate school district, the motion was seconded by Steven Scott.

Vote: 4:0

Channel 15 TV Subscription: The cost of the News Channel 15 TV subscription was negotiated down to \$480 per year.

Action: A motion was made by Lisa Wells to accept the \$480 Channel 15 TV subscription fee so that our Board meetings can be accessed on YouTube two days after a meeting, the motion was seconded by Richard Flint.

Vote: 4:0

Act 46 Update: The Secretary of Education's Act 46 recommendation that /Highgate/Swanton/MVU merge into one unified district, and that Sheldon move into Franklin Northeast was reviewed. This merger would dissolve all local boards. The State Board will meet on July 18th at Newark Elementary School and accept testimony from schools advocating for Alternate Governance Structures. The State Board of Education will then decide to accept the Secretary of Education's recommendation, or to propose an alternative. The Act 46 Committee will reconvene to discuss the recommendation and advocacy.

Adopt Policies: The following policies have been adopted at the SU level and are being presented today for local Board adoption.

504 Policy: This policy provides accommodation for children with short or long-term disability who do not qualify for an IEP. ‘

Action: A motion was made by Richard Flint to accept the 504 Policy; the motion was seconded by Steven Scott.

Vote: 4:0

Title 1 Policy: This policy provides accommodation for students that receive free or reduced hot lunch and come from families with financial challenges. The policy governs parental involvement and engagement in school related activities.

Action: A motion was made by Lisa Wells to accept the Title 1 Policy, the motion was seconded by Richard Flint

Vote: 4:0

Proficiency Based Learning Policy: This policy is driven by Act 77 which requires flexible learning pathways for high school students.

Action: A motion was made by Steven Scott to approve the Proficiency Based Learning Policy; the motion was seconded by Lisa Wells.

Vote: 4:0

Wellness Policy: This policy connects to wellness and nutrition, and embeds 30 minutes a day for physical activity for all students. It also supports the RiseVT initiatives in Franklin/Grand Isle Counties.

Action: A motion was made by Richard Flint to adopt the Wellness Policy; the motion was seconded by Lisa Wells.

Vote: 4:0

9.0. SUPERINTENDENT'S REPORT

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

- **Legislative Update:** The Governor vetoed the budget for a second time, and the House could not override the Governor's veto. The crafted budget (finalized by 7/1) could have an impact on school funding.
- **Host Families Needed:** Host families for Chinese students and teachers are still needed for this summer, in the Fall, and again in the Spring. There is a small stipend available to offset costs. In addition, any family who agrees to host all three sessions will have the opportunity to send their

children to China at no expense for a reverse immersion program. Contact Central Office if interested in hosting.

10.0. NEW BUSINESS

Lighting and Drop Ceiling for Stage: Mrs. Hemmingway would like permission to add some lighting and a drop ceiling to improve the stage. Highgate Actors Theater (HAT) funds would pay for the upgrades.

11.0. ANTICIPATED EXECUTIVE SESSION

Action: A motion was made by Richard Flint to enter executive session to discuss a personnel issue as the answer to the question "Would premature public knowledge would clearly place the Board or other party at a substantial disadvantage" was yes; the motion was seconded by Steve Scott. Patrick Hartnett was invited to participate in executive session.

Vote: 4:0

The Board entered executive session at 8:56PM

The Board exited executive session at 9:30 PM

12.0. ADJOURNMENT:

Action: Richard Flint made a motion to adjourn the Highgate Elementary School Board of Director's Meeting at 9:32 PM; the motion was seconded by Lisa Wells.

Vote: 4:0

Recorded by: Rebecca Fenn, School Board Secretary

Submitted in behalf Ryan Young: School Board Clerk