# HIGHGATE SCHOOL BOARD MEETING

**HIGHGATE ELEMENTARY SCHOOL LIBRARY**
**May 10, 2018**
**5:00 and 6:30 PM**

5:00PM New Board Member Orientation
- Pizza and Drinks

Agenda:

6:30PM Call Meeting to Order
- Agenda Amendments

6:35PM Public Comments Regarding Current and Future Agendas (Listen) *
- Possible Topics for Future Board Meeting Agendas

6:40PM Future Board Meeting Dates
- Highgate Board Meeting – June TBA, at 6:30 PM
- FNWSU Board Meeting – June 6th, 6:30 at Highgate

6:45PM Board Presentation

7:00PM Business Report
- Warrants

7:15PM Consent Agenda Discussion
- Adopt April 12th Board Meeting Minutes (Action)

7:20PM Principal's Report
- Graduation Date Details
- Generator Grant Update
- Other

7:40PM Superintendent's Report
- Legislative Update
- China Trip and Summer School Update
  - Host Family Needs for Chinese Students and Teachers in July
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8:00PM Old Business
- Cassidy Property Memorandum of Understanding (MOU) – Create sub committee and bring recommendation to the May 10th board meeting
- Parking Lot Next Steps
  - Stormwater Grant Update

8:25PM New Business
- Contracts
- Channel 15 Video Annual Subscription
- Summer Facilities Work -
- New Board Member Orientation – May 10th, 5:00, @ Highgate School

8:45PM Anticipated Executive Session – (Answer the Executive Session Compliance Question...*Where premature public knowledge would clearly place the Board or other party at a substantial disadvantage)*

- Student Records and Report
- Evaluation

9:05PM Adjournment

**SY2018 Goals**

1) **Support growth of student achievement**
   a) Receive Action Plan updates at November, March, and June Board meetings
      - Include behavior progress
   b) Create multi-year facilities, and technology plan
      - Focus on parking lot and roof
      - Create generator plan for White Building

2) **Improve communication between the school, parents, and community**
   a) Establish single electronic communications system that all teachers and parents will use
      - Create consistent expectations for all staff
   b) Identify a staff member to manage social media
   c) Use the results of the Act 46 Independent Study to dialogue with the community about the pros and cons of governance unification.
      - Implement Parent Advisory Council
   d) Direct Family-School Coordinator to expand communications and develop stronger family relationships
   e) Increase board outreach and communication with parents and community

3) **Increase efficiency and effectiveness of Board operations**
   a) Revisit Board goals on a quarterly basis
   b) Receive information prior to Board meeting decision making
   c) Include monthly teacher program presentations at Board meetings
   d) Identify a Board member to serve as an meeting agenda time keeper
   e) Complete quarterly Board meeting effectiveness surveys
   f) Operate three hour board meetings
   g) Ensure board agendas and minutes are posted on web site

***Public Comments at Board Meetings**

The FNWSU and District School Boards are working to improve the response to public comments made at Board meetings.

The Board reserves the right to ask visitors the following questions before they are invited to address complaints to the Board:

- Have you directed your complaint through our "Complaint" Policy i.e.
  - Attempt to address the complaint first with teacher/staff member, and,
  - If not satisfied, discuss complaint with the principal, and,
  - Still not resolved, then meet with the superintendent,
  - Only then, will the Board hear your concern at a Board meeting.
- When speaking with the Board, if the complaint becomes personal, disrespectful, or threatening, then the Board chair may rule the speaker "Out of Order" or,

- If the complaint addresses specific personnel or is evaluative then the Board chair may invite the complainant into executive session, and,
- The Board chair may limit speaking time for each individual and ask that similar points of view from multiple speakers not be presented.

Anyone making a comment can expect a response from the Board that will fall into one of the following categories:

- Thank the person with no further action planned.
- Respond immediately by the Board chair or administration.
- Direct the administration to contact and respond to the person.
- Seek clarification from the administration at a specified meeting.
- Add the topic to a future Board agenda.
- Refer the matter to an executive session.
- Hold a public hearing on the matter.
- Send a note of appreciation.