



**Highgate Elementary School
Board of Director's Meeting Minutes
March 14, 2019**

1.0 CALL TO ORDER: A meeting of the Highgate Elementary School Board of Directors was called to order on Thursday March 14, 2019 at 6:33 p.m. by Julie Regimbal, Superintendent. Those in attendance included:

- Chris Shepard, Board Chair
- Lisa Wells, Board Vice-Chair
- Stephen Scott, Board Clerk (arrived at 6:45 PM left at 8:15 PM)
- David Roddy
- Richard Flint
- Lora McAllister, Business Manager
- Chris Palmer, Assistant Principal
- Julie Regimbal, Superintendent
- A Channel 15 representative (taping for public access television)

Absent:

- Patrick Hartnett, School Principal

Agenda Amendments: None

2.0. MEETING ORGANIZATION:

Nominations to fill Board vacancy by appointment: As there was no election at Town Meeting, the Secretary of State's office advised that Chris Shepard and Richard Flint can remain in office until an election is held, or until the HES Board is no longer operational (6/30/2019).

Swearing in of Board Member (Town Clerk): Not applicable.

Nomination for Board Chair:

Action: Chris Shepard was nominated as Board Chair by David Roddy; the nomination was seconded by Richard Flint. No other nominations were made. **Vote:** 4:0

Vice Chair:

Action: Lisa Wells was nominated as Board Vice-Chair by David Roddy; the nomination was seconded by Richard Flint. No other nominations were made. **Vote:** 4:0

Nomination for Clerk:

Action: Steven Scott was nominated as Clerk by Richard Flint; the nomination was seconded by David Roddy. No other nominations were made.

Vote: 4:0

SU Board nominations:

Action: *Steven Scott, David Roddy, and Chris Shepard were nominated by Richard Flint to sit on the SU Board as representatives from HES. No other nominations were made. Vote: 4:0*

Appointments to committees:

Finance Committee:

Action: *Lisa Wells and Steven Scott were nominated by David Roddy to sit on the Finance Committee; the motion was seconded by Richard Flint. No other nominations were made. Vote: 4:0*

Building and Grounds Committee:

Action: *Chris Shepard and Richard Flint were nominated by David Roddy to sit on the Building and Grounds Committee; the motion was seconded by Lisa Wells. No other nominations were made. Vote: 4:0*

Authorization of Board Chair to sign Teacher Contracts: Deferred.

Date and time of Regular Board Meetings:

Action: *David Roddy made a motion to hold the Highgate Elementary School Board of Directors regular board meetings on the second Thursday of the month at 6:30 PM in the Library; the motion was seconded by Richard Flint. Vote: 5:0*

3.0. COMMENTS AND CORRESPONDENCE FROM THE PUBLIC:

Cassidy Property MOU: Ty Choiniere raised a question about whether the MOU governing the Cassidy Property would withstand a challenge from another party in the court system. It was noted that the articles of agreement (when approved by the voters) stipulate that after the merge, all existing agreements have to be honored, and that even if all interested partys agreed to modify the MOU, the requested change would have to be approved by the voters.

Student Lunch: Ty Choiniere noted that he has heard that (in some cases) students are not given adequate time to eat their entire lunch, and raised a concern that some students rely on school meals as a primary source of food. It was noted that grades K-1 are allotted 25 minutes for lunch, and grades 2-6 have 20 minutes. It was noted that an adjustment was made back in November to change a practice where all students from all classes had to be seated prior to any student getting lunch to now allowing students to get lunch as each class comes in. It was noted that students are also allowed to finish lunch in the main office in the event of extenuating circumstances.

4.0. FUTURE BOARD MEETING DATES:

- New District Organizational Meeting 3/21/19 7:00 PM MVU Theater
- FNWSU Board Meeting –April 3rd, 6:30 PM at Franklin
- Highgate Board Meeting – April 11th, 6:30 PM

CONSENT AGENDA:

Adopt meeting minutes of the February 14th Board of Directors meeting:

Action: A motion was raised by David Roddy to approve the minutes of the February 14th Board meeting, the motion was seconded by Lisa Wells. Vote: 5:0

Adopt meeting minutes of the March 4th Bond Information Meeting

Action: A motion was raised by David Roddy to approve the minutes of the March 4th Bond Information meeting, the motion was seconded by Lisa Wells. Vote: 5:0

5.0. PRINCIPAL'S REPORT

Assistant Principal Palmer discussed the following as part of the principal's report:

- Over the past month, the math and literacy coaches have led staff through a Plan-Do-StudyAct cycle analyzing the strengths and challenges of mini-lessons (a structure used by all teachers to lead students through new content or to review existing content). The coaches identified the criteria of a strong mini-lesson, observed mini-lessons being executed, tabulated and analyzed data, communicated results, and identified five focus areas (length of lesson, learning targets, teacher talk vs. student talk, engagement, rules and procedures, and elements that make up a good mini lesson). Teachers were asked to come up with one strategy to impact one of the focus areas identified over a six week period of time, after which coaches will repeat observation and data collection/analysis to assess impact of change.
- A "Pineapple" board (part of Restorative Practices) went "live" on Tuesday. A Pineapple board is a way to communicate times where a teacher is welcoming others into their classroom to observe (or participate) in restorative circles.
- Students will attend ½ day of school on Friday March 29 (vs. having the whole day off) in order to meet the required number of student school days this year.

6.0. BUSINESS REPORT

Lora McAllister provided the Business Report to include:

Warrants: Warrants for the month of February in the amount of \$327,707.28 were presented for review.

Action: A motion to approve the warrants for the month of February in the amount of \$327,707.28 was raised by David Roddy and seconded by Richard Flint. Vote: 5:0

School Food Authority Audit: The SU underwent a School Food Authority audit and Jill Farnsworth was acknowledged for her courtesy and respect of students as well as her knowledge of program requirements.

Financial Report: A financial report showing the current fiscal year through the end of February was presented for review. The anticipated carryover is down around \$30,000. The Business Office is continuing to monitor expenses and update lines as they change. It was noted that both the workman's comp and liability insurance lines came in under what was anticipated.

Action: A motion to accept the financial report was made by Steven Scott and seconded by Lisa Wells.

Vote: 5:0

It was noted that Jess Paquette is currently working on a grant application that would offer a 50% match to purchase kitchen equipment (in this case a Kittredge Refrigerator), and is requesting authorization from the Board to use funds from the Food Service Account to cover the other 50% of the cost (approximately \$1500). This Food Service account is a self-sustaining account and it currently has around \$10,000 in (built up over several years).

Action: A motion was made by Richard Flint to commit funds from the Food Service account not to exceed \$1800 to purchase identified kitchen equipment; the motion was seconded by Steve Scott.

Vote: 5:0

7.0. SUPERINTENDENT'S REPORT

Julie Regimbal gave to superintendent's report to include:

- The Integrated Field Review (part of the AOE's evaluation of schools) took place today. The teams conducted interviews with students, teachers, parents, and administrator to collect evidence of implementation of Educational Quality Standards.

8.0. NEW BUSINESS

Bond Presentation Results: The Bond was approved by voters on Town Meeting Day. Lora has contacted Bond Council who reviewed all documentation and verified that the process was followed appropriately. The Bond application is due the week of May 4th with anticipated approval to come in mid-June, and closing in late July. Because the closing will take place after the Act 46 merge, council has recommended that HES engage in a Bond Anticipation note (a line of credit) that would allow HES to incur the debt of the bond prior to the merge. The State allows for this action under Title 24 1773.

Action: A motion was made by David Roddy to authorize Lora McAllister to solicit interest rates and to start the application process for a bond anticipation note; the motion was seconded by Richard Flint. Vote: 5:0.

Bond Next Steps: It was noted that the bond is approved but we cannot move forward with the plans identified in the bond proposal until the bond closes, or until the bond anticipation note is approved. It was clarified that the bond has to be used for the projects as identified in the article that was approved by voters. The plan is to hire an engineering firm in the fall of 2019, hire a construction manager, and then go out to bid. Ty Choiniere noted that the Rec Department would like to be involved in the parking lot design as a request was made at a previous meeting by the Rec Department to extend the walking path as part of that project.

Storm Water Grant Update: There was a meeting last month with State Representatives and the Project Manager and it is anticipated that grants will cover the majority (if not all) of this project. It was noted that whatever storm water work is completed will be in sync with the parking lot project. Soil testing will take place over April break followed by a 30% design phase (where designs will be presented to the Board for review and approval). This will be followed by a full design phase and then an application for the second round of grants which would cover the full cost of the project. It is anticipated that HES will have high priority. Ty Choiniere asked that the walking path be taken into consideration when plans are being reviewed and approved.

9.0. OLD BUSINESS

Act 46 Update:

- **Litigation:** Judge Mellow provided a ruling denying the requested injunction. The ruling provides a clear indication that the court is not agreeing with the arguments provided. It was noted that a hearing for the State's motion to dismiss has been set and it is anticipated that a ruling on that will be available in mid-April. It was noted that the Agency of Education released a memo that included strong language about the need for schools to move forward with merging as ordered by law noting that the State Board of Education does have authority to impose budgets and take over the management of schools under Title 16 Section 165. It was noted that anyone interested in running for a seat on the new District Board would have to get petitions into the Town Clerk by 3/25/19 – petitions can be obtained at the Town Clerk's office or FNWSU Central Office. An Election could then be warned and occur on 4/30/2019 with the first meeting of the District Board taking place as early as the following day, which would allow the Board to warn and present a budget to the voters on 6/4/19.
- **Legislative Update:** The Senate has created a hybrid of H39 (allowing a delay in merger activity in certain situations) and is currently taking testimony. If passed, this will go the Senate for voting and then to the House for approval prior to being signed as a Bill.

- 10.0. ANTICIPATED EXECUTIVE SESSION:** A motion was raised by David Roddy to enter executive session to discuss a teacher and administrative contract as it was agreed that premature public knowledge would clearly place the Board or other party at a substantial disadvantage; the motion was seconded by Richard Flint. **Vote: 5:0**

The Board entered executive session at 8:16 PM

The Board left executive session at 8:35 PM, making no action.

11.0. ADJOURN

Action: A motion was made by David Roddy to adjourn the Highgate Elementary School Board of Directors meeting at 8:37 PM; the motion was seconded by Richard Flint. **Vote: 4:0**

The meeting adjourned at 8:37 PM.

Recorded by: Rebecca Fenn, School Board Secretary

Submitted on behalf of Steve Scott, Board Clerk