



**Highgate Elementary School  
Board of Director's Meeting Minutes  
April 11, 2019**

**1.0 CALL TO ORDER:** A meeting of the Highgate Elementary School Board of Directors was called to order on Thursday April 11, 2019 at 6:38 p.m. by Chris Shepard, School Board Chair. Those in attendance included:

- Chris Shepard, Board Chair
- Stephen Scott, Board Clerk
- David Roddy
- Richard Flint
- Patrick Hartnett, School Principal
- Julie Regimbal, Superintendent
- Lora McAllister, Business Manager
- A Channel 15 representative (taping for public access television)
- Ty Choiniere, Public

Absent:

- Lisa Wells, Board Vice-Chair
- Chris Palmer, Assistant Principal

**Agenda Amendments (2):**

- Stage Lighting Upgrade – Ernie Hemingway (New Business)
- Plan for Walking Path – Request from the Rec Department (Old Business)

**2.0 COMMENTS AND CORRESPONDENCE FROM THE PUBLIC:**

Ty Choiniere noted that he attended a parent teacher conference recently and it was a very good experience. He suggested implementing a “Coffee and Conversation” platform to foster communication with administration. Pat will discuss options with MVU who currently holds these sessions.

**3.0 FUTURE BOARD MEETING DATES:**

- MVSD Informational Meeting – April 15th MVU Library 6:00 PM. This is the first of two informational meetings that will be held in advance of the warned vote to approve the consolidated budget on 4/30/2019. The second informational meeting will take place on 4/27/19 at 10:00 AM.
- MVSD or FNWSU Board Meeting – May 1st, 6:00 PM at Highgate
- Highgate Board Meeting – May 9th, 6:30 PM

#### 4.0. CONSENT AGENDA:

**Adopt meeting minutes of the February 14, 2019 Board of Directors meeting:**

*Action:* A motion was raised by David Roddy to approve the minutes of the February 14, 2019 Board of Director's meeting; the motion was seconded by Richard Flint.

*Vote:* 4:0

**Adopt meeting minutes of the March 14, 2019 Board of Directors meeting**

*Action:* A motion was raised by Richard Flint to approve the minutes of the March 14, 2019 Board of Director's meeting; the motion was seconded by David Roddy.

*Vote:* 4:0

#### 5.0. PRINCIPAL'S REPORT

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

- There was around 90% participation in recent Parent Teacher Conferences.
- Task teams have been developed and are meeting with the overall arching goal of identifying gaps in the school's programming. There are 7 Task Teams that focus in the areas of: science/writing, first 30 minutes of the day, literacy and math night, staff and student wellness, maker space, PBIS tier 1, and student leadership/community service. Every staff member is required to join a Task Team.
- School wide behavior data has been reviewed showing the following:
  - Areas of Growth
    - High-level behaviors (e.g. fights, bullying, harassment etc.) are down significantly.
    - PBIS system data shows that we are improving with fidelity to the PBIS model.
    - There was an increase in staff that perceived that student behavior is improving.
  - Opportunities for Improvement:
    - The number of discipline referrals for low-level behaviors has increased despite a decrease in high-level behaviors.
- The second full ALICE drill was held today and two State Troopers observed the drill.
- The class placement process has started with a goal to create balanced classes that mix students from the previous year.

#### 6.0. BUSINESS REPORT

Lora McAllister provided the Business Report to include:

**Warrants:** Warrants for the month of March in the amount of \$418,431.67 were presented for review.

*Action:* A motion to approve the warrants for the month of March in the amount of \$418,431.67 was raised by Richard Flint and seconded by David Roddy.

*Vote:* 4:0

**Local Budget Review:** A draft of the budget excluding Sheldon Elementary School was presented for review:

- It was noted that the Instructional Programs line did not include Title Positions but as of now all intervention positions funded with Title dollars are included in the expenditures with offsetting revenue in Ed Spending) which accounts for the large increase in this line.
- There continues to be changes to out of district placements and CAT workers reflected in the Purchased Services line.
- The after School Program Support line is showing a decrease around \$20,000 due to a grant reduction.
- It is anticipated that local special Ed line will be down about \$88k although this is due to a shift in special education vs. general education dollars and not really a decrease.
- The Counseling Services line was increased to reflect actuals for School Based Clinician as the contract came in higher than anticipated.
- Instructional Staff training increased around \$11,500 for additional professional development relating to the Maker Space.
- Funds are available to support two technology related positions although a different model is being considered.
- The technology line has increased around \$7500 to cover upgrades to infrastructure.
- Central Office and Special Education expenses are rolled into one expense reflective of Sheldon not being included. Central Office is assessed based on current year enrollment and Special Ed is assessed based on use. There is an increase in out of placement costs reflected in this line.
- The Principals Office line is showing an increase of around \$3000 for upgrades required for 911-compliance.
- There is \$60,000 included in the debt service line to cover the bond interest payment for year 1 – this will increase to around \$181,000 for subsequent years.
- Overall the budget increase is around \$400,000 noting this is slightly inflated due to no offsetting revenue included for Title Positions.

The estimated tax impact on a \$5.5 million dollar collective budget for Highgate taking into consideration Education Spending, Equalized Pupil number, CLA, and Property Yield is an increase around \$0.085.

It was noted that right now the schools are developing local budgets, and the consolidated district is developing a consolidated budget. Local budget approval will be deferred until the next meeting.

**Hot Lunch Program Update:** The school's food service management company has requested that the contract go out to bid again next year vs. completing a one year renewal of contract as they realized they bid too low for the service (this is the first year implementing a fixed contract as required by the State vs. a cost reimbursement model). The company did assure the school that the quality of the program will remain the same throughout the end of the school. It was noted that there are discussion about soliciting bids as a consolidated district vs. individual schools as this may entice more companies to bid on the contract.

**Bond Anticipation Rates:** As discussed last month, Council has advised that HES incur the debt of the approved bond in advance of June 30, 2019 in order to solidify that debt prior to the merge. Lora McAllister solicited bond line of credit interest rates from three banks:

- Union Bank: 2.23%
- People's United: 2.05%
- Community Bank: 1.45% (current operating account holder)

**Action:** A motion was raised by Steve Scott to award the bond anticipation note to Community Bank in the amount of the approved bond (\$2.32 Million) at an interest rate of 1.45%. The motion was seconded by Richard Flint.

**Vote:** 3:0 (David Roddy abstained)

## 7.0. SUPERINTENDENT'S REPORT

Julie Regimbal gave to superintendent's report to include:

- High school students attended a State STEM fair and achieved high placements!
- The bill proposing delays in Act 46 mergers is stuck in conference.
- A bill requiring led remediation which proposes that State funds cover 70% of remediation is being negotiated. Schools are requesting that the state funds 100% of remediation.

## 8.0. NEW BUSINESS

**Stage Lighting Upgrades:** Mrs. Hemingway noted that through fund raising and grants; there is enough money available to purchase two spotlights and three dimer switches to upgrade the stage lighting. She is requesting approval from the Board to move forward with these upgrades and a commitment from the Board to cover the cost of labor and the electrician.

**Action:** A motion was made by Richard Flint authorize upgrading the stage lighting using funds raised through Highgate Acting Theater, and for the school to cover the cost of labor and the electrician; the motion was seconded by David Roddy.

**Vote:** 4:0

**Teacher Contracts:** This topic will be discussed in Executive Session.

## 9.0. OLD BUSINESS

**Plan for Walking Path – Request from the Rec Department:** Ty Choiniere suggested that the Board continue to consider plans for upgrading the walking path as part of the parking lot project noting that RiseVT is still planning to assist. The main concern raised by the Board was whether or not the path would interfere with existing parking space noting that the school cannot lose any of those parking spaces. This topic will continue to be discussed.

**Update from MVSD Transition Board:** There was a MVSD Transition Board Meeting last night. That Board is currently working on developing a consolidated budget and discussing how to disseminate information about the upcoming vote that will include approval of the articles of agreement including provisions to protect school closures, and approval of the name of the new district(among other things). This Board will dissolve before the vote on 4/30/2019.

### **Act 46 Updates:**

- The decision from Jude Mellow should be out this week and we are anticipating that some parts of the Act 46 lawsuit will move on to the Supreme Court.

**10.0. ANTICIPATED EXECUTIVE SESSION:**

***Action:** A motion was raised by David Roddy to enter executive session to discuss teacher, non-union, and administrative contracts as it was determined that premature Richard Flint. Julie Regimbal, Lora McAllister, and Patrick Hartnett were invited into executive session.*

***Vote:** 4:0*

The Board entered executive session at 8:34 PM.

The Board exited executive session at #####

**11.0. ADJOURN**

The meeting adjourned at #####

Recorded by: Rebecca Fenn, School Board Secretary  
Submitted on behalf of Steve Scott, Board Clerk