



**Highgate Elementary School
Board of Director's Meeting
November 8, 2018**

Call to Order: A meeting of the Highgate Elementary School Board of Directors was called to order on Thursday November 11, 2018 at 6:45 p.m. by Chris Shepard, School Board Chair.

Those in attendance included:

- Chris Shepard, Board Chair
- Richard Flint
- Lisa Wells, Vice-Chair
- Lora McAllister, Business Manager
- Julie Regimbal, Superintendent
- Patrick Hartnett, School Principal
- Chris Palmer, Assistant Principal
- Ty Choiniere, Community Member
- David Roddy, Soon to be Board Member
- A Channel 15 representative (taping for public access television)

Future Board Meeting Dates:

- Highgate Board Meeting – December 13th at 6:30 PM
- FNWSU Board Meeting – December 5th at 6:30 PM at Franklin

Adopt October 11, 2018 Meeting Minutes:

Action: A motion was raised by Richard Flint to approve the minutes of the October 11, 2018 meeting; the motion was seconded by Lisa Wells.

Vote: 3-0

Adopt October 25, 2018 Meeting Minutes:

Action: A motion was raised by Richard Flint to approve the minutes of the October 25, 2018 meeting; the motion was seconded by Lisa Wells.

Vote: 3-0

Principal's Report

Patrick Hartnett and Chris Palmer went over their report, the highlights include:

- Academic Proficiency
 - Maker Space - The Maker Space Task Team continues its work to create a maker space at Highgate School for the 2019-2020 school year. They would like to invite the board to attend a weekly "Innovation Day" at BFA-Fairfax Elementary and Middle Schools Friday, December 7th, at 1:30pm. The Task Team will be able to watch the elementary

school maker space in use by 3rd-4th grader as well as the middle school maker space being utilized by 5th-8th graders. There will be an opportunity to talk with the architect of the elementary, middle and high school maker space, Rhonda Siemons, who is the technology integrationist at BFA-Fairfax. The team looks forward to sharing their proposal during the December school board meeting.

- Math Menu – Christian Courtemanche returned to Highgate to work with staff with each grade level. He has been very influential in implementing Math Menu which dramatically increases student choice and engagement.
- High Quality Staffing – K-2 Behavior Interventionist named Kim Irish-Aldrich has been hired.
- Positive Climate for Learning – Grades 2-6 all read Wonder, by RJ Palacio. Grades K-1 ready a picture book called We are all Wonders, also by RJ Palacio. The entire school has participated in programs and activities around this book.
- Restorative Practices – The Restorative Practices Leadership Team had their first meeting on Friday, October 26th. They are going to work on two main goals this school year.
 - Helping people who to do Circles but aren't sure how or are nervous to try.
 - Publicizing the work that the “early adopters” are doing with Circles and other Restorative Practices structures in their class rooms.
- School Safety – Highgate has completed their first enhanced lockdown drill, as per ALICE protocols. There are a few challenges that are being addressed to work on being consistent between both buildings. The next drill be will a full ALICE protocol. Terry and Chris have been working to improve the enhanced lockdown procedure through modifying the doors.

Business Report

Warrants: Warrants for the month of October totaling \$975,891.73 were presented for approval.

Action: A motion was raised by Richard Flint to approve the October 2018 warrants totaling \$975,891.73, the motion was seconded by Lisa Wells.

Vote: 3:0

Lora McAllister shared draft 2 of the FY 20 budget. Primarily only assessments have changed. Shifting from showing all the netted revenues at the SU level and consolidating them all in to one line. Transitioning to how the state would like it presented to them. Special Ed has about a \$55,000 variance from Draft 1. Central Office is up slightly less than 2% and ECP won't have an expansion grant so the 33% grant will end this fiscal year. There will be about a \$10,000 increase from the prior year.

Chris Shepard said it was brought to his attention, the need for a new tractor in FY 20. Discussion about lease vs. buy, price, storage. A lease has to be approved by the board and to purchase one it has to be approved by the voters. Richard Flint wants to know how MVU went about theirs. Ty Choiniere said he just went through the process of getting a tractor with the Rec. Dep. Richard mentioned the current tractor is too small and not built for what it's being used for. There will be further investigation in to what was previously done and what other schools have done. Ideas were thrown around as to other options but more information is needed first.

Facility Assessment Update

Highgate has officially contracted with Ruggiano Consulting for a facility condition assessment. It will take place over the next few months. A full report back from their team is due by December 28th, 2018. On November 6, Terry, Lora and Chris participated in a kick off call with Ruggiano Consulting. It went very well, lots of information was shared and reviewed and getting ready for a municipal bond in March. The architects and engineers will be doing a site visit. December 4th they will be having an internal meeting to problem solve and strategize. There will be another meeting around the 10th – 14th with Lora, Terry and Chris to coordinate before everything is submitted on December 28th, 2018. Lora said she is very impressed with Ruggiano Consulting, their attention and organization and they are very on top of things. The bid came in for around \$15,000 but there was some wording for other things so a cap was put on of \$16,500. The facility assessment means they will come in and look at everything, electrical, plumbing, roof, parking lot, repairs etc. this is needed to get ready for the bond vote. They will also be providing some cycle maintenance recommendations and planned maintenance.

Old Business

Act 46 Update:

The state board has made the decision to merge Highgate in to one Unified District. If the lawsuit doesn't go through and there is no injunction, the State Board of Education has to make its final announcement November 30th, 2018. There will be 60 days from the announcement to warn and hold a meeting of the new school district. A special town school district board meeting that would probably be held at MVU due to size capacity. A vote would be held to determine the style of voting, ie: Australian ballot or town meeting style. There would be vote on budget, board members, etc. The first transitional board has to meet within 14 days. The new temporary board would consist of two board members from Highgate, Franklin, Swanton and MVU. The first meeting is to prepare the budget, do any other business that is required to get the district ready, decide if they want their own articles of agreement, also prepare for Town Meeting Day.

Discussion around Act 46. Land also came up, Highgates board has the authority to sell, transfer assets with voter approval, up until June 30th, 2018. It was recommended that if Highgate decided to do anything with the land, to have it set by town meeting day and not wait until the deadline of June 30th, 2018.

Velco Assessment Update

The property size was not changing and that had previously not been surveyed properly. It's really about upgrading the capacity and updating. The Velco folks said there was no previous easement, and that it was never filed and you have to start all over again. But they did a deed search and did indeed find it. They are cleaning up some of the language regarding trees, chemicals and burning. It does not need to go to the voters.

Sign the Easement:

Action: A motion was raised by Richard Flint to authorize the board chair to sign the easement as long as the property boundaries don't change; the motion was seconded by Lisa Wells.

Vote: 3

Roof Update:

The repairs are just about done, just a few things left to finish. The white building roof has now started leaking from a flashing issue. The problem with the white building is a lift is needed to get up to it. Abe has offered to bring lift it over from the town building. Hopefully it will be all done by the next meeting. There are no leaks in the new section of roof and it looks great.

Superintendents Report

Julie's highlights, the open enrollment meetings were wonderful! Staff is really pleased with the changes to the third-party company and even applauded!

Special thanks to: Pierrette Bouchard, Michelle Stanley and Bonnie Moulton for all their hard work during the open enrollment, their presentations and finding and nailing down great insurance programs and providers for us!

One of Julie's highlights is all the work with the administration team, they meet twice a month, and having leaders come together and work through issues. One of the things they are going to be looking at is questions, and concerns about Act 46, what is everyone worried about, from para's, custodians, teachers, etc., They want to make sure that they address everyone's concerns, figure out the best way to solve problems that may arise. For example, technology, computers, google! Also, to develop and prioritize what needs to be done ASAP vs. over the next few years if everyone becomes one District. This is a tremendous group of people.

New Business:

New Board member: David Roddy

New Board member: Highgate

Action: A motion was raised by Richard Flint to appoint David Roddy back to the Highgate board until town meeting day in March; the motion was seconded by Lisa Wells.

Vote: 3-0

New Board member: Supervisory Union

Action: A motion was raised by Richard Flint to appoint David Roddy back to the Supervisory Union board until town meeting day in March; the motion was seconded by Lisa Wells.

Vote: 3-0

Anticipated Executive Session: Yes, the board has a finding.

After finding premature public knowledge of the topics of Grievance hearing and property issue would put the board or other parties at a substantial disadvantage.

Enter Executive Session:

Action: A motion was made by Lisa Wells to enter executive session to discuss Act 46 and teacher negotiation updates; the motion was second by Richard Flint.

Vote: 3:0

Executive Session

Action: A motion was made by Lisa Wells to authorize the board chair to join the appeal of the State Board of Education's final plan as potential applicant/plaintiffs; the motion was second by Richard Flint.

Vote: 3:0

ADJOURN

A motion was made by Lisa Wells to adjourn the Highgate Elementary School Board of Directors Meeting; the motion was second by Richard Flint. Vote: 3:0

The meeting adjourned at 8:46 PM.