

**Highland School District #203**  
**Board Work Study Meeting**  
**Highland District Office**  
**April 18, 2016**

Board Chair Chris Garent convened the Board Work Study Meeting at 7:06 a.m. Others present were Board Members Lupita Flores, Matt Barker and Nikki Keller; Director of Business and Operations Francis Badu; and Recording Secretary Julie Notman. Superintendent Mark Anderson was excused; Board member David Barnes was unable to attend.

Francis presented the **Band Equipment Rental** starting with a review of current policy and some issues surrounding the collection of rental fees. Annual repair cost to district owned instruments averages about \$7000. The board discussed the monthly rental fee (\$10) and agreed that this is a reasonable amount and will help offset the repair cost. They would prefer that Mr. Straehle advertise the cost of renting an instrument from HSD in the spring so families have time to save up over the summer if they so choose, and that he be diligent with getting signed rental agreements from each family. Francis will follow-up with him.

Brian Johnson and Don Strother joined the meeting at 7:12 a.m.

**IT Update and Office Relocation:** Brian reported that the tech committee has had one meeting with Microsoft reps and one with a Google rep with a third meeting scheduled for this Friday to make a decision about what device and software the district will choose. He noted that the staff that attended the presentations completed an evaluation that will help in the decision making process. There was discussion about what other schools use and their experiences. Both Google and Office 365 are free to school districts. Some decisions still under consideration include if this move will be to (ultimately) buy devices for K-12 or just 9-12; if for K-12 should there be a daily check-in/out system for the younger grades; and how will the district support the expense after the grant ends.

It was asked if we are on-track with the summer projects. Brian explained what components have been ordered and their expected arrival time and Francis explained the bid timeline and that all should be ready for a timely June start.

The current location of the tech department (upstairs in the old band rooms) is inadequate for space, storage, and ease of use. The plan is to relocate to the basement of the district office adding a small cement pad to accommodate moving pallets in and out. One option for replacing the student lab that is currently there is to purchase two more mobile net carts. This led to further discussion of mobile devices. The district will purchase a small number of the type of device we choose to verify durability before buying for the student body. Brian noted that some districts had an initial 30% breakage and that some of that is

to be expected but should taper off. A policy needs to be drafted and implemented prior to the students being issued a device. Another consideration is filtering and how to monitor student use. Our current system (Sophos) doesn't offer an auto alert function but their contract is up this summer so he will be looking at vendors. Brian noted that Microsoft also offers the option of buying other devices through them such as dell products. It will be important to record the process for making these mobile device/software decisions for future reference.

Brian and Don left the meeting at 7:31 a.m.

Francis gave the **2016-2017 Enrollment Projection**. He noted that there has been a slow drop and that we budgeted for 1135 students for 2015-2016. Although we are ten (10) above that right now he recommends budgeting for 1130 next year. We are graduating a larger class this year and the incoming class is expected to be smaller.

Ryan Monson, Monson Architects, joined the meeting at 7:43 a.m. to give the **Architect's Update**. He presented an updated project cost chart for the MWC project and answered questions. The schematic phase was completed in February and he noted that due to the prohibitive cost of installing the wires in the wall, they will be surface mounted. The walls will be painted while they are free of the old boards. The new projectors (short throw) will be mounted on the wall above the new boards and with the interactive mouse will work like a smart board. He described this as a newer version of a smart board. The estimate given does not include the costs of the projectors but covers the necessary wiring for this upgrade.

Ryan noted that they are pretty close to the original timeline. The first bid ad was in yesterday's paper, the 2<sup>nd</sup> will be in this weekend, bids are due 5/10 allowing time to consider and present for board approval in May. This gives the selected contractor about a month to prepare for a June 20 start date. They will then have 65 days to complete the project. First completion date is August 5 so our tech department can come in behind them to install devices. Second completion date is August 12 which allows a couple more weeks for completion of the punch list. There are three (3) places at MWC that will be wired for 'reader' boards. Ryan explained the contractor's incentive for staying on time (daily fee) and noted that he expects a good response of bids.

Ryan reintroduced the possible plans for an HHS/HJH classroom reconfiguration to improve flow and use of space along with the related estimated construction costs. He explained the suggested CTE/AG/Tech configuration in the current bus barn. Next he explained the design to construction process: 1) Schematic design; 2) Design development; 3) Construction document; 4) Building 5) Construction Administration. Further discussion included the need to determine our biggest consideration, and to settle the budget number and reconfiguration plans.

Ryan left the meeting at 8:23 a.m.

Francis gave the **Track and Field Update** noting that there are three main pieces to the project: excavation, asphalt, and cement work. The estimate for the excavation came in at \$24,000 and a call for bids went out last week for the other two components. He noted that a claim has been filed for the vandalism damage and there followed discussion about that process. Francis and Danny are working very closely together on this project and will keep the board updated.

Francis explained the **Fund Balance Forecast and Analysis** chart and the Lower Valley comparison chart. The aim is to keep our fund balance around 10-12% which this year's is at 10.57%. We are doing fine.

**Bond Project: Cost to Date:** Francis explained in detail the *Actual and Estimated Capital Projects Cost Summary 3/31/16*. He answered questions from the board and there was further discussion about the HHS/HJH building reconfiguration proposed by Monson Architects. Decision making is difficult due to several unknown factors. It was agreed concerning the bond money that 1) MWC is underway, 2) portables need to be ordered, 3) the AG/CTE project needs definite direction.

Francis gave a review of the **Bus Barn** showing the options that were previously presented and options that are under consideration at this time. There was much discussion revolving around the cost of a new building, the option of utilizing the old bus barn by adding a section of building, or contracting out services for a year. It is more cost effective to cover maintenance in-house but we may need to 'make-do' for a year or two. Board Chair Chris Garent and some of the board were adamant that the cost of a new building is too high and the community won't support that as transportation doesn't correspond directly to student learning.

Tabled for further discussion: Bus Barn, CTE building configuration

Meeting adjourned at 10:09 a.m.

---

Chair

---

Secretary