

**Highland School District #203  
Regular Board Meeting  
HHS/HJH Student Services Office  
Tuesday, February 20, 2018 – 7:00 p.m.**

The **February 20, 2018, Regular Board Meeting** was called to order by Chair Nikki Keller at 7:01 p.m. Others present included Board Members David Barnes and Lupita Flores, Superintendent Mark Anderson, Director of Business and Operations Francis Badu, and Recording Secretary Julie Notman. Board Members Matt Barker and Chris Garent were absent.

The **flag salute** was led by David Barnes.

The Board acknowledged that they had read the **minutes of the January 8, 2018 Work Study Session and the January 16, 2018 Regular Board Meeting** and had no questions nor comments. David moved and Lupita 2<sup>nd</sup> to approve the minutes as presented; motion passed.

### **COMMUNICATIONS**

There was no **Public Comment**.

The Board had the opportunity to read the **Administrator Reports** and were directed to contact the appropriate administrator if there were any questions or concerns, however none were voiced.

### **CONSENT AGENDA**

There were no questions regarding any of the policies so David moved to approve the Consent Agenda as presented, Lupita 2<sup>nd</sup>; motion passed.

**New Policies:**            *#4129 Family Involvement*  
                                  *#5001 Hiring of Retired School Employees*  
                                  *#5011 Sexual Harassment of District Staff Prohibited*

**Revised Policies:**    *#3421 Child Abuse, Neglect, & Exploitation Prevention*  
                                  *#4237 Contests, Advertising & Promotions*  
                                  *#4314 Notification of Threats of Violence or Harm*  
                                  *#5010 Nondiscrimination & Affirmative Action*  
                                  *#6250 Cellular Telephone Use*  
                                  *#6511 Staff Safety*

### **UNFINISHED BUSINESS**

There was no **Unfinished Business**.

### **NEW BUSINESS**

**Request for Overnight Travel: DECA** Francis shared that there are two delegates that have qualified to compete at the DECA National Convention in Atlanta, GA with a third delegate who will find out this week if she qualifies. The overall cost to attend the convention is \$3650 and the advisor, Stephani Kinney, is requesting the district pay \$1000, the balance being paid with funds from DECA/ASB, fundraising, a personal contribution, and a grant. Discussion followed and the

consensus was that the district is willing to contribute \$500. The Board requested that Francis visit with Stephani to find out the financial status of DECA and offer the lower amount, if needed.

**Proposal for Increase in Adult Meal Prices:** Francis reported that Angie Sanders, School Nutrition Director, has requested that the adult meal prices be raised by \$1 each for breakfast and lunch. The price has not been changed in many years. The Board concurred it is a good idea. It was mentioned that Angie is very organized and has good plans for the school meal program. David moved with 2<sup>nd</sup> by Lupita to approve raising the adult breakfast and lunch prices by \$1 each; motion passed.

**Current Small Capital Projects Under Consideration:** Francis referred those present to the list of small capital projects that are being considered.

#1 Athletic Field Building [upgrades] and #2 HHS Football Field Site Elevation are still in the estimate gathering phase;

#3 HHS Gym Dividers: the thought was that this project would best be contracted out in its entirety but Francis has found that the curtains come from a manufacturer on the East coast while the installation contractor is on the West coast so they will have to be handled separately. The preliminary estimate, including electrician cost, is \$29,500.

#4 TIS & MWC Kitchens Upgrade: the kitchens will be upgraded with freezers and a fridge to fully equip them for meal prep that is now taking place on-site rather than at the main/HHS-HJH kitchen. Angie wanted to change this right from the start of her working at Highland as it will be a more efficient use of employee time to have the cooks go directly to the kitchen where they serve each day and prep food there. Supplies are delivered once or twice a week by a driver from the transportation department. This saves on fuel costs and employee time on the road. There may be a small increase in employee time at each site but it is a better use of their time. Preliminary estimate: \$24K

#5 Upgrade vacated Ag shop to convert to weight room: after inspection of the vacated Ag shop, it has been decided that not much is needed to convert it to a weight room, mainly replacing the windows and moving the equipment, all of which can be done in-house. Cost estimate pending. Discussion followed about the budget, how to pay for these projects without using GF funds. It was noted that \$50K is already set-aside for field improvement. Other projects that came up for discussion were the safety concerns and retractable flag presented by Mr. Kemp, a walkway to the new CTE building, drainage by the new portable at MWC as well as a possible awning, and conversion of the vacated Art room. Money left over from the bond projects may be used for some of these but if any project is unrelated to those designated in the bond, there will have to be a public hearing. David moved with 2<sup>nd</sup> by Lupita to approve the small capital projects #3 and #4 with the addition of installing a retractable flag when the curtain is installed in the HHS gym; motion passed.

**Budget Status/Enrollment and Operations Report:** Francis reported that our headcount enrollment is 1119 and FTE is 1106. We're down 17 students from our budgeted number of 1135, which equals \$180K in less funding. The GF is \$1.2m, down from \$1.432m a year ago. We did move funds into capital projects so we are in pretty good shape for how things are going. Capital projects is going down as we complete and pay for projects. ASB appears high but will be spent down as the year winds down. The bus that was in the accident is 12 years old, nearly depreciated out, and so probably not worth the \$22k estimated cost of repair. The insurance money will be added to the transportation budget so a new bus can be purchased. Transportation Lead Mark Williams is deciding whether to get a new route or trip bus.

**DECA Overnight Trip** revisited: The balance in the DECA budget appears to be enough to pay for their trip to nationals but how that money may be earmarked is not known. Francis was directed to

visit with advisor Stephani Kinney about financing of the trip and to offer \$500 from the district if necessary. David moved to approved the overnight trip to Atlanta, GA, Lupita 2<sup>nd</sup>; motion passed.

**Personnel Report:** Mark made note of the resignation of high school math teacher Robyn Wright and a short family leave request by high school PE teacher Ryan Scott. Since the budget is tight, he'd asked HHS/HJH Principal Brandon Jensen and high school Counselor Lynsey Westfall if all math classes could be covered by the staff we already have and they reported that we could but would have to eliminate the higher level math classes. We don't want to do that so we will need to hire a math teacher. David moved with 2<sup>nd</sup> by Lupita to accept the Personnel Report as presented; motion passed.

**Legislative Report:** David reported that things are happening in the legislature right now with bills being moved from committee to committee but had nothing specific to education to share.

The board had reviewed the check summaries for General Fund, ASB, Payroll, and Capital Projects and found nothing of concern. David moved with 2<sup>nd</sup> by Lupita to approve payments for General Fund, ASB, Capital Projects and Payroll as presented; motion passed:

- **General Fund bills** for \$221,326.54 with warrants 68790 through 68933
- **ASB Fund bills** for \$9,059.47 with warrants 6085 through 6100
- **Capital Projects bills** for \$42,901.03 with warrants 632 through 643;
- **Payroll Fund bills** for \$327,334.51 with warrants 68934 through 68962 and \$638,387.09 by direct deposit.

There being no further business, Chair Nikki adjourned the February 20, 2018 Regular Board Meeting at 7:35 p.m.

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Chair

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Secretary