

**Highland School District #203
Special Board Meeting
Highland School District Office
Tuesday, February 7, 2017 – 7:00 a.m.**

The **February 7, 2017 Special Board Meeting** was called to order by Chair Nikki Keller at 7:10 a.m. Others present included Board Members Chris Garent and Matt Barker; Superintendent Mark Anderson, Director of Business and Operations Francis Badu, and Recording Secretary Julie Notman. Board Member David Barnes was unable to attend.

Nikki opened a discussion about the **Overnight Travel Request-State Wrestling**. The number of chaperones that were listed as going on the request was brought into question which Mr. Anderson clarified per the information on the itinerary. There was some discussion about departure times of other trips to state by qualifying Highland teams. Chris moved, Matt 2nd to approve the Overnight Travel Request-State Wrestling; motion passed.

Board member Lupita Flores joined the meeting at 7:12 a.m.

Mark presented the **2017-2018 Instructional Calendar** which is, at this point in time, a blank slate. He noted that the CTE construction schedule will not affect the start of school and anticipates an August start date as we've had in previous years. Mark reported on this year's snow make-up days: Feb. 17 as a half-day and a full day on May 26. He explained a bit of the process for declaring a late start or snow closure day including whether or not our teachers are able to travel to the schools from their homes, which are mainly out-of-district. Having snow routes for the buses was brought up but few of the routes in our district have any alternative. It was suggested to build in two snow days into next year's and future year's calendars.

The board had previewed the check summary for Capital Projects. There was some discussion as to the reason this bill was presented at this time, which Francis answered. Matt moved with 2nd by Chris to pay the **Capital Projects bill** for \$29,876.92 with warrant 477 as presented; motion passed.

Francis gave the **Project Budget Update**, explaining the *Actual and Estimated Capital Projects Cost Summary* dated 1/31/17. He explained the contingency amounts and the additional costs associated with the new bus radio system due to 'dead' spots on some routes. Questions were raised about this increase in cost and suggestions made including the possibility of tying into existing county emergency towers, or having a dedicated cell phone per bus. The legality of using cell phones was mentioned as well as the fact that connectivity with either system can be spotty in areas of the district. Francis noted that there will be a special presentation of the radio system and then explained and answered questions about the *CTE Upgrade Cost Projection* sheet.

Don Kearby of Loofburrow & Wetch entered the meeting at 7:45 a.m.

Don noted that Loofburrow & Wetch is serving as project and oversight manager for the CTE project. Prior to this meeting he had reviewed the estimate from Roen and said it looks good, captures everything, but is strong at \$283/sf. He mentioned that he noticed there is a \$34K escalation clause which is usually seen with protracted jobs, not one of this size. He declared that it is a good time to put out for bids as contractors are looking for work and that this is a nice enough project that we should see good bids. Don said that an established architect firm can put pressure on

contractors to bid, that it is a good idea to call them to encourage them to bid, and has confidence that Ryan will do a good job for Highland. He explained commissioning: a 3rd party evaluation of installation, operation, and life performance of a particular aspect of a project, such as HVAC or lighting. This sparked an extensive discussion about its pros & cons, and building code. He suggested an estimate of \$16k for the CTE job and believes it is value added and the client usually sees a return for investing in it but noted that this project doesn't meet the WA energy code requirement criteria. He added that having commissioning on a job will not affect bids as each contractor must meet criteria for installation and proper operation of their trade. He gave a brief description about what general construction fees include and that the general rule of thumb is 10-12%.

Don left the meeting at 8:10 a.m.

The Board continued the discussion about commissioning, two agreeing that *if* the district can afford it we should have it, one stating that the district should definitely do it for the overall cost savings provided by an efficiency check. Mark gave a brief description about the process of buying new and disposing of the old portables.

Director of Technology, Brian Johnson in at 8:22 a.m.

Brian began the **Tech Update** with a report on the installation of the new interactive document cameras and projector screens at TIS which was completed in late fall 2016. 200 laptops have been installed at HHS/HJH and all laptops have been updated so all devices match. He reported that HP changed models and upped their prices after guaranteeing prices would be frozen. That issue has been resolved. More units will arrive this month and will be ready for state testing in March. Brian reported that the district's website vendor wants us to update but after considering comments and complaints from various sources about our website, other vendors and their options (including the ability to offer online employee applications) are being reviewed and information will be shared with Mark and Francis soon. The program for offering online payments to our patrons could be up and running in about two weeks.

HHS/HJH Principal Brandon Jensen and HHS/HJH Assistant Principal Don Strother joined the meeting at 8:30 a.m.

Policy 5455 Social Media discussion: The model policy under review is from Yakima School District which has modified it and worked out some kinks through trial and error. Brandon noted that its language shows some research has been done. Concerns voiced and discussion revolved around the district, teachers, and/or classes or groups of students, such as Leadership having a Facebook page or other social media page; how customizable are they for allowing or not allowing comments and removing derogatory posts; how best to use a site: for information dissemination or for a broader scope; and is it appropriate or worth the risk from 'trolls': those individuals who post negative comments in an effort to cause problems. Having a district app will be researched and the discussion was tabled until Mrs. Fitterer, the author of the YSD policy is contacted and invited to a meeting to explain how YSD has used and is using social media.

Brian, Brandon and Don left the meeting at 8:56 a.m.

Mark gave the **Legal Update**.

Personnel Report: Mark shared that the district has received four retirement notices and how those positions will, or not, be filled. He shared how the change of the *No Child Left Behind* act to the *Every Student Succeeds Act* (ESSA) affected districts in their designations and that TIS has improved in the last three years so they are no longer a *Priority* school. Our district is still *'In Improvement'* but only two area schools made the jump that TIS did. Many congratulations to our staff that worked very hard to help our students improve learning. Mark explained how a Title designation and Free/Reduced rates affect the district budget; how some federal funds are 'use it or lose it' which can lead to a perception that the district has sufficient funds to fund the increase in payroll without cuts. The reality is that certain positions are paid by certain programs and there can be no cross-over. Migrant funds cannot be used for General Ed therefore a para-educator hired to work with migrant students might be replaced but a General Ed teacher may not be due to budget concerns. He noted that both sides of the McCleary debate have proposed budgets, which is a good sign.

Ryan Monson of Monson Architects, and HHS/HJH Principal Brandon Jensen joined the meeting at 9:04 a.m.

Ryan brought his projector and showed a 3-D conceptual design of the exterior of the CTE building while describing various aspects such as siding, roof pitch, wheelchair ramp, doors, windows, and HVAC equipment location. Next Ryan explained the construction estimate provided by Roen, the bid date selection process and that he expects the construction bids to come in around \$1.65m (+\$130K tax). He noted that the abatement is done and if weather permits, construction could start by mid-March. He fielded questions from the board about the estimate and explained where the bid documents are available for contractors to review. There are four options for additional work if the budget permits: additional parking, move the greenhouse to a better location, repair the dry well, or connect the district office sewer to the new line. Ryan was adamant that state code requires commissioning for the heating system and would be good for the lighting system as well. Discussion followed about commissioning, the cost of it (potentially \$16k) and its benefits, what to delete to cover the cost, and that his interpretation of the code varies from that of Loofburrow. Mark clarified the consensus of the board: That they want commissioning for the whole project if the budget allows. If not, then for the heating and lighting. Ryan will check with commissioning contractor Welsh regarding the cost and report back to Mark and Francis.

Ryan and Brandon left the meeting at 10:05

More discussion followed regarding commissioning then Mark explained **Procedure 1420P Proposed Agenda and Consent Agenda**. Items in the Consent Agenda are considered ready for vote and are not open to discussion, they are voted on as a whole yet any item can be removed from the Consent Agenda and added to the regular agenda for discussion by any board member at the meeting. The Board agreed to use a Consent Agenda for 3rd Reading of Proposed New/Revised Policies only. It may be expanded to include minutes, personnel report, and/or payment of bills or other agenda items at a later date if deemed appropriate.

Personnel Update continued: Mark explained further and gave examples of misconceptions about district budget and funding, and the limits of grant money. There will most likely be shifting of staff and non-renewal of positions. He will meet with the HEA and PSE presidents to explain this to them as there are many misconceptions about funding among staff and patrons.

Francis brought up the status of new portables and explained the process of buying new ones and disposing of the old ones in a cost effective manner.

Francis left the meeting at 10:28 a.m.

Nikki opened the discussion on the **Superintendent Contract/Evaluation**. Mark said his contract is fine for now. The deadline for non-renewal is passed. She asked him to give it some thought and his contract will be revisited and negotiations will open in July.

Bids for construction of the updated CTE building are due March 1. The next Board Work Study Session Meeting on March 6 will need to be a Special Meeting in order for the Board to vote on and approve a bid so construction can begin as soon as possible.

There being no further business, Nikki adjourned the February 7, 2017 Special Board Meeting at 10:40 a.m.

Chair

Secretary