

**Highland School District #203
Regular Board Meeting
HHS/HJH Library
Tuesday, June 19, 2018 – 7:00 p.m.**

The **June 19, 2018, Regular Board Meeting** was called to order by Vice Chair David Barnes at 7:00 p.m. Others present included Board Members Lupita Flores and Chris Garent, Superintendent Mark Anderson, community member Jim Kemp, and Recording Secretary Julie Notman. Board Members Matt Barker and Nikki Keller were absent, Director of Business and Operations Francis Badu was excused from attending.

The **flag salute** was led by Lupita Flores.

5. UNFINISHED BUSINESS

e. Lion's Club Building, Mark noted that after discussions and tour of the Lion's Club building, the Board needed to follow through with accepting or denying the offer of the building and donation of \$5000. Chris moved with 2nd by Lupita to accept the Lion's Club building and gift of \$5000 from the Tieton Lion's Club; motion passed. Mr. Kemp presented a check to David Barnes in honor of Harold and Pat Hambelton. Their family were long-time members of the community (Hambelton Road) and Mr. Hambelton served as a school board member. This money is for a legacy project of a drop-down flag in the HHS gym. He stated that it will be enjoyed by all for years to come. Mr. Kemp, having served on the district school board and state school board, acknowledged the work that board members do and thanked the board for their service to Highland.

Jim Kemp left the meeting at 7:03 pm.

2. APPROVAL OF MINUTES

The Board acknowledged that they had read the **May 7, 2018 Work Study Session** and **May 15, 2018 Regular Board Meeting minutes**. There were no questions nor comments. Chris moved, Lupita 2nd to approve the minutes as presented; motion passed.

3. COMMUNICATIONS

a. Public Comment: There was no public comment.

b. 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, of which none were voiced.

4. CONSENT AGENDA

David confirmed with the Board that they'd read the three policies in the Consent Agenda and asked for questions or comments. There being none, Chris moved, with 2nd by Lupita, to approve the revised policies as presented: **#2108 Learning Assistance Program, #2110 Transitional Bilingual Instruction Program, and #5202 FMCSA Mandated Drug and Alcohol Testing Program**; motion passed.

5. UNFINISHED BUSINESS

Due to there not being a full board present, Agenda Items **5 a. School Board Operating Protocol, 5. b. Self-Appraisal of the Board,** and **5. c. Board Goals for 2018-2019 school year** were tabled until next month.

d. Resolution #16-16 Transfer of Funds: GF to CP: Mark reminded the Board that this is the resolution about moving funds that they have discussed in the past several meetings. There was no additional

discussion. Chris moved, Lupita 2nd, to approve Resolution #16-16 *Transfer of Funds: GF to CP* as presented; motion carried.

f. Post-Season Athletic Travel Policy Discussion: At previous meetings the Board had discussed the need to edit policies concerning travel approval for post-season competition. They acknowledged the first reading of the related policies: **#2320 Field Trips, Excursions and Outdoor Education** and **#6620 Special Transportation**. These will move to the 2nd reading at next month's meeting.

6. NEW BUSINESS

a. Overnight Travel Request-FFA Leadership Camp: FFA Advisor Pat Hazen sent an email on the morning of the proposed trip stating that due to changes in personal schedules, they did not go to the camp. Although the Board gave an initial approval for the trip at June's Work Study Session, the request now needs no official vote.

b. Summer Athletic Programs: Mark reported to the Board that the district insurance provider, USIP, requires board approval for summer athletic programs. Chris moved, Lupita 2nd, to approve summer programs for HHS sports: Baseball, Basketball, Cheer, Cross Country, Football, Girls Basketball, Girls Soccer, Tennis, Volleyball, and Wrestling; motion carried.

c. Social Studies Curriculum Adoption: Mark shared the rubric for the selection of a new 7-12 social studies curriculum and how this follows board policy. He noted that the committee has worked very hard to make their selection. Each member individually reviewed curriculums from three publishers and then came together as a group for further review. They recommended the social studies curriculum published by McGraw Hill at a cost of \$50-60k. Mark shared that Francis is comfortable that there are funds available through various sources to pay for the new materials. The publisher will work with the district to provide training and professional development free of charge for the teachers to learn how to use the online portions of the curriculum. Chris moved, Lupita 2nd, to adopt the Social Studies Curriculum as presented; motion carried.

d. Resolution #5-17 CTE Upgrade Project-Acceptance as Satisfactorily Complete: Mark reported that a resolution is needed for final approval of the CTE building with resolution language being provided by Loofburrow & Wetch. The building is 99.99% complete with only a couple of minor details to finish up. There were no questions nor concerns about the building so Chris moved with 2nd by Lupita to adopt Resolution #5-17 *CTE Upgrade Project-Acceptance as Satisfactorily Complete* as presented; motion passed.

e. Dairy, Bakery, and Produce Recommendations: Mark noted that we received a dairy bid from one new provider: Springbrook Farms, but other than that we received bids from the same providers as in the past. He shared the bid analysis provided by Francis. The produce bid was awarded to the three vendors that submitted bids to ensure the district receives the best price and customer service over the course of the school year. Chris moved, Lupita 2nd, to accept the Dairy, Bakery, and Produce bids as presented; motion carried.

f. Substitute Pay Increase: This agenda item was tabled until a full board is present.

g. Budget Status/Enrollment and Operations Report: Mark reported that Francis is pleased with the budget. It has helped that we've managed to fill some of the vacancies created by resignations and retirements with current staff rather than hiring new staff. There are only 62 kindergarteners signed up for next year, the lowest in least nine years, so we need only three K teachers. If more sign up and we reach 68 or more students then we'll have four classrooms to keep the class size at 17 or below. Staff will be moved to work in preschool, and a blended classroom of regular preschool and special needs preschool will be likely if numbers increase. It was noted that EPIC in Tieton and the other districts in the area are also experiencing low numbers of preschool and incoming kindergarten students. The following year's class appears to be back up in numbers and we will watch the counts and what the State does with funding

related to the allotted number of students per class. HSD final enrollment for the year was 1116. Francis is planning the 2018-2019 budget with 1110 FTE in mind.

h. Personnel Report: Mark pointed out the new hires for HHS PE/Health: Ryan Allen, Social Studies: Brock Anderson, and 7-12 Special Ed teacher: Robert Messer who is hired with a contingency to complete his certificate and appropriate endorsements. Additional assignments and maternity leaves were noted and Mark shared that some Paraeducators will be moved in the district to best meet student staffing needs. He shared that Francis is cautiously optimistic that we might make the state average salary of \$68k through not replacing staff. Next, items 3 a. b. and c. on the report were discussed with an explanation of the extent of work involved in ESSA preparation and compliance and that those amounts will be paid from program funds. Item 3 d. was tabled until next month. Chris asked about the extra-curricular advisory positions and bus driver status. Mark shared that Brandon feels optimistic that the advisory positions will be filled. One consideration is to have the class advisor start with the freshman class and be their advisor until that class graduates rather than one advisor per grade level. Having the advisor stay with the class is the more common practice. It was noted that all districts are low on bus drivers and are advertising for more but we seem to have adequate staff for now. Mark gave a brief report on the drama class situation and possible options. Discussion ensued and will be resumed at the next board meeting when more members are present. Chris moved, Lupita 2nd, to accept the Personnel Report as presented including approving the hiring of Robert Messer for the 7-12 Special Ed position with contingency, and item 3d moved to the July report; motion carried.

i. Legislative Report: David stated that there is nothing to report at this time.

j. Payment of Bills-General, ASB, Capital Projects, and Payroll. The board had reviewed the check summaries and found nothing of concern. Chris moved with 2nd by Lupita to approve payments for General Fund, ASB, Capital Projects and Payroll as presented; motion passed:

- **General Fund bills** for \$221,746.15 with warrants 69435 through 69581
- **ASB Fund bills** for \$29,234.07 with warrants 6150 through 6188
- **Capital Projects bills** for \$85,498.07 with warrants 662 through 667;
- **Payroll Fund bills** for \$328,361.63 with warrants 69582 through 69610 and \$628,270.95 by direct deposit.

k. Board August Retreat Discussion: Mark stated that the August retreat will be held on the date previously planned.

7. CALENDAR OF EVENTS:

There will not be a Work Study Session in July. Lupita mentioned that she will be gone the entire month of July. The Board was reminded that they will come in to meet individually with Mark and Francis for review of the proposed 2018-2019 budget.

There being no further business, Vice Chair David adjourned the June 19, 2018 Regular Board Meeting at 7:56 p.m.

Chair

Secretary