

**Highland School District #203  
Regular Board Meeting  
District Office  
Tuesday, June 20, 2017 – 7:00 p.m.**

The **June 20, 2017, Regular Board Meeting** was called to order by Chair Nikki Keller at 7:05 p.m. Others present included Board Members David Barnes and Matt Barker; Superintendent Mark Anderson, Director of Business and Operations Francis Badu, Recording Secretary Julie Notman and student Rachel Keller. Board Members Chris Garent and Lupita Flores were unable to attend the meeting.

The **flag salute** was omitted as no flag was in the room.

All members had read the minutes and, there being no questions nor recommendations for amendments, David moved to approve the **minutes of the May 8, 2017 Special Board Meeting** and the **May 16, 2017 Regular Board Meeting**, Matt 2<sup>nd</sup>; motion passed.

### **COMMUNICATIONS**

**Public Comment:** Rachel Keller noted that, in her opinion, the best thing about Highland School District is soccer.

The board had read the **Administrator Reports**.

### **CONSENT AGENDA**

After a brief discussion but without questions or concerns, Matt moved to approve the **Consent Agenda** as presented with 2<sup>nd</sup> by David; motion passed to approve:

New Policies

- #3232 Parent & Student Rights in Administration of Surveys, Analysis or Evaluation,*
- #3235 Protection of Student Persona Information*
- #3415 Accommodating Students with Diabetes*
- #5251 Conflicts of Interest*
- #5455 Social Media*
- #6230 Relations with Vendors* and

Revised Policies:

- #1610 Conflicts of Interest*
- #2022 Electronic Resources and Internet Safety*
- #3122 Excused and Unexcused Absences*
- #3416 Medication at School*
- #3417 Catheterization*
- #3510 Associated Student Bodies*
- #4040 Public Access to District Records*

### **UNFINISHED BUSINESS**

Board Chair Nikki Keller noted that the Board had good discussions concerning the **Self-Appraisal of the Board, the District Goals** and the Operating Protocol at the retreat earlier this month and that Matt's emailed opinions were included despite his absence. They agree that the main area for

improvement for both the Board and the Superintendent is in the area of Community Outreach. After minor discussion, Matt moved to approve the Self-Appraisal and 2017-18 District Goals, David 2<sup>nd</sup>; motion passed.

Francis reminded the Board that the **Facility Rental Fees** is an annual task to review and update them when needed. He noted that Cornerstone has been removed from the fee schedule as students now pay CWU directly. David moved to adopt the 2017-18 Fee Structure and Facility Use Rental Fee Guideline as presented, Matt 2<sup>nd</sup>; motion carried.

Francis presented the **#6701 Meal Change Policy**. The Board discussed if the allowable charges were to be five at MWC and three at TIS, HJH & HHS or if they wanted five across all grades. They determined that they want all the schools to have the same allotment of charges so Matt moved to adopt #6701 Meal Charge Policy amended to allow five (5) meal charges K-12, David 2<sup>nd</sup>; motion passed.

### **NEW BUSINESS**

Mark presented the **HJH & HHS Science Curriculum Adoption**. He noted that this curriculum is from a new provider and that the quotes came in below what had been anticipated. One undecided part is an additional charge for training staff but after discussion it was agreed that it will be important to pay for live, on-site training rather than using an online program. Mark applauded the curriculum committees and their work in this process. He noted that Mr. Jacobson will work as a science coach in 2017-2018 and all science subjects will be taught by current staff. David moved to adopt the proposed HJH & HHS Science Curriculum, Matt 2<sup>nd</sup>; motion carried.

Francis reported on the **Dairy, Bakery and Produce Recommendations**. He noted that prices are going up, especially in produce. Carla recommends that the bid for produce be awarded to both Food Services of America and Spokane Produce so as to utilize the best price and timing of delivery as needed. Bakery and Dairy received only one bid each from Franz Bakery and Terry's Dairy respectively. David moved to approve the bids and award contracts to Franz Bakery, Terry's Dairy and split the award between Food Services of America and Spokane Produce, Matt 2<sup>nd</sup>; motion carried.

**Resolution #10-16 Surplus Sale:** Francis reminded the Board that this is an annual 'housecleaning' process of disposing of various items that are no longer needed or used in the district. In addition to the usual obsolete technology equipment, this year there are a few larger items on the list including a 1973 tractor, John Deere mower, the Suburban, a couple of buses and the math portable at MWC. All items will be on-site at their current locations and any interested parties that wish to inspect them will be taken to see them where they are rather than moving everything to one locale. In the past moving everything to one spot has proven time consuming and unnecessary due to lack of attendance or interest from the public. The legal notice will be in the paper on Thursday, 6/22 and the sale is next Tuesday, 6/27. David moved to adopt Resolution #10-16, Matt 2<sup>nd</sup>; motion passed.

Francis presented the **Budget Status/Enrollment and Operations Report** noting that the General Fund balance is below where it was last year at this time. Moving funds into Capital Projects accounts for some of that difference and everything else is pretty much the same. There were questions about how the new science curriculum will be paid: with this year's budget or next year's. Francis explained how budgets are monitored and that there is some flexibility as to when to pay for a big ticket item such as curriculum that will be put into use in a successive year and that the payments can be processed out of the current year's and next year's budgets as needed. He reported

to the Board that there is a new law going into effect in 2018 which stipulates that a school district must specify what levy monies will be used for and that will also have to be reported to the state. The Enrollment report was briefly discussed, it was noted that we ended the year with 15-16 more FTE's than predicted and budgeted for.

Mark started the **Personnel Report** with the heavy burden of reminding the Board of the recent loss of Spanish teacher Chad Seely and Director of Student Services Barb Gilbert. He noted we have two candidates for the Spanish teacher position, one from In-house and one outside but no final recommendation has been made yet for the position. He next explained what had been planned for training a replacement for Barb at her anticipated retirement in two years and how he, Francis and replacement candidate Kirsten Lenz will instead together handle the many responsibilities that Barb took care of. He noted that OSPI has been very helpful and is working with him in regards to the numerous state reports that are required: some will be granted an extension, some will be waived for the year. Russ Hill will come over from East Valley to help with Special Education matters and the Director of Student Services in Naches is also available to help. It will take five-six people, initially, to manage what Barb did by herself. She leaves a big hole. Mark and Kirsten will both attend all the meetings and workshops related to Federal Programs, Migrant/Bilingual Ed, Special Ed, and Grants while Kirsten finishes her last year in the certification process prior to assuming the Director of Student Services position. Mark asked the Board to please consider naming our new preschool program after Barb as a way of honoring her. The program to prepare young children for kindergarten and giving them a solid academic start was of special interest to her. She worked very hard to get it off the ground and it is now a permanent and successful program. There was some discussion about this and it was left undecided. Mark next reported that we received two late retirement notices from classified employees Lola Weaver and Sybil Martinez. Those positions will be posted a bit later in the summer. Matt moved to approve the Personnel Report as presented, David 2<sup>nd</sup>; motion carried.

**Legislative Report:** David reported that not much is happening and won't until the 2<sup>nd</sup> Special Session gets underway.

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

- **General Fund bills** for \$276,539.39 with warrants 67603 through 67736
- **ASB Fund bills** for \$20,590.29 with warrants 5948 through 5986
- **Capital Projects bills** for \$337,496.20 with warrants 513 through 530;
- **Payroll Fund bills** for \$349,627.02 with warrants 67737 through 67765 and \$663,557.60 by direct deposit.

There being no further business, Nikki adjourned the June 20, 2017 Regular Board Meeting at 7:45 p.m.

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Chair

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Secretary