

**Highland School District #203  
Regular Board Meeting  
HHS/HJH Library  
Tuesday, March 20, 2018 – 7:00 p.m.**

The **March 20, 2018, Regular Board Meeting** was called to order by Chair Nikki Keller at 7:00 p.m. Others present included Board Members David Barnes, Chris Garent, and Lupita Flores, Superintendent Mark Anderson, Director of Business and Operations Francis Badu, parent Bradley Meyer, and Recording Secretary Julie Notman. Board Member Matt Barker was absent.

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

The Board acknowledged that they had read the **minutes of the February 5, 2018 Special Board Meeting and the February 20, 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**

**Public Comment:** Bradley Meyer, parent of students at TIS and HJH voiced his concerns about the quality and quantity of the food being served for lunch. He reported that his student was served moldy food and/or outdated food, and that the quantity of food being served is insufficient. Mr. Meyer also shared his concern regarding the meal charging policy. He asked for a better way of communicating an overdue balance and that he be notified when the balance is low or negative. Mark responded that a shipment of food was delivered to TIS in error and that it won't happen again. He also explained that we receive federal funds for food service and so must follow USDA guidelines for portion size and carbs and fats served. Although the staff had been following Board Policy #6701 regarding meal charges, Mr. Anderson assured Mr. Meyer that the staff at TIS has been contacted and instructed to be more sensitive to how they handle meal charge overages. He asked Mr. Meyer to contact him if there were any problems in the future.

**Classified School Employees Appreciate Week, March 12-16:** Mark reported that the classified staff was acknowledged during PSE week at their meetings with either a Subway sandwich or donuts. MWC sent a thank-you note in response.

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. It was noted that many positive things are happening in the district and at MWC in particular.

### **UNFINISHED BUSINESS**

**Policy #2023 Digital Citizenship and Media Literacy replacing iPad policy.** Policy committee member, Nikki, explained that there was an oversight in that we already had a policy #2023 in place (iPad policy) when #2023 Digital Citizenship and Media Literacy was approved in January of this year. After a brief discussion, David moved with 2<sup>nd</sup> by Lupita to drop the old #2023 iPad policy and accept the current/updated #2023 Digital Citizenship and Media Literacy policy which supersedes the iPad language and is current to what is occurring in the district; motion carried. Mark mentioned that schools are required, through policy and procedure, to provide tech training to their students and that this is happening in Highland in the classroom with the new tech devices we have [thanks to the bond].

## NEW BUSINESS

**2<sup>nd</sup> Reading of Revised Policy #2320 Field Trips, Excursions and Outdoor Education:** Nikki requested but there were no questions regarding this policy. It will move to the Consent Agenda/3<sup>rd</sup> Reading in April.

**2<sup>nd</sup> Reading of Revised Policy #5222 Job Sharing Staff Members:** There were no questions nor concerns regarding this revised policy. Nikki explained that policies come from the policy and legal department of Washington State School Board Directors' Association (WSSDA) which is a school board/director member organization that exists to help, among other things, districts stay on track with the most current policies and legal developments.

**Asset Preservation Program (APP):** Francis explained that the Asset Preservation System (APS) dates back to 1993 when the state determined that if they provide funding for school buildings then there must be maintenance criteria for maintaining these buildings and compliance to the criteria or the state may not provide funding for future building projects. **Resolution #3-17 Asset Preservation Program (APP)** determines the procedure and how to document compliance. In addition, there is a letter that is required to be submitted to the state, and a list of maintenance inspections and tasks to be performed by the district. David moved, with 2<sup>nd</sup> by Chris, to approve the state required letter, the spreadsheet of necessary inspections and tasks, and Resolution #3-17 Asset Preservation Program; motion carried.

**Security Camera System:** Francis reported that the technology part of the bond will pay for a new camera system for the district. Only HHS/HJH currently has a system and it is old and hard to read. The new system will be installed at each building with enough cameras to be adequately covered. We have missed being able to either see or identify those involved in acts of theft on the [HHS/HJH] campus due to a lack of cameras on all of the exterior. We received one bid from E3 Solutions for the cameras and one from Dell for the computer program that works with the cameras. The total estimate is about \$90k. Francis feels it is a high quality system. As with the current system the cameras will record constantly but the footage will be accessible by both computers and cell phones. Installation may start as early as Spring Break. Chris moved, David 2<sup>nd</sup>, to approve the new camera system as presented to improve overall security in the district's buildings; motion passed.

Mr. Meyer asked how much of the bond money is left. Francis detailed the projects the bond was to cover: roof repair/replacement at HHS, tech upgrades throughout the district, the CTE building remodel, two new portables to replace the old units at HHS, and a new portable at MWC. Except for the new camera system, these projects have been completed and paid for. They all were completed, for the most part, on or under budget. After the camera system is paid for (about \$100k) we anticipate about \$250k left. There will be a process for determining how best to use this money and a public meeting will be held to present the proposed project(s).

**CEP Program:** Francis reminded the board of the presentation and discussion at the March Work Study Session about the district participating in the district-wide, all-free-meals program: Community Eligibility Provision (CEP). HSD has a high percentage of families that qualify for Free or Reduced meals which makes us a candidate for considering the program. A district can choose to participate by entity/building or the entire district which is what we are looking at. Both MWC and TIS qualify but participation in school lunches at HHS is a bit lower. Things to consider are the cost to the district if participation numbers fall below the requirements, and the

process for collecting income information from families. Right now income information is collected through the annual free/reduced meal application process. This would be unnecessary if we participate in CEP. We would instead have to run a survey to collect income information from families as that information is what determines funding for special programs such as Title I and E-Rate. Once a district joins the program they need to reapply every four years but may submit updated information at year two or three if it is beneficial. Francis noted that the school nutrition program costs about \$800k annually. Federal subsidy covers most of it with \$65k from families that pay full price for meals. Tonight the board is being asked to approve moving forward with research into the program and viability for HSD. Mr. Meyer spoke up, acknowledging the need to keep kids equal in the lunchroom with no differentiation between free, reduced, and paid. After some discussion at which the board expressed approval for the district to join CEP, Chris moved with 2<sup>nd</sup> by Lupita to move forward with researching CEP and adopt the program if it is determined to be best for the district; motion passed.

**Life Skills Curriculum Adoption:** Mark said this is follow-up to the discussion at the Work Study Session about curricula adoption for Special Education and special needs. There are three proposed curriculum to meet shortages K-12. Chris moved to approve the Life Skills Curriculum Adoption, David 2<sup>nd</sup>; motion carried.

**Instruction Calendar 2018-2019:** Mark explained that the HEA's (Highland Education Association) CBA (collective bargaining agreement) gives them the power/authority/right to set the instructional calendar. Three options were presented to the teachers (HEA), and classified (PSE) staff. Calendar Option A won the vote. Chris moved to approve Instructional Calendar, Option A as presented, Lupita 2<sup>nd</sup>; motion passed.

**Budget Status/Enrollment and Operations Report:** Francis reported that the GF is at \$1.137m, CP is at \$974k, DSF \$957k, ASB \$162k and Transportation \$100k. In February 2017 the GF was at \$1.35m so we're about \$220k behind this year but we did move about \$300k to CP for maintenance. The interesting aspect is the drop matches our drop in enrollment. CP had \$4.4m a year ago but we've spent much of that with the bond projects. We should receive about \$80k for transportation in August and with the \$100k already in the fund, we will be able to buy a new bus next year. Enrollment has not been good this year. Most of the area districts are also down. HSD saw a net increase of three FTE students in February but we are still below the budgeted amount. We ended last year at 1145, budgeted for 1135 for this year which is about normal for a conservative projection, but we are at 1117 which equals about \$200k in less funding.

**Personnel Report:** Mark made note of a resignation and that we've received a couple of applications for the 7-12 Math position. We are still looking at how to reduce staff to meet the budget. He noted that his contract extension was omitted from the personnel report. Nikki abstained from voting as she is on the report as a coach. Chris moved, with 2<sup>nd</sup> by Lupita, to approve the Personnel Report as presented but with the addition of the extension of the superintendent's contract by another year to June 30, 2021; motion passed.

**Legislative Report:** David reported that not much is happening with the legislature. They've completed the regular session and have gone into a special session. There are a lot of things to figure out with the new salary schedule. There was going to be a \$58k allocation per teacher for 2018-19, increasing to \$64 in 2019-20 but that just got bumped to 2018-19. We will have to be careful in negotiations, after having to cut staff we can't justify any raises in any category. Mark and Francis have a meeting with Lorraine at the end of March to start preparing for negotiations.

They've had some meetings with HEA to explain the district's budget and they have been receptive and seem to understand the limits.

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

- **General Fund bills** for \$194,060.03 with warrants 68963 through 69083
- **ASB Fund bills** for \$13,823.69 with warrants 6101 through 6117
- **Capital Projects bills** for \$134,704.81 with warrants 644 through 648;
- **Payroll Fund bills** for \$335,157.10 with warrants 69084 through 69112 and \$652,761.09 by direct deposit.

**Calendar of Events:** Nikki made note of the upcoming early release this Friday and all of next week due to Spring Conferences followed by Spring Break, April 2-6. The regular date for the April Work Study Session would be Monday, April 2 but since that is in Spring Break, we will have the meeting on Monday, April 9. The April Regular Board Meeting is at MWC in the library on April 17.

Mr. Meyer left the meeting at 7:48 p.m.

**Legal Update:** Mark presented the Board with information about a new legal situation.

There was some further discussion about the process for students' lunches, charging and how the notification process is handled at the different buildings. It needs to be done in a sensitive and confidential manner.

There being no further business, Chair Nikki adjourned the March 20, 2018 Regular Board Meeting at 8:10 p.m.

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Chair

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Secretary