

Highland School District #203
Board Work Study Session
Highland District Office
March 5, 2018, 7 a.m.

The March 2018 Board Work Study Session was convened by Board Chair Nikki Keller at 7:07 a.m. Also present were Board Members Matt Barker, David Barnes, and Chris Garent; Superintendent Mark Anderson; Director of Business and Operations Francis Badu; and Recording Secretary Julie Notman. Board member Lupita Flores was absent.

1-Post-Accident Discussion: Mark opened the discussion by asking the Board if they had any questions or comments. It was asked and noted that only one parent has inquired about medical reimbursement but we don't know how many, if any, have contacted the insurance company directly. We've not heard anything regarding the investigation but are being advised by our insurance company to not dispose of the food truck. They've advised us to keep it in case of a future lawsuit yet they won't pay for it to be stored off site until a suit is pending. Discussion followed about keeping it on-site vs. off-site. Francis will research off-site storage options.

7-Bond/CTE Project Update: Francis reported that the projects are pretty much wrapped up with only the new camera system still pending. We have the bids, and the plans for placement of the cameras are underway. They will be at each building and in more locations than with the current system. It was noted that the cameras at HHS are not monitored but are constantly recording and admin can look back whenever there is an issue to investigate. The estimate for the new camera system is about \$100K. There will be about \$200K left from the bond projects.

9-2018-2019 Calendar: The calendar committee is starting to put things together and a final draft can be expected by the March regular board meeting. Mark expects it to be similar to that of the Yakima School District. The only area that may come under extended discussion may be the break at Christmas. There was discussion about calendar options for snow days, particularly this year's lengthy break at Memorial Day in May.

Director of Technology Brian Johnson joined the meeting at 7:27 a.m.

2-Technology Update: Brian shared that the district wants to start a conversation about a policy/procedure concerning high school students taking home the Microsoft laptops. He contacted Naches, Selah, and West Valley and received their policies to consider and compare. Two offer voluntary school district 'insurance' options to parents and one has a user fee. He shared details about each district's procedure for reimbursement from parents for paying for damage to or loss of a device. Francis noted that we need to consider a tech levy as these devices will become obsolete in a few short years. User fees or insurance fees can be used to some extent to fund replacement units. The user or insurance fee is not to be profitable for the district but to fund repair/replacement costs on an annual basis. Brian can figure out how much is spent on repair and replacement so as to create a fee schedule that matches costs. The fees may be annual or they may be for the 'life' of the user: four years of high school for instance. There was discussion about how much devices and technology are used at MWC and TIS and that they're not utilized as much at HJH nor HHS. Brian

noted that the students are introduced to responsibility of having a device with increasing freedom from kindergarten on. By the time they get to high school they should be ready for the responsibility of taking the devices home to use for homework. The check-out/check-in process has been working surprisingly well (not time-consuming) at HHS. The board agreed that a policy needs to be made about HHS students being allowed/expected to take home the devices, the fees involved: \$10 K-8 and \$45 for HHS (for the four years), with a list of fees for each type of damage that may occur. They asked for a tentative policy to be available for review at the work study session in April.

Brian left the meeting at 7:57.

Lizz Kramer, HJH/HHS meal program secretary and Angie Sanders, School Nutrition Director, joined the meeting at 7:58.

3-School Meal Charging Policy Discussion: Lizz shared her concern over the revised meal charging policy. She noted that now that students are able to charge up to five meals, she has more trouble collecting overdue amounts. Students that are on reduced accrue only \$2.00 in arrears while students on full-price can accrue up to \$11.25. This seems unfair. It was shared that other high schools in the area don't allow students to go to dances or walk at graduation if they have fines. It was noted that diplomas are not given to students at HHS until fines are paid but that doesn't seem to encourage payment as there are diplomas awaiting pickup in the high school from previous years. It was suggested that transcripts cannot be legally withheld so that is not an option. [Research shows that per RCW's 28A.195.070 & 28A.635.070 districts may withhold grades, diploma and transcripts]. After discussion it was decided that meal charges can be converted to fines and that any fine must be paid before a student can buy tickets to a dance or walk at graduation. A letter needs to be drafted of this new procedure to be given to parents at conferences, including that it is to go into effect on April 15, 2018 and will be in effect for this year's junior/senior prom.

Lizz left the meeting at 8:07 a.m.

4-School-wide Free/Reduced Meal Designation Discussion: Angie explained that CEP, Community Eligibility Provision is a federal program where a school or district can offer free breakfast and lunch for all students regardless of family income. The economic status of the community determines if a district will choose to participate. Highland is at 82% low income. Communities above 60% can sign up for CEP. We, as a district, would qualify at 100%. She explained how the process is different from the current practice of parents having to complete and submit a meal application each fall. Instead, parents will need to complete an income survey on an annual basis at the start of classes. The income survey will help ensure that the Title I and LAP programs continue to be adequately funded. Two areas to consider: The meal secretary position will have to be renamed for funding purposes; and the district would incur out-of-pocket costs if the daily student meal count doesn't reach the required minimum. The district will need to hold a public meeting regarding the change to the CEP. This would best be held next fall prior to the start of classes. The board agreed that our district should sign up for the program and will vote at the March regular meeting.

Next the discussion turned to FDA requirements and limits for carbs and proteins in meals. The Federal guidelines specify and restrict the daily and weekly amount of protein, carbs,

fruit, and veg that may be served. Angie has been working to follow these guidelines prior to the next audit and there have been some complaints as the students notice some changes in portion size and food offered. She explained 'offer vs serve' and that Highland is an 'offer' school meaning the students must take only, and any (one must be a fruit), three of the required seven items offered. She would like to change MWC to a 'serve' school to ensure the students have the variety they need. She is unsure about TIS, and will keep HJH/HHS as an 'offer' school. At HHS/HJH the students may choose between the hot meal offering and the salad bar. She has been pleasantly surprised at the number of students choosing the salad bar. She is working to give the best quality and quantity of food that fit within the guidelines.

Angie out at 8:38 a.m.

There was discussion about the Superintendent evaluation and it was decided, since a couple of the board members needed to leave by 9 a.m., to postpone the Student Services Presentation until the next work study session and complete the evaluation today.

Mark and Julie left the meeting while the board discussed the evaluation.

Chris left the board meeting at 9:12 a.m. and Mark rejoined the meeting for the evaluation.

Julie rejoined the meeting at 9:45.

6-Life Skills Curriculum Adoption Discussion: Mark reminded the board about the recent update of the curriculum choice policy. The Life Skills Curriculum document will be added to that. He explained that it shows how curriculum will be purchased and paid for and that approval of it needs to be voted on. After a short discussion the board agreed to add it to the March Regular Board meeting for a vote.

8-Staffing Budget Discussion: Mark reported that he has gone to staff meetings at each building and met with the HEA negotiations team to explain the budget. We are 5.3 General Ed staff over [State allocation]. Everyone seemed to understand and are aware that some changes in staffing will be needed. He told them we expect to not have to RIF and Francis said he thinks we'll be ok if we can reduce staff by three.

Mark forewarned the Board that HJH may be identified as either a priority or a focus school as the test scores seemed low in both reading and math but he is waiting to hear from the State. It was noted that there is commonly a dip in test scores for 4th grade as that test is more similar to the 6th grade test than the 3rd grade test and also for the 7th/8th grades tests as they are more aligned with the 9th grade tests than the 6th grade. Discussion followed.

10-Dates Discussion: Preschool Dedication & CTE Open House: We're looking at May for both events. Barb's family gave Mark a family calendar and May is the most open for them and May would also be better for the CTE Open House as the weather will be better, there is more time for the teachers to plan and prep and, preferably, have some student demonstrations available.

The April Work Study Session will be on Monday, April 9 since the first Monday falls in Spring Break. Agenda items to include new tech policy, CTE/Bond discussion, and staffing update.

Meeting adjourned at 10:28 a.m.

Chair

Secretary