

Highland School District #203
Meeting conducted via Zoom
Tuesday, May 19, 2020

Regular Board Meeting-7:00 p.m.

The **May 19, 2020, Regular Board Meeting**, which was held remotely via Zoom due to the state COVID social distancing requirement, was called to order by Chair Nikki Keller at 7:01 p.m. Others present included Board members David Barnes, Lupita Flores, and Cindy Reed; Superintendent Mark Anderson, Director of Business and Operations Francis Badu, and Recording Secretary Julie Notman. Board member Carlos López was absent.

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

2. APPROVAL OF MINUTES

There were minutes only from the regular board meeting as the April Work Study Session was cancelled. No one had any questions nor corrections. David moved to approve the April 21, 2020 Regular Board Meeting minutes as presented, Lupita 2nd; motion carried.

3. COMMUNICATIONS

a. Public Comment: No public present nor had any submitted questions nor concerns for the board.

b. Certified School Employees Appreciation Week May 4-8: Mark thanked the board for submitting pictures to make the ‘Thank You’ collage for the teachers that was posted on the district website and Facebook page. It was an unusual year for appreciation options but several teachers let Mark know they really appreciated the board’s sign.

c. Administrator Reports: Mark acknowledged the principals/admin, the hard work they’ve done, and how they’ve stepped up to the school closure challenge, meeting together and brainstorming to figure out how to support teachers as they master distance teaching. He is very pleased with them and said it is nice to have a group to whom he can give direction and they get it done.

4. CONSENT AGENDA

2nd Reading of New and Revised Policies. Nikki reminded the group that these policies are related to the COVID-19 school closures, and supporting seniors to graduate on time. There were no questions nor concerns. David moved to adopt the new and revised policies as presented, Cindy 2nd; motion carried.

New Policy: #2402 *English Language Arts*
 #2403 *Math*
 #2404 *Science*
 #2405 *Social Studies*
 #2406 *The Arts*
 #2407 *Health and Fitness*
 #2408 *Integrated Environmental and Sustainability Education*

Revised Policies: #2413 *Equivalency Credit*
 #2418 *Waiver of High School Graduation Credits*
 #3432 *Emergencies*

5. UNFINISHED BUSINESS

There was none.

6. NEW BUSINESS

a. Continuous Learning Plan: Mark shared the elements of the Continuous Learning Plan that districts must report to the state and how they are implementing those elements: Engagement, Technology, Food

Service, Data Collection and Grading. He shared the HSD plan and explained the elements. The calendar has been extended by one week to make up for the first week of the school closure. The teachers have [online] office hours and are connecting with students and parents through Teams, Zoom, Microsoft Office 365, Class Dojo, and printed work packets for those that don't have internet. Rigorous attempts have been made to contact families to determine who does not have internet and an agreement has been made with Washington Broadband to provide access for those families through the remainder of the school year. We will be able to continue with WA Broadband on a month-to-month basis if need be when school starts next fall. Yakima County school districts have been advised to prep for Continuous Learning Plan 2.0 in case distance learning is still required. A survey will be offered to both parents and staff to get feedback to find out what worked, what didn't, how to improve distance learning and to better support our families, students and staff. Discussed devices, decided it is better to allow students to keep them over the summer in anticipation of a delayed on-site start next fall rather than trying to collect in June and redistribute in August.

b. Resolution #7-19 Emergency Waiver of Instructional Hours:

c. Resolution #8-19 Emergency-Suspension of Policy:

These two policies are both related to the school closure and are required to be submitted to OSPI to comply with state requirements. David moved to adopt Resolution #7-19 Emergency Waiver of Instructional Hours and #8-19 Emergency-Suspension of Policy, Cindy 2nd; motion passed.

d. Resolution #9-19 Delegating Authority to WIAA: Nikki reminded the board that this is an annual resolution. There were no questions. David moved to adopt Resolution #9-19 Delegating Authority to WIAA, Lupita 2nd; motion passed.

e. Facility Rental Fees and Guidelines: This is another annual May task. Francis said we are rolling over this year's fees to next year. David moved to adopt the Facility Rental Fees and Guidelines as presented, Cindy 2nd; motion carried.

f. Budget Status/Enrollment and Operations Report: Francis shared the budget report from the end of April and a one-year comparison. The end of April balance was about \$250K below last year's balance at the same time. There has been a slow-down of some expenses but not all. He explained allocation money, that some of what is not spent may be carried over to the next fiscal year but the allocation and the amount available to carry-over will be reduced depending on current year expenditures so it is better to spend it so the allocation and the amount available to carry over are not reduced. Property tax payments are down 4%, \$70-\$80K, from last year, he hopes collection will be up in the fall so we don't fall behind. We have an \$80K payment due on the debt service interest on June 1st and another large payment (\$930-\$940K) due in October towards the principal. The QZAB will be paid off in December 2021.

Enrollment: Our April enrollment was 1077 based on historical calculation. by OSPI. Our average will be 1087 for the year yet we budgeted for 1105, a drop of about 18 FTEs from last year. A realistic five-year projection is 1074, about 13 FTEs below where we are ending this year. Enrollment drives much of the funding such as how many teachers and classified staff we can have. We use the projection to plan our budget. Francis noted that how the allocation is figured is changing to a model where the more Gen. Ed students a district has, the more funding they'll receive.

g. COVID-19 Expenses: Francis said that at the first of May we finally received some information about COVID funding, a one-time payment with a lot of uncertainties about what requirements may be attached to spending it. He shared literature he'd received from OSPI which show that the funds may be subject to future legislative action and that listed allowable and non-allowable expenses. Our portion will be roughly \$273K, due to arrive in July. Technology is clearly a COVID expense. Equity is extremely important [and required] and we are doing our best to get internet to our families that don't have it. We must define criteria for providing internet, such as to all Free & Reduced. Highland has 80-90% Free/Reduced so this area needs a close look for to how to proceed. OSPI mentioned in a meeting today that they are trying to get the

state to pay for access in homes. Placing a tower at TIS is a facility rental item which will be discussed at a later time.

h. Personnel Report: Mark explained that the February Personnel Report has a correction for Linda Manske’s retirement date. There isn’t much on the May report except one bus driver resignation, Larry Buchanan. We will not replace two teachers, Margaret Lane, who is retiring and Anna Jones, who is not returning after an extended maternity leave. Next year we plan to have three teachers in kindergarten, 1st grade and 3rd grade and four in 4th. David moved to approve the corrected February 2020 Personnel Report and the May 19, 2020 Personnel Report as presented, Lupita 2nd; motion carried.

i. Legislative Report: The legislature is not in session but some legislators have been looking for ways for schools to hold graduation ceremonies where graduates can walk up for their diploma. Highland has been working out how to do that safely as well with a ceremony in the HS parking lot: grads in cars with only their immediate family, the grad gets to get out, walk across the stage, their name announced by Mr. Jensen, take their diploma [cover] from the lectern (no hand contact) and then leave in their car. Cindy mentioned that the opening of school next fall is being decided not by medical professionals but by the unions: Teamsters, WEA and SEIU.

j. Payment of Bills-General, ASB, and Payroll:

The board had the opportunity to review the check summaries and found nothing of concern. David moved with 2nd by Lupita to approve payments for General Fund, ASB, Capital Projects, and Payroll as presented; motion passed:

- **General Fund bills** for \$199,096.01 with warrants 72759 through 72834.
- **ASB Fund bills** for \$7,207.59 with warrants 6540 through 6551.
- **Capital Project bill** for \$16,668.73 with warrants 681 through 681.
- **Payroll Fund bills** for \$209,138.50 with warrants 72835 through 72853 and \$886,336.68 by direct deposit.

7. CALENDAR OF EVENTS:

Nikki confirmed that the June 1 Work Study Session and June 16 Regular Board Meeting dates are good for everyone. Francis reminded all that the July meeting is when next year’s budget is approved so it is important for all the board to be present.

Mark said that there will be a COVID-19 mobile testing site at HHS on Thursday, May 21. He mentioned concerns about fraudulent unemployment claims being made. Some of our employees have been victims of these. He has weekly meetings with the HEA advisory and negotiations, and PSE advisory teams to discuss negotiations and working conditions when we return next fall. We have a good relationship with both groups and it will be a busy summer [preparing for the fall].

8. ADJOURNMENT

There being no further business, Chair Nikki Keller adjourned the May 19, 2020 Regular Board Meeting at 8:01 p.m.

Chair

Secretary