

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

The May 2018 Board Work Study Session was convened by Board Chair Nikki Keller at 7:01 a.m. Also present were Board Members David Barnes, and Chris Garent; Superintendent Mark Anderson; Director of Business & Operations Francis Badu; and Recording Secretary Julie Notman. Board members Matt Barker and Lupita Flores were absent.

11-Leave Request Discussion: Mark shared the request from MWC teacher Monique Stine for a leave of three weeks in February 2019. The Board discussed the request, the language in the HEA CBA and the number of various leave days granted to teachers. The Board agreed that Mrs. Stine's request lacked information and that the intent of the CBA language was for long-term absences and therefore declined the request.

14-June Work Study-Board Retreat Discussion: The Board agreed to have their retreat after the June Work Study Session on Monday, June 4. One discussion item will be regarding what the best day is on which to hold Work Study Sessions in the future. Nikki requested a copy of the board's attendance at meetings.

Athletic Director Josh Borland joined the meeting at 7:09 a.m.

1-HHS/District Logo Change Discussion: Josh showed pictures of the various (approximately 10) mascots and logos that have been and are being used by the different schools and departments in the district. He presented a rebranding option offered by Josten's that would start with a committee comprised of community members, students and staff who would determine via a survey what the district desires in an identity. He promoted the merits of a district-wide identity to foster school spirit, culture, cohesiveness, and buy-in with one logo/identity for all schools and departments. Josten's program also offers a store option where patrons would be able to buy items with district logos at any time, environmental options for posters, column wraps, etc. Several brands/logos would be created from the survey information from which a final modernized logo would be chosen and that the district would own. The cost is \$1500-\$2000. The district would get a 20% discount from that if the district uses Josten's for the yearbook. Rebranding with one logo/mascot for the entire district is the current trend among area districts. The Board asked about tradition but our schools and departments have all used different mascots, fonts and even colors over the years. The Board likes the idea of a single brand/mascot for the district rather than so many different ones.

Josh left the meeting at 7:29 a.m.

CTE teacher Stephani Kinney and students Courteney and Delaney Boyle joined the meeting at 7:30 a.m.

3-DECA/Leadership Presentation: After a brief introduction, Courteney and Delaney proceeded to explain DECA: its purpose and how it has grown since Mrs. Kinney arrived

in 2016. They shared details about competitions and conferences from local and state to international. They recently attended the international competition in Atlanta with over 20,000 students and advisors from 10 different countries. Courtney and Delaney described the student-run student store, The Kilt Zone, how it has changed, what they sell, what nutrition requirements they must follow, the revenue it produces and plans for future improvements. The profit from The Kilt Zone (over \$10k this year) pays for the DECA students conference expenses.

Mrs. Kinney, Courtney and Delaney left the meeting at 7:42 a.m.

Francis Badu, Director of Business and Operations joined the meeting at 7:43 a.m.

6-Employees of the Year: There was reference back to a discussion at a board meeting last year about the need for a possible separate category for district operations support staff. Francis oversees employees in Food Service, Grounds and Maintenance, Technology, Transportation, and the district office. After discussion it was decided to add a category for District Operations. Francis noted that there are many deserving employees in district operations. He nominated Roberta Harris, Payroll and HR Manager commending her for her tireless work to ensure payroll is done and deposits are made in a timely manner every month. She is a wonderful and deserving example of the behind-the-scenes hard work that district operations staff do every day.

Francis left the meeting at 7:48 a.m.

Kelly Thorson, TIS Principal, joined the meeting at 7:48 a.m.

Kelly nominated teacher Jackie Panattoni commending her teaching style, patience and care for her students and her work with Bully Busters among other attributes. Next he nominated para-pro Rachel Speaks for Classified Employee of the Year noting her positive attitude, leadership and willingness to help wherever and whenever there is a need.

Kelly left the meeting at 7:51 a.m.

MWC Principal Mindy Schultz joined the meeting at 7:51 a.m.

Mindy noted that the staff at MWC votes on the employee of the year and expounded on their choice of Monique Stine for certified employee of the year mentioning that she has a lot of tenacity and creativity. She never gives up on the student and consistently meets with parents to talk about student needs. Ree Baughman was the classified employee of the year choice for her tireless work to make MWC shine. She has a phenomenal work ethic and is never too busy to take on an extra task if someone needs help.

Mindy left the building at 7:55 a.m.

10-Staffing Discussion: Mark shared the employee changes that are in effect for 2018-2019: 7th grade math teacher Tim Zurcher will teach 8th grade math, 3rd grade teacher Jami Pottratz will teach 7th grade math, and TIS 6th grade English teacher Shani Funkhouser will move to MWC and teach 3rd grade. Kelly is working on the platooning with three teachers

in the 5th and 6th grades rather than four. It will make the schedule a bit easier in some ways.

Direct of Technology Brian Johnson joined the meeting at 7:56 a.m.

2-Technology Device Charge Policy 2022 Discussion: Discussion about the updated policy, the Board agreed it looks good as presented: it will move to the 3rd reading at May's regular board meeting. Brian shared the status of Final Forms and adding enrollment paperwork into that system. Parents of the incoming kindergartners have been enrolling their students using the new system and it will be available for all grade levels starting this summer. Brian mentioned that the camera system should be completely installed and working at HHS/HJH in a couple of days and students have already figured out the (very few) 'blind' spots. These cameras can have the view enlarged to see a face for identification. They'll next be installed at MWC.

Brian left the meeting at 8:00 a.m.

9-Equity Data Discussion-intro: Mark explained equity which for educational purposes refers to teachers teaching only subjects for which they have an endorsement. There are some options for a teacher teaching out-of-compliance: the Board can approve it (temporary), the teacher can be moved from that class, or the teacher can earn the required endorsement. One of our teachers that is (and has been) teaching out-of-compliance is Aimee Hostetler with the drama class. The State hasn't called us on it in the past but is now cracking down on out-of-compliance teachers. One way to remedy this would be to follow what most other district's do with drama and have it taught as an co-curricular activity [as listed on our Policy 2151C-HSD Athletic/Activity Code, Extra-Curricular and Co-Curricular Activities] after regular school hours. This co-curricular activity pays a stipend similar to the athletic coaches' stipends.

Brandon Jensen, HHS/HJH Principal joined the meeting at 8:05 a.m.

6-Employees of the Year continued: Brandon described his choice for HHS certified, Stephani Kinney, sharing that she has done an amazing job of leading the ASB leadership after the passing of Chad Seely. She took over the student store which is now flourishing and is DECA advisor from which two students earned a place to compete at the International Convention. HJH teacher of the year nominee is Paige Matson. Brandon commended her for her willingness to do whatever is needed for the school or the students. She serves as HJH ASB leader, is on the PBIS committee, runs study tables and stepped up to co-coach junior high track & field. The high school classified nominee is Angie Valdez and the junior high nominee is Janet Chapman. Both are in their first year at these schools and both have jumped in whole-heartedly. Angie helps multiple teachers to better understand the culture of the Hispanic students and is constantly building up students with positivity and motivation. Janet works with one of our most challenging Special Ed students and quickly learned strategies and techniques to work with that student. She is a vital team member and really sees the big picture of a self-contained special education classroom. Brandon gets input from the teachers regarding nominees.

Brandon left the meeting at 8:17 a.m.

Michelle Curry joined the meeting at 8:18 a.m.

Michelle shared her nominees for Student Services employees of the year: Kirsten Lenz for certified and Ana Garcia for classified. She shared how difficult the year has been with the passing of former Director of Student Services, Barbara Gilbert and how both Kirsten and Ana have really stepped up to cover all the of the different areas that Barb handled, including school finance, grant management, mentoring, state and federal reports plus more responsibilities in the Student Services office.

Brandon rejoined the meeting at 8:23.

9-Equity Data Discussion: Michelle distributed a packet to the Board containing several documents with information about equity including the State Report Card, a chart of teachers and what classes they teach, a teacher salary schedule, HSD out-of-compliance list and others. Michelle explained equity and how the state has changed the rules about teachers teaching out-of-endorsement. It used to be allowed for a singular class but now is not. The options for an out-of-endorsement teacher are: 1) Reassign the teacher, 2) Transfer the teacher, 3) The Board approves a teacher teaching out-of-compliance with a plan in place for the teacher to acquire the needed endorsement. Michelle shared the state chart showing that Highland has a 64% failure rate in ELA students. She shared the need for another ELA class and that Aimee Hostetler is endorsed to teach ELA but is not endorsed to teach drama. It is clear we must take care of the students that are failing. Michelle explained the support Aimee would receive to teach an ELA class containing disadvantaged students. Brandon discussed change in math classes to meet student needs and is cautiously optimistic about the plan. Another teacher out-of-compliance is Austin Brothers tentatively scheduled to teach one class of PE to meet student requirements for PE/Health. There was much discussion about what it takes to get endorsed, if the staff and/or the schedule can be rearranged so no one is teaching out-of-endorsement, that the teacher for drama gets paid a stipend as the coaches do, and that other schools offer drama as a co-curricular offering, not as a class during the day [Highland is unique in offering it as an elective class during the school day]. The Board told Michelle and Brandon to go ahead with assigning Aimee to teach an ELA class with the support needed for that, to have drama be offered as an after-school-hours co-curricular option [as defined in the Athletic/Activity Code], and to adjust the schedule so Austin is not teaching PE out-of-endorsement.

Michelle and Brandon left the meeting at 8:51 a.m.

Francis joined the meeting at 8:53 a.m.

Staffing discussion continued regarding options at MWC to meet special needs preschool (fewer in number this coming year) and Special Education students (higher number).

12-CEP Update and Overdue Meal Fees to Fines + Consequences: Francis reported that there were some surprises when Angie checked reports. Although our Free & Reduced families are at 92% per the current meal application system, the percentage isn't that high per the CEP validation system which looks at TANF, Medicaid, Direct Cert, Migrant and Homeless. It is only 86.4%. We'd expected nearly 100%. This means that families that qualify per the meal application at the beginning of the school year are not signing up for public assistance. There could be many reasons for this but it makes signing up for CEP

more of a risk to the district. This will be readdressed at the Board Work Study Session in June. The district has not raised lunch prices for 7-8 years which means we've been slightly subsidizing those meals, \$1100 last year and \$2500 the previous year. After a brief discussion the Board agreed that students need to pay their fines and that unpaid fines should prohibit a student from participating in extracurricular activities. Fines are assigned for lost textbooks, loss of a school uniform, overdue meal account, and lab fees. They asked for a uniform form to be created that all staff would use to report a fine accrued for Lizz to add it to the student's account. This information should be shared with the students and parents at the orientation meeting in August.

13-Fund Balance Forecast and Analysis Discussion: Francis reported that this has been a challenging year for crafting next year's budget due to several factors including that HEA negotiations have not yet begun and requirements for how to account for how levy money is used starting with the 2018-2019 school year. He is creating an analysis to help make the budget. The Fund Balance is 8.85% now and 2018-2019 looks ok but 2019-2020 does not with the income from levy money dropping from \$2.6m to \$1.7m. State funding will increase to offset this drop but it is anticipated the teachers will expect that increase to go towards their pay rather than have it pay for the things the levy covered such as athletics, grounds/facilities/maintenance, unfunded teacher and classified pay. Table this discussion and vote until the June Work Study Session and Regular Board meeting.

Francis left the meeting at 9:19 a.m.

Employees of the Year: The Board discussed the nominations and recommendations for each. After careful consideration they chose Ree Baughman for Classified, Paige Matson for Certified, and Roberta Harris for District Operations Employees of the Year.

Meeting adjourned at 9:30 a.m.

Chair

Secretary