

**Highland School District #203**  
**Regular Board Meeting**  
**HHS/HJH Library**  
**Tuesday, October 16, 2018 – 7:00 p.m.**

The **October 16 2018, Regular Board Meeting** was called to order by Vice Chair David Barnes at 7:00 p.m. Others present included Board Members Matt Barker, Lupita Flores and Chris Garent by speaker phone, Director of Business and Operations Francis Badu, MWC teachers Bryanne Hoffee and Lisa Biddick, and Recording Secretary Julie Notman. Board Member Nikki Keller and Superintendent Mark Anderson were absent.

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

## **2. APPROVAL OF MINUTES**

It was moved by Matt to approve the **September 10, 2018 Work Study Session Minutes, as amended**, and the **September 18, 2018 Regular Board Meeting Minutes**; 2<sup>nd</sup> by Chris; motion passed.

## **3. COMMUNICATIONS**

**a. Public Comment:** There was no Public Comment.

**b. Administrator Reports:** The Board members had read the administrator reports and were directed to connect with the appropriate administrator if they had any questions.

**c. OSPI Letter of Acknowledgement: ESHE Project:** Francis explained that Highland participated in a grant supported sexual education program and this letter acknowledges the “district’s accomplishments related to the Supporting Student & School Success through Exemplary Sexual Health Education (ESHE) project”. HSD was one of 14 districts selected in 2013 for the project which lasted five years.

**d. OSPI Letter of Acknowledgement: Tina Criste:** Francis shared that TIS teacher Tina Criste took part in Achievement Level Setting for the Grade 5 Washington Comprehensive Assessment of Science (WCAS). This letter acknowledges her attendance at a meeting in August from which training she can provide valuable professional development including how to use Achievement Level Descriptors to evaluate student work [to her co-workers].

## **4. UNFINISHED BUSINESS**

**a. Spring 2019 Social Studies Bahamas Trip Update:** Francis reminded the Board of the presentation by HHS Social Studies teacher Brock Anderson proposing a Spring Break field trip to the Bahamas. Our insurance provider was contacted about such a trip and we were told it is covered under the district’s MOC. Clear Risk provided a field trip checklist which closely matches that of the district and requested items #3. Behavior Plan, #5. Supervision Plan, and #8. Lodging Plan be submitted to them prior to the trip. Brock has been tracking trip travel costs, which are rising, and asked the Board to consider approving his request with permission to seek a trip with the lowest cost: to Hawaii, Florida, or Costa Rica instead. He has traveled with groups from his previous district to each of these destinations. After a discussion, Matt moved to approve the trip request to the most affordable location, with the contingency that the insurance company criteria are met and with the addition of clear and set rules specifically addressing no alcohol use by either students or staff/chaperones, Lupita 2<sup>nd</sup>; motion passed. The Board asked that a final itinerary be submitted for review.

## 5. NEW BUSINESS

### **a.-f. 2<sup>nd</sup> Readings of Policies:**

#### **New Policy:**

**#6505 Video Security on School District Grounds or Property**

#### **Revised Policies:**

**#2320 Field Trips, Excursions, and Outdoor Recreation**

**#2410 High School Graduation Requirements**

**#3143 District Notification of Juvenile Offenders**

**#3144 Release of Information Concerning Student Sexual and Kidnapping Offenders**

**#6701 Meal Charge**

David confirmed that the Board had read the policies under review. All will be moved to the 3<sup>rd</sup> Reading/Consent Agenda in November.

**g. Overnight Travel Request-DECA Leadership Conference:** Francis explained that the DECA members attending the conference raise half of the funds needed to attend. After a brief discussion, Chris moved, with 2<sup>nd</sup> by Matt to approve the Overnight Travel Request by DECA as presented; motion passed.

**h. Overnight Travel Request-Upward Bound:** Francis explained that this is a trip organized and paid for by the NLA Group-Upward Bound Math-Science program but since the students will be gone overnight and miss one day of classes the group submitted a proposal for approval. Those attending will learn about conservation and the environment at the Foss Waterway Seaport in Tacoma. Matt moved to approve the Overnight Travel Request-Upward Bound as presented with 2<sup>nd</sup> by Chris; motion carried.

**i. Resolution #2-18 2019 Levy Certification:** Francis shared that due to the McCleary decision and resulting legislative changes, beginning in 2019 the levy (that was passed in 2016) will be capped at collecting \$1.50/\$1000 of property value. This resolution addresses that cap and adjusts the GF educational programs and operation excess tax levy previously set at \$767,819 to \$1.4m. In going forward, districts are concerned that the legislature will change the levy restriction and will allow a higher cap at a later date so the language in future resolutions will need to address this possibility so we will be able to collect to the cap set by the legislature if and when they change it. Along with that, the next levy will be a four year levy so we will not have to go back to the community to request another levy in a couple years if/when the cap is changed. Matt moved to approve Resolution #2-18 Levy Certification as presented, Lupita 2<sup>nd</sup>; motion carried.

**j. Budget Status/Enrollment and Operations Report:** Francis said the deadline for closing the [2017-2018] books is next Friday (Oct. 26) after which he'll have a financial report for the Board. Enrollment went up again with 18 new enrollments and only 6 withdrawals. We're at 1132 FTE, 27 more than the estimated FTE [full-time equivalent] of 1105 for the 2018-2019 school year. Hopefully the trend will continue.

**h. Personnel Report:** Francis pointed out and explained several items on the Personnel Report: Amy Carlson will teach out-of-endorsement for one class per day to meet student needs for EL instruction. It was discovered that we have several students that qualify for EL services that weren't getting them. Amy will teach them during 2<sup>nd</sup> period with a support plan until she earns the appropriate endorsement. There are a couple of non-renewals of coaches, two extra-curricular duties have been filled, and a number of winter sports still need head and assistant coaches. Chris moved to accept the Personnel Report as presented, with Amy Carlson teaching out-of-endorsement for one EL class, Matt 2<sup>nd</sup>; motion passed.

**i. Legislative Report:** David said there was no legislative report this month.

**j. Payment of Bills-General, ASB, Capital Projects, and Payroll.** The board had the opportunity to review the check summaries and found nothing of concern. Chris moved with 2<sup>nd</sup> by Matt to approve payments for General Fund, ASB, Capital Projects and Payroll as presented; motion passed:

- **General Fund bills** for \$218,625.13 with warrants 70073 through 70194
- **ASB Fund bills** for \$16,121.84 with warrants 6222 through 6238
- **Transportation bill** for \$123,251.99 with warrants 29 through 29;
- **Payroll Fund bills** for \$376,104.96 with warrants 70195 through 70226 and \$827,369.49 by direct deposit.

**6. CALENDAR OF EVENTS:**

David noted the board meeting dates in November. The CTE Open House is this Friday, Oct. 19 from 6-7pm before the home varsity football game.

There being no further business, Vice Chair David adjourned the October 16, 2018 Regular Board Meeting at 7:36 p.m.

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Chair

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Secretary