

Highland School District #203
Board Work Study Meeting
Highland District Office
October 2, 2017

The Board Work Study Meeting convened at 7:11 a.m. Present were Board Members Matt Barker, David Barnes, Lupita Flores, and Chris Garent; Superintendent Mark Anderson; Director of Business and Operations Francis Badu, and Recording Secretary Julie Notman. Board Member Nikki Keller was unable to attend.

Since Nikki was unable to be at this meeting, the discussion concerning the **Policy 1400 Meeting Conduct, Order of Business, and Quorum** was again tabled until the next Board meeting. It was agreed to hold the next meeting in the HHS/HJH library.

Mark reminded the Board that he had asked the principals to draft **Building Customer Service Plans**, including how they will document their goals and be accountable to implementing and attaining those goals. He shared each building's initial plan noting the strengths and/or what is lacking in each. An important piece is how the principal will be involved. He shared that each building will have a Team notebook (OneBook) where teachers will log the date and time of contact with parents (or attempts to contact) including a brief note about the conversation. The principals will be able to monitor the entries but each teacher will be able to view only their own entry. He acknowledged MWC for already doing a great job of customer service considering the volume of calls and parent walk-ins that they get plus Principal Mindy's involvement in learning how the outer office is run so she can help out when the two secretaries are busy with customers. Mark mentioned that the district has their Facebook page up with the permissions set for only the district being able to add to it, the public cannot comment. He shared about an incident that happened recently with an upset parent that posted their complaint on FB with much vitriol and subsequent comments by others sharing the negative sentiment. After the negative post, the parent attended a prearranged meeting with the principal where much of what was posted was retracted, and subsequently deleted from FB. This incident demonstrates the need for caution with social media.

Board/Admin Retreat: Mark confirmed the Board/Admin Retreat is next Monday, October 9, 7 pm at Cowiche Creek Brewing Company. The caterer is still undecided. Mark asked the Board what they'd like the Admin to share: the usual, goals of the buildings plus more about the building customer service plans.

Mark shared that there have been a couple of meetings about this year's **Trunk or Treat** event to be held on Saturday, October 28, 6-7:30 pm. Last year was a successful first event and we're building on that. Participants from last year have been contacted and many have agreed to come back. The Board was asked to share their thoughts, comments or suggestions as they have them.

Mark started the discussion about **HEA Negotiations** with a spreadsheet showing the current contract compared to the proposals for the 2017-18 contract. He explained the proposals and counter-offers that have occurred to this point and answered some questions. Mark shared where cuts could be made if we were to agree to the requests including cutting 5+ Basic Ed Paraeducator and/or teacher positions. Francis was asked the reason for keeping the fund balance at 7.5%. He explained that it is for large emergencies such as

a boiler going out or for when the state doesn't reach a budget agreement and the district has to pay expenses (including payroll) out-of-pocket. A 7.5 Fund Balance equals about one month of the district's operating expenses. Our fund balance ranks about in the middle of the fund balances of area districts. Chris stated that his understanding was that one of the Board's main responsibilities is to be a good steward of the district's/tax payers' money, taking care of the facilities [and writing policies]. To agree to the current contract demands would not be in the best interest of the financial solvency of the district. The Board is not comfortable with reducing the Fund Balance nor agreeing to the HEA contract proposals.

Ryan Monson of Monson Architects joined the meeting at 8:10 a.m.

Ryan handed out a floor plan of the CTE building remodel. He noted that the project is going well overall, that it is about a month behind schedule, including the landscaping. They might do sod to speed up that process. The building is almost ready for sheetrock and usually a job takes another two months after the sheetrock is hung. He shared that the orientation of the Ag classroom has been rotated 90° so that a window could be installed in the wall between the wood/metal shop and the Ag classroom so the teacher can monitor students in both rooms. Ryan mentioned that the contractor isn't self-performing as much of the work as is usual but that the Super, Ray, is doing a great job. Luckily they have not come across many unforeseen conditions except the bit with the pipes and wires when installing the sewer line. The blue coating that was on the building was a fluid-applied weather barrier which was needed although not anticipated, costing \$10k from the contingency fund.

The Board left with Ryan to tour the CTE building at 8:23 a.m. Ryan walked them through the building explaining what each area is to be used for and giving details about cupboards and equipment, exterior finishes, and landscaping plans.

Meeting adjourned 8:50 a.m.

Chair

Secretary