

Highland School District #203
Board Work Study Meeting
Highland District Office
October 6, 2015

Board Chair Chris Garent convened the Board Work Study Meeting at 7:05 a.m. Others present were Board Members David Barnes, Becky Laughery, Matt Barker and Nikki Keller; Superintendent Mark Anderson; Director of Business and Operations Francis Badu; community member and Board Member candidate Lupita Flores; and Recording Secretary Julie Notman.

The Board reviewed the **College Credit in High School Proposal** that was presented at the September Board meeting and the decision to partially fund it. After some discussion it was agreed to keep the proposal that was passed at the September Board meeting. Mr. Stewart will be asked to provide a list of interested students who have paid their portion and the district will then pay the other half. Mr. Stewart will also be asked to draft a letter of explanation to the parents.

The deadline for cancelling attendance at November's **WSSDA Conference** is October 15. Those unable to attend: David Barnes, Chris Garent, Nikki Keller, Lupita Flores. Those who will attend: Becky Laughery, Matt Barker, Mark Anderson. Francis remains undecided at this time.

Brian Johnson entered the meeting at 7:25 a.m.

Technology Review: Francis introduced new Director of Technology, Brian Johnson. Brian shared his work history and what he's seen during his initial building/technology analysis of Highland. He noted our infrastructure is 7-9 years old and that we are maintaining but not progressing. He explained several areas of technology and one-to-one student options. He plans to implement a rotation system that will put new computers in high needs areas and move older units to lower needs areas plus provide for spare parts and units which will decrease annual expense while maintaining good equipment. Plans are also in place to upgrade our wireless system which will provide separate teacher access, student access, and guest access. We will have a virtual server which will simplify our system and expedite upgrades to individual computers. Brian noted that Erate applications are due at the end of October so he will prepare a list of eligible technology purchase needs so as to utilize that monetary source as much as possible in case it changes and we lose it. He noted that the new telephone system will be completed during Winter Break and the other major technology changes and updates will take place next summer to avoid disruption to classes.

Brian Johnson left the meeting at 7:48 a.m.

Francis presented the **Financial Status Update** noting that the books aren't quite closed but we have until October 30 to finalize the year-end financial report which must be filed with OSPI by November 15. He explained the Estimated Fund Balance figures and noted that there are new accounting practice rules. Francis gave an update on the QZAB payment program. He noted that negotiations will start in the spring for HEA, PSE, and HAG, the Board responded by asking to be kept informed of the process and that negotiations must be kept in mind in relation to spending on capital improvements.

Francis explained that **Policy 6220 Bid Requirements** is outdated and doesn't meet State and Federal laws. He proposed we update other policies to include language addressing a **Small Work Roster**. A Small Work Roster is utilized for projects that fall below a set monetary cap. Annually a legal notice is published to notify contractors who wish to be on a list of eligible vendors. The district may then select three from the list to bid on projects whose cost falls below the cap. This will expedite starting and completing small projects and be more efficient and economical for the district.

8:15-Break

Ryan Monson in at 8:22. Meeting resumed.

Architect Update: Ryan presented a schedule of repairs and noted that the HHS Reroof project started yesterday. The majority of it should be done by Oct. 31. They will work each day on an area the size of which can be completed in that day and will not work if the weather forecast is for 20% or greater chance of rain. 1-1/2 inches of insulation is being added which should help with heating expenses and the work will be done with the proper slope for adequate drainage. Ryan prioritized the overall district repair/upgrade list in this order:

- 1) HHS Reroof
- 2) IT needs estimate to take advantage of imminent Erate application deadline
- 3) MWC Electrical updates.

Ryan noted that new portables must be ordered very soon for delivery and installation next summer in time for the 2016-17 school year and there are many factors to consider including dry or wet, and student flow/ placement/orientation. He also suggested that the bid process for the CTE work be started in a timely manner with a completion date in mind to utilize summer break. He noted that he was part of a committee that toured CTE facilities/programs at Kiona-Benton, Warden, and Moses Lake last week and that will tour Toppenish, Wapato, and Zillah next week to get ideas for our project.

Bus Barn Options: Per Ryan, and agreed upon by the board, the best option is to build a new bus garage. It will likely be a steel building that will be expandable and will be erected to the south of the bus 'corral'.

Ryan handed out an estimate for installing new Track & Field events pits. There was much discussion on the cost of the various components, the location of the pits, and the maintenance of the area. We are faced with time constrictions due to impending winter weather.

Francis explained **Project Options and Cost:** where district funds are located and how they can be used. He was asked to have a resolution ready by the Oct. 20 Board meeting for moving funds for the bus garage and Track & Field pits projects to the Capital Projects account.

Project Management Update: Francis explained the responsibilities of Loofburrow & Wetch as Highland's project managers. It was noted that Ryan Monson is on site about once weekly and we may be able to reduce the frequency of Loofburrow & Wetch's presence thus saving some money.

Francis presented a historical and projected **Maintenance & Operation Levy** spreadsheet and explained the thoughts behind the proposed levy for 2016-2020. This was followed by a period of questions and answers regarding district tax rates, state funding, fluctuations of funding, and the McCleary case.

Nikki shared her response to touring the CTE programs with the committee. She noted an intriguing program at one school where the students can make their own guitar and then take a music class at the school to learn to play guitar.

Meeting adjourned at 10:45 a.m.

Chair

Secretary