

Highland School District #203
Board Work Study Meeting
Highland District Office
September 8, 2015

Board Chair Chris Garent convened the Board Work Study Meeting at 6:58 a.m. Others present were Board Members Becky Laughery, David Barnes, Chris Garent, and Matt Barker; Superintendent Mark Anderson; Director of Business and Operations Francis Badu; and Recording Secretary Julie Notman.

Technology Update: Francis noted that Highland has advertised for a long time for a Director of Tech Services. We expanded our search to include job postings in Spokane, Seattle, on Monster.com, and Career Builders.com. We had few responses and he and Mark are reviewing the applications and encouraging all interested parties to apply as well. They hope to screen and talk to qualified candidates soon.

Part of the technology update is updating our phone system which has been under consideration for a year and a half. We are now underway with installing an internet phone system but it is quite a process to ready the buildings for the new system. It had been hoped that it would be operational by the start of school but that proved impossible due to the upgrade wiring requirements. Instead it should be functional by Winter Break.

Mark noted the district met with a couple of Microsoft staff to explore available resources for the teachers and buildings. As part of the technology upgrade they are exploring all options to vastly improve our technology infrastructure. We are also under discussion with other parties to help us improve some of the education piece of our technology.

Bond/Facilities Update: Francis reported that four potential roofing contractors toured the facility last Thursday, one from Yakima, one from Seattle, and two from Spokane. Bids are due this Thursday. There is hope that the bid will be lower than the budgeted amount. Mark and Francis are meeting with Ryan Monson this week to discuss the CTE remodel. Information is also being gathered regarding upgrading the track and the field pits which will hopefully be completed before the spring season.

Maintenance & Operations Levy: Francis noted that we must have a resolution by December for a February ballot. He will be working on funding analysis and present projections for the board for later discussion.

Student Services Office Remodel: Mark noted that we ran into a bit of a snag with the Student Services Office remodel. It started with a need for a better use of space to serve students more effectively and while Francis was on vacation Mark asked Garent Construction to do the remodel. The problem arose due to our District Policy and RCW rules concerning limits to expenditures of this nature of \$1,500 per month/\$18,000 per year. The cost was in excess of the monthly amount. Francis contacted the State Auditor's office to discuss the situation prior to payment. They suggested a documented record of what happened and that Mark document the reasoning for making that decision in the best interest of the district and a further discussion held

by the board about the situation and how to prevent it in the future. Mark shared with the board his intent that the work would be completed before the start of the school year to better meet the needs of students. The board followed up with questions on avoiding this situation in the future.

HAG/PSE Negotiation Update: Mark explained that the only change to the contract that the administrators are asking for is to be able to carry over the \$100 phone allotment to the next year. Chris suggested changing it to a \$200 cap for every two years (use it or lose it) which was agreed as the best option. No other changes were requested.

PSE has had two negotiation meetings already as their contract is up this next year. Mark reported that Cecily from the PSE regional office, Co-Presidents JoAnn Turner and Ana Garcia met with him and Francis with proposals for a contract review. They also held discussions on key supervisory roles within the PSE, notably that of transportation and in food service. Mark and Francis shared with the board the key functions of these roles and also the evolving responsibilities over time. The group discussed the proposals and Mark and Francis will have a recommendation to the board at the next board meeting.

Francis left the meeting at 7:45 a.m.

Caps and Gowns: Mark explained the process for looking into the district buying caps and gowns for the seniors. He noted that he met with Jason from Josten's last week and received a list of purchase options and the cost to students. The prices were lower than Mark expected and he found out that students can start making payments in their junior year for what they choose to order. Jason told him that some districts have changed their policy so that they no longer use stoles, which is an added expense. It was suggested that it be left up to the graduating class whether or not to have the stoles, and the option of the district buying about 20 caps/gowns to have on hand for those students that wait until the last minute to make their purchase. After much discussion the consensus was to leave things as they are.

Conference Week Format: Mark reported that he decided to encourage the different schools to work together to come up with a plan for conference week. They met and came up with a schedule that was agreeable to each of the buildings and that he also found acceptable. There will be half days Monday through Friday with conferences on Monday and Tuesday from 1 p.m. to 7 p.m. and on Wednesday from 1 p.m. to 5 p.m. Only make-up conferences will be scheduled on Thursday and/or Friday. He noted that he asked them about teachers asking for that Thursday and/or Friday off and that the CBA will be followed: first come/first served and some requests may be denied. The individual schools will send out notices to their parents regarding the conference week schedule so they can customize it to their needs.

Priority Designation Update: TIS is a Priority school and therefore has had an OSPI Instructional Coach for the past three years. This has been problematic in that it has been a different coach each of those years and that person has come to TIS only 4 times/year: a big lack of continuity from OSPI. So Highland, Toppenish, and Wapato asked OSPI to give the \$10,000 instructional coach money to ESD 105 to pay for an 'in-house' coach. This has been approved and Mark is working with Nikki Cannon at the ESD. She will meet with Kelly at TIS.

It was noted that new math curriculum has been purchased and that pre-algebra had somehow gotten overlooked. An order has been made to make up for the oversight.

Policy Committee: It was discussed and agreed that the policy committee: Mark, Becky, and David, with Julie as secretary, will, starting next month, meet after the work study meetings to review and discuss District Board Policies.

WSSDA: October 15th is the deadline for cancelling reservations/registrations at WSSDA and still receive a partial refund. There have been years where board members cancelled late and we lost the entire refund. Chris said he is not available. David said he'll know by next week's Board meeting.

Legal Update: Mark updated the board on all outstanding legal issues.

Other: Chris asked for a report at the next Board Work Study from Brandon/Don about how the new Scot time is going. Is it helping the struggling students or still too early to tell?

Matt commended Brandon on his professionalism during the staff *Welcome Back* meeting.

Chris noted that feedback with the admin change at TIS has been very positive. Kelly is embracing being there and is excited to see that TIS does the best possible.

The Board Work Study was adjourned at 8:24 a.m.

Chair

Secretary