

**Highland School District #203  
HHS/HMS Library  
Tuesday, March 19, 2024**

**Regular Board Meeting-7:00 p.m.**

The **March 19, 2024, Regular Board Meeting** was called to order by Chair Nikki Keller at 7:00 pm.

Others present included Superintendent Mark Anderson, Director of Business & Operations Francis Badu, Director of Student Success Mindy Schultz, Board members David Barnes, Lupita Flores, Carlos López, and Cindy Reed, HSD Principals Andrea Wickenhagen (MWC), Brandon Jensen (TES), and Jeremy Gillespie (HHS), HSD teachers Lisa Biddick and Bree Hoffee (MWC) and Teresa Brooks (HHS) and Recording Secretary Julie Notman.

The **flag salute** was led by Cindy.

**2. APPROVAL OF MINUTES**

No one had any questions nor corrections. Carlos moved, and Lupita 2<sup>nd</sup>, to approve the **February 5, 2024, AM Board Meeting** and the **February 20, 2024, PM Regular Board Meeting Minutes**, as presented; motion carried.

**3. COMMUNICATIONS**

**a. Public Comment:** There was none.

**b. Administrator Reports:** The Board had read the reports and did not have any questions or comments.

**4. UNFINISHED BUSINESS**

**a. 2<sup>nd</sup> Reading Revised Policies**

Revised Policies: 1400 Meeting Conduct, Order of Business, and Quorum  
1611 Conflicts of Interest-District with Fewer than 2000 Students  
5005 Employment & Volunteers: Disclosures, Certification Requirements, Assurance and Approval  
5271 Reporting Improper Governmental Action (Whistleblower Protection)  
5280 Separation from Employment  
6550 Capitalization Threshold for Leases and Subscription-Based Information Technology Arrangements (SBITAs)

There were no questions nor concerns offered for any of the policies. They will move to the third and final reading at the next board meeting.

**5. NEW BUSINESS**

**a. Resolution #5-23 Asset Preservation Program:** Francis: An entity receiving [capital project] public funds must review the condition of the buildings annually themselves and every five years by an outside contractor/professional, and the Board must [annually] adopt an Asset Preservation Program Resolution with building assessment ratings. This is the second in-house assessment we have completed. Cindy moved to approve Resolution #5-23 Asset Preservation Program, Carlos 2<sup>nd</sup>; motion carried.

**b. 2024-2025 Instructional Calendar Discussion:** Mark: The [staff] calendar committee is still talking about the calendar. He will share with them what the board would like.

**c. Budget Status /Enrollment and Operations Report:** Francis: As of the end of February the General Fund balance was \$250k below what it was a year ago. This is the time of year when the allotment is lower and we hope it will pick up by the end of the school year, but it looks like we'll be behind where

we were last year then too. Transportation is down to \$155K as we recently bought a bus. Bus prices have risen so much that this is not enough to buy another. We'd like the Board to consider purchasing another van. Even though enrollment is down, it is great that we have so many students turning out for extra-curricular programs and another van would help with smaller group transportation.

**Enrollment:** Last month we had a net gain of five students, resulting in an FTE of 1,031 K-12. Mark shared information from an enrollment projection chart. If current kindergarten enrollment numbers stay about the same, our enrollment will be below 1,000 in two years and just above 800 by the 2028-2029 school year, which equates to a \$1.5m budget cut. This is why we must be very careful with our budget now and going forward. Many factors are involved in the decreasing enrollment that is happening pretty much everywhere.

**b. Personnel Report:** Mark: There isn't much to report. We have posted for an EL/Migrant para-educator for this year only due to an increase in enrollment of students that need those services. Cesar Dominguez is presented to teach a Cybersecurity class out-of-endorsement with a support plan. Carlos moved, 2<sup>nd</sup> by David to approve the Personnel Report as presented; motion carried.

**c. Legislative Report:** Cindy: The session is done and nothing major came out of it that affects us. No real bad news and no real good news.

**e. Payment of Bills-General, ASB, Capital Projects, Transportation, and Payroll:** The Board had reviewed the warrants, there were no questions. David moved to pay the General Fund, ASB, Capital Projects, and Payroll as presented, Lupita 2<sup>nd</sup>; motion passed.

- **General Fund bills** for \$265,252.89 with warrants 78057 through 78160.
- **ASB Fund bills** for \$31,179.05 with warrants 7047 through 7063.
- **Capital Project bills** for \$26,779.53 with warrants 737 through 739.
- **Payroll Fund bills** for \$265,562.15 with warrants 78161 through 78178 and \$1,049,524.44 by direct deposit.

## **6. CALENDAR OF EVENTS:**

March: There are half-days coming up for grading and the week of conferences, followed by Spring Break, April 1-5. The AM board meeting will be on April 8 and the PM meeting on the 18<sup>th</sup>. We host the WSSDA Regional Meeting on Wednesday, April 19 at which we will have the opportunity to showcase the district. We received notice from OPSI about results from the Washington School Improvement Framework: MWC, TES, and HHS are 'Foundational' and HMS is Tier 1-2, meaning there is a subgroup or two that is low producing. We are proud of what we've done and it is good news overall.

## **7. ADJOURNMENT**

There being no further business, Chair Nikki Keller adjourned the meeting at 7:18 pm.

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Chair

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Secretary