

**Highland School District #203**  
**Board Work Study Session**  
**District Office**  
**April 11, 2022, 7:00 a.m.**

Board work study session minutes. Due to inclement weather the start time was moved from 7am to 9am. Meeting was held in the district office. Present were Board Chair Nikki Keller, Members David Barnes, Lupita Flores, Carlos López, and Cindy Reed, Superintendent Mark Anderson, and Director of Business and Operations Francis Badu. HHS student Rachael Keller. Recording Secretary Julie Notman was absent.

1. Communication Check In: As a standing agenda item, the board discussed continuing to review the website and our communication protocols and share ideas, thoughts, or improvement ideas with the administration.
2. HHS Band Trip Proposal: Mark shared the band/cheer-drill trip proposal for the overnight trip to Spokane for the Lilac Armed Forces Day Parade, May 20-22. The Board asked Francis to visit with both Mr. Straehle and Mr. Jensen to ensure that the new ASB regulations were being followed before they officially approve the trip during the regular board meeting of April 19, 2022.
3. HHS Gym and Signage review: Josh Borland joined the meeting at 9:15 and discussed proposals from Don Brown and Signcraft to replace and/or upgrade outdoor signage to our facilities. After much discussion around options and ideas, the Board directed Josh and Francis to continue to meet and narrow proposals and the scope of projects and to attach costs for the Board to consider during the regular board meeting of April 19, 2022. Josh and Francis also discussed gym floor refinishing plans and lighting upgrade ideas with the Board. The Board asked them to continue with their process and share with the Board the status at the next meeting.
4. 2022-23 Budget Planning: Francis reviewed the current budget status with the Board, focusing on enrollment projections, financial impact of declining enrollment, 2021-2022 fund balance forecast as current and with stabilization funding. He also shared area district fund balance comparisons. His overall analysis is that declining enrollment is significantly adversely affecting our budget. Francis and Mark will continue to work with the Board and update them on areas of concern and how to best address budget shortfalls both short and long term.
5. Facilities: Capital Levy Planning: Francis shared with the Board the options on moving forward with the planning process. Options include borrowing money to support projects and the process involved in borrowing funds. He also shared a tentative planning outline and timeframe when funds would be available. More concrete information will be shared with the Board at the May work study session.

Rachael left the meeting.

6. Intersession Update: Mark shared with the Board that the spring intersession was well attended and the feedback from student and staff surveys were very positive. In addition, Highland hosted 16 districts/entities during the week as they requested the opportunity to observe the intersession and talk with the district about our planning processes. We were very pleased to hear the many positive comments that other district leaders, reps from UW and ESD 105 shared with our staff and

admin team during their visits. It was satisfying to showcase our program to many interested parties.

7. 2022-2023 Instructional Calendar: Mark shared that he is working with HEA and PSE on a calendar that will be brought to the Board as an action item during the regular board meeting of April 19, 2022.
8. TIS Principal Position Update: Mark shared that the interviews for the position will be held during the day of April 19 at TIS. Five candidates will be interviewed by four separate committees during the day. Committees will be comprised of board/parent, TIS staff, admin team and superintendent.

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Chair

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Secretary