

**Highland School District #203  
HJH/HHS Library  
Zoom available  
Tuesday, July 19, 2022**

**Public Hearing-6:45 p.m.  
Regular Board Meeting-7:00 p.m.**

The **July 19, 2022, Public Hearing** was convened by Board Chair Nikki Keller at 6:45 p.m. Others present included Board Members David Barnes, Lupita Flores, and Cindy Reed, Superintendent Mark Anderson, Director of Business & Operations Francis Badu, and recording secretary, Julie Notman. There was no public present. Francis asked if there were any questions about the proposed 2022-2023 Budget. There being none, the Public Hearing on the 2022-2023 Budget was closed at 6:58 p.m.

Board Member Carlos López joined the meeting at 6:58 p.m.

The **July 19, 2022, Regular Board Meeting** was called to order by Chair Nikki Keller at 7:00 p.m. Others present included Board members David Barnes, Lupita Flores, Carlos López and Cindy Reed, Superintendent Mark Anderson, Director of Business and Operations Francis Badu, and recording secretary, Julie Notman.

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

**2. APPROVAL OF MINUTES**

No one had any questions nor corrections. David moved to approve the **June 6, 2022, Work Study Session**, and the **June 21, 2022, Regular Board Meeting** minutes as presented, Carlos 2<sup>nd</sup>; motion carried.

**3. COMMUNICATIONS**

**a. Public Comment:** There was no public present.

**4. UNFINISHED BUSINESS**

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

- New Policies: 2163 Response to Intervention  
2165 Home or Hospital Instruction
- Revised Policies: 2125 Sexual Health Education  
2126 HIV-AIDS Prevention Education  
2331 Controversial Issues/Guest Speakers  
3205 Sexual Harassment of Students Prohibited

Nikki reminded the Board to carefully read the current, mark-up, and clean versions of the proposed policies to be ready to discuss and vote on them at the August meeting.

**5. NEW BUSINESS**

**a. Bakery, Dairy & Produce Recommendations:** The ad has been in the paper inviting bakery and produce bids and only Franz Bakery and Waldman's Produce submitted bids. Highland belongs to a co-op with West Valley School District [and other districts] for produce and dairy. West Valley awarded the produce bid to Spokane Produce. We retain the right to buy produce through the co-op and award Waldman's the bid and will continue the practice, as in previous years, of conducting price evaluations periodically throughout the year and buy from the produce vendor with the best price until the next evaluation. After a brief discussion, Carlos moved to award the produce bid to Waldman's, continue in the co-op with West Valley, and award the bakery bid to Franz Bakery as presented, Lupita 2<sup>nd</sup>; motion carried.

**b. 1<sup>st</sup> Reading of Revised Policies:**

- Revised Policies: 3231 Student Records

3410 Student Health  
3412 AEDs  
3413 Student Immunizations & Life-Threatening Conditions  
3414 Infectious Diseases  
3432 Emergencies  
4310 District Relations with Law Enforcement and other Government Agencies  
6512 Infection Control Program  
6700 Nutrition and Physical Fitness

The policies in both the 1<sup>st</sup> and 2<sup>nd</sup> Readings are from the School Nurse Corps list on updates that need to be made in health- and emergency-related policies provided to Mark after the Assessment of District Student Health Services site visit by ESD 105 School Nurse Coordinator Mary Lou Shean in late May. Nikki directed the Board to carefully read the presented policies and be prepared for discussion and approval at the second and final reading at the August Regular Board meeting.

**c. Highly Capable Program:** The responsibility for the Highly Capable Program was being transitioned from then TIS Principal Kelly Thorson to MWC Principal Andrea Wickenhagen but was interrupted before completion, resulting in the program not being presented for board approval in a timely manner. OSPI contacted Highland about this omission and approved having the program presented now and approved retroactively for the 2021-2022 school year. The program documents were reviewed, and Lupita moved to approve the 2021-2022 Highly Capable Program, Cindy 2<sup>nd</sup>; motion carried.

**d. Resolution #4-21 Adoption of the Budget for 2022-2023:** This is the final budget proposal after several board meeting discussions. The GF Fund Balance is just below the minimum policy percentage of 9% at \$1,436,920. We need to watch our enrollment numbers and start considering the 2023-2024 budget early this year. There were no questions nor concerns. Cindy moved to adopt Resolution #4-21 Adoption of the Budget for 2022-2023, the four-year budget plan summary, the four-year enrollment projection, and the appropriations as presented, Carlos 2<sup>nd</sup>; motion carried.

**e. Resolution #5-21 Authorizing Appointment of Investment Officers:** This is an annual requirement and gives authority for auditing officers, investing, and signing and voiding of warrants to Director of Business & Operations Francis Badu and Superintendent Mark Anderson. David moved to adopt Resolution #5-21 Authorizing Appointment of Investment Officers, Lupita 2<sup>nd</sup>; motion carried.

**f. Resolution #6-21 Adopting the Study and Survey:** OSPI gives a grant to districts to hire a professional to conduct a study and survey of the district to identify and prioritize capital project needs. We contracted with ESD 112 as they have done these many times in the past for us and are very familiar with Highland. The 55-page Study and Survey contains inventory, area analysis, and building condition assessments of our existing facilities, gives information about local capital funding, and offers proposed new facilities and additions, replacements, major modernizations, and new-in-lieu of modernization projects plus project timelines. Cindy moved and Carlos 2<sup>nd</sup> to approve Resolution #6-21 Adopting the Study and Survey; motion carried.

**g. Budget Status/Enrollment and Operations Report:** Francis shared that he has spoken with a financial institution about borrowing capital, [\$2.5m allowed amount] to start the process for our Capital Levy projects. We will need a couple of board members on a committee to select an engineer and architect in August or September after the RFQ bid closes on 7/29. Construction-related costs are very high at the moment so we will look at multiple projects and get estimates, then prioritize. The General Fund ended at \$1.1m at the end of June, down \$600k from last year. We will need to keep an eye on it. CP is also lower at \$515k vs \$572 a year ago. We have some issues such as roof rot at MWC that need attention to avoid further damage before the levy-related capital projects can be determined and implemented. We are due to purchase more tech equipment. The Debt Service fund is down due to making a payment and the final

payment is due in December. ASB balance is close to the same and Transportation is down after purchasing a bus. We hope to purchase another one in 2023 or 2024.

**h. Personnel Report:** Mark: Marcela Castellanos has submitted her resignation after a one-year leave of absence but hopes to return in the future. Most of the para positions have been filled, there are just a couple of one-year positions still open. None of the high school science teacher applicants had full certification. Selena Streich has been offered the position but will work with a conditional certificate upon board approval. Enrollment numbers for the Transitional Kindergarten class are large enough to warrant a second TK teacher and Teresita Vega has accepted the offered position. We are excited to have found a second, part-time SLP to meet increasing need: Marcela Ventura will also be working with a conditional certificate. Cindy moved to adopt the July 2022 Personnel Report, including Selena Streich and Marcela Ventura on conditional certificates, Lupita 2<sup>nd</sup>; motion carried.

**e. Legislative Report:** Cindy said that she had nothing to report at this time.

**f. Payment of Bills-General, ASB, and Payroll:**

The board had the opportunity to review the check summaries. There were no questions nor concerns. Carlos moved and Cindy 2<sup>nd</sup> to approve payments for General Fund, ASB, and Payroll as presented; motion passed:

- **General Fund bills** for \$164,478.70 with warrants 75623 through 75733.
- **ASB Fund bills** for \$12,064.23 with warrants 6782 through 6796.
- **Payroll Fund bills** for \$202,813.25 with warrants 75734 through 75748 and \$1,114,017.02 by direct deposit.

**6. CALENDAR OF EVENTS:**

August 9 will be the Work Study Session to include the 2021-2022 Board Self-Evaluation and the 2022-2023 Board Goals discussions. August 16 is the Regular Board meeting as well as the first day back for staff and school starts on Monday, August 22.

**7. ADJOURNMENT**

There being no further business, Chair Nikki Keller adjourned the July 19, 2022, Regular Board Meeting at 7:23 p.m.

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Chair

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Secretary