

**Highland School District #203
HJH/HHS Library
Tuesday, August 15, 2023**

Regular Board Meeting-7:00 p.m.

The **August 15, 2023, Regular Board Meeting** was called to order by Vice Chair David Barnes at 7:02 p.m. Others present included Board members David Barnes, Nikki Keller, and Cindy Reed, Superintendent Mark Anderson, staff members Pat Hazen, Lisa Monson and Marcie O’Neal, and Recording Secretary Julie Notman. Director of Business & Operations Francis Badu and Board members Lupita Flores and Carlos López were absent.

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

2. APPROVAL OF MINUTES

No one had any questions nor corrections. Cindy moved to approve the **July 18, 2023 Public Hearing and PM Regular Board Meeting Minutes**, as presented, David 2nd, motion carried.

3. COMMUNICATIONS

- a. Public Comment:** There was none.
- b. Administrator Reports:** There were none.

4. UNFINISHED BUSINESS

There was none.

5. NEW BUSINESS

a. Policy 6035-Capitalization of Assets, Leases and SBITA’s: Mark: This policy has to do with management/accounting and is needed to keep in compliance. David moved to adopt Policy 6035 Capitalization of Assets, Leases and SBITA’s as presented, Cindy 2nd; motion carried.

b. 1st Reading: Policy 2230 – Transition to Kindergarten Program: Mark: This policy is one of the requirements needed if a district has a Pre-K program to be able to serve the students in that program. 2nd Reading at the Sept. 11 board meeting.

c. Out-of-State/Overnight Travel Request-FFA National Convention: Pat Hazen: He didn’t have a presentation but was here to answer any questions from the Board. He shared that he gave students and parents information about the convention at the end of the school year. They need three, preferable five to attend. The students on the tentative list are those that expressed interest last spring. The deadline to confirm is August 23, [two days after school starts]. Expenses and the finance page were discussed. The two parents at the meeting brought up their questions and concerns. Mark will follow up [regarding parent meeting]. Cindy moved to approve the Out-of-State/Overnight Travel Request-FFA National Convention, David 2nd; motion carried.

Pat, Lisa, and Marcie left the meeting at 7:20 p.m.

d. Budget Status and Operations Report: Mark: Francis is out of the country; a report will be available at the next meeting.

e. Personnel Report: Mark: The July Personnel Report is corrected to include omissions in section 3. regarding VEBA changes for administration, in section 4. the Recommendation for Approval for Positions to be Posted, and in section 5. Status of Staff Vacancies. The August Personnel Report has two para-ed resignations, a one-year leave of absence request, and recommendation to hire nearly all of the previously open para-educator positions. The TES SpEd teacher position is being filled by Evelia

Salazar and the Elementary School Counselor position is being filled by Claudia Clemente who will work with a Conditional ESA certificate and plan while earning that certificate. One para, Samantha Marshall will start as a sub until passing the ETS test. There were no recommendations in the Extra-curricular section. David moved to approve the corrected July 18, 2023 Personnel Report as presented, and the August 15 Personnel Report as presented including Claudia Clemente working on a Conditional Certificate, Cindy 2nd; motion carried.

f. Legislative Report: Cindy: Nothing to report.

g. Payment of Bills-General, ASB, Capital Projects, and Payroll: The board had reviewed the warrant reports as presented, there were no questions nor concerns, Cindy moved to pay the General Fund, ASB, Capital Projects, and Payroll as presented, David 2nd; motion passed.

- **General Fund bills** for \$176,370.83 with warrants 77225 through 77310.
- **ASB Fund bills** for \$3,861.86 with warrants 6955 through 6959.
- **Capital Project bills** for \$940,345.88 with warrants 707 through 712.
- **Payroll Fund bills** for \$220,560.62 with warrants 77311 through 77325 and \$920,843.09 by direct deposit.

6. CALENDAR OF EVENTS:

A date for a board/admin retreat will be set at the AM board meeting in September, could hold it at the October AM board meeting.

7. ADJOURNMENT

There being no further business, Chair Nikki Keller adjourned the August 15, 2023, Regular Board Meeting at 7:30 p.m.

Chair

Secretary