

**Highland School District #203
MWC Conference Room
Monday, September 11, 2023**

Special Board Meeting-7:00 a.m.

The **September 11, 2023, Special Board Meeting** was called to order by Chair Nikki Keller at 7:01 a.m. Others present included Board members Lupita Flores and Cindy Reed, Superintendent Mark Anderson, Director of Business & Operations Francis Badu, Director of Student Success Mindy Schultz, and Recording Secretary Julie Notman. Directors David Barnes and Carlos López were excused.

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

2. UNFINISHED BUSINESS

a. 2nd Reading: 2230 Transition Kindergarten Program: There were no questions and no action taken. Add policy for 3rd reading and approval to next meeting's agenda.

b. Out-of-State/Overnight Travel Request-FFA National Convention Follow-Up: Reviewed final roster and proposed itinerary. Discussed itinerary options available and would like clarification as to which they'll be doing. Concerns about students getting to do what they are interested in. Would like a post-trip presentation by the students and advisor.

Monson Architect Ryan Monson joined the meeting at 7:27 a.m.

f. Capital Projects Update: Ryan: The remodel is further behind than hoped for due to changes in L & I inspections. They now look at and inquire about work done for earlier builds/remodels unrelated to the current project, adding time and cost. This first phase, HMS Commons with kitchen serving and washing area, is anticipated to be completed the 3rd week of October. The area is wired for tech for meetings/assemblies and insulation was added as there was none. The 2nd phase, updating/replacing the roof/HVAC units, will take place after school is out next June for better construction/air quality control. Will add R38 insulation to the roof and new HVAC systems to increase efficiency.

All present toured the construction area: 7:37 – 7:50 a.m. Ryan Monson left the meeting at 7:50 a.m.

c. Board/Admin Retreat Discussion: Plan to have it at the October AM meeting at the district office. Include Board evaluation and 2023-24 Goals. Admin to present. Mark and Nikki will draft an agenda.

2d/e. Budget Discussion/Budget Committee: Francis: Early numbers show we might have 20 more students enrolled than anticipated, good for funding. The Fund Balance might hold for this year but not next. ESSER funding, as expected, will be gone after this year. We need to move the budget process forward this year with a rough draft done in January (when enrollment numbers are finalized for apportionment) and a final budget ready for approval in March or April. We need a couple of board members on the budget committee to help make cost-cutting decisions as we need to cut close to \$1m. Looking at areas to trim: additional pay (tracking and review with principals), inhouse coverage vs paying a substitute, review job descriptions, advisor responsibilities, involvement and follow-through.

TES Principal/CTE Director Brandon Jensen joined the meeting at 8:29 a.m.

3a. CTE Evaluation & Perkins Grant: Brandon: This is the annual presentation of CTE goals and four-year plan as required by OSPI. Reviewed the expectations and discussed options for current CTE programs. All of our CTE programs are OSPI approved for the next couple of years then a review cycle begins again. The Board can request changes to the goals and plan. CTE Pathways to Graduation are an option for students that don't fit the standard graduation pathways and will be presented to the Board for approval. Because of a lack of CTE funding (from the state), expanding our programs is difficult yet we are expected

to do as much as bigger districts that get thousands more. We are meeting our CTE goals which are similar to those of other districts’.

Brandon left the meeting at 8:55 a.m.

3b. Intersession Update: Mindy and Mark: The state approved and guaranteed funding for intersession in June so Mindy completed all of the required forms and applications. Then in August, Mark received notice that OSPI pulled the funding to finance a different program for which they underestimated the cost. OSPI told us there is nothing that can be done about it. Mindy is discussing with program directors about possibly using program money to cover some of the cost if we target program students and cut back on how many are served. Might cancel offerings for HHS until Winter and Spring Intersessions to focus on credit retrieval when it is most valuable. We’ll have K-6 students at MWC (one building) to cut transportation and building costs. Class sized will most likely be larger. We want to continue offering intersessions for its positive impact. Elementary test scores have gone up and staff morale is improved, both by those that work the intersessions and those that take the week off. Parents that have different work and vacation schedules appreciate the option to be gone without their student missing school during those weeks.

Francis and Mindy left the meeting at 9:30 a.m.

3c. Personnel Discussion: Mark: New HHS Principal Jeremy Gillespie has a steep learning curve but is doing well. We are considering adding an Operations Support position. Responsibilities would include driving a car/van for McKinney-Vento, helping with grounds and custodial, and helping/covering in other areas as this will be a kind of catch-all position to work where there is a need/lack of personnel. The reasoning is that unexpected tasks/requests take regular staff from their work and they get behind. This position would alleviate that. Will discuss this potential position with PSE reps this week. Discussed superintendent options.

7. ADJOURNMENT

There being no further business, Chair Nikki Keller adjourned the September 19, 2023, Special Board Meeting at 9:45 a.m.

Chair

Secretary