

Highland School District #203

Zoom

Tuesday, October 19, 2021

Special Board Meeting-7:00 p.m.

The **October 19, 2021, Special Board Meeting** was called to order by Vice Chair David Barnes at 7:00 p.m. via Zoom. The meeting was switched to an online format due to COVID-19 considerations. Others present included Board members Lupita Flores and Cindy Reed, Superintendent Mark Anderson, Director of Business and Operations Francis Badu, community member Ann Bowman, and Recording Secretary Julie Notman. Board members Nikki Keller and Carlos López were absent.

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

2. APPROVAL OF MINUTES

No one had any questions nor corrections. Cindy moved to approve the **September 13, 2021, Work Study Session** minutes and the **September 21, 2021, Regular Board Meeting** minutes as presented, Lupita 2nd; motion carried.

3. COMMUNICATIONS

a. Public Comment: There was none.

b. Administrator Reports: The Board had read the reports and had no questions but were directed to reach out to the admin if any arose.

4. UNFINISHED BUSINESS

a. Policy 6000 Program Planning, Budget Preparation, Adoption & Implementation: Francis: This policy has been reviewed and the Fund Balance of local area districts compared to that of HSD to determine if our Fund Balance is adequate. After thorough review it was decided to increase our Fund Balance to 9%. Lupita moved to adopt **Policy 6000 Program Planning, Budget Preparation, Adoption & Implementation** as presented, Cindy 2nd; motion carried.

b. PSE Negotiation Update: Mark: Nothing to report as the meeting scheduled for earlier today was postponed to Thursday due to one participant's family emergency. The district rejected most of the PSE's initial proposals and made a counteroffer which will be discussed at the next meeting.

C. Facilities Committee Report: After a tour of district facilities and hearing our concerns, ESD 112 drafted a list of projects [improvements, repairs] needing attention, we ranked them in order of importance and now they are costing out those projects. We will again prioritize the list which we hope is ready for the Board at the November Regular Board meeting. It is important to get it finalized so the levy request can be submitted to the county by the December 10 deadline for a vote in February. Francis reported that the district was awarded a Study & Survey Grant of \$16,840.

5. NEW BUSINESS

a. Adult Meal Pricing Update: Francis explained the timeline of the district starting the CEP (Community Eligibility Provision) in our district. Part of the challenge with CEP is that all students eat for free without the need of applying through a Free/Reduced Meal Application. The district needs the information from those applications to qualify and receive funding for various state and federal programs. We used a survey this year in place of the application. CEP does not pay for adult meals and our current adult meal price is lower than that set by OSPI. Cindy moved to adopt the new **Adult Meal Pricing** as presented, Lupita 2nd; motion carried.

b. Budget Status and Operations Report: Francis: We are still in the process of closing the books for last year. The August Fund Balance was \$2.2m, the second highest in district history. The high balance is

related to the effects of the pandemic. In 2019-20 and 2020-21 districts didn't spend the usual amount but now with most activities returning, spending is returning to normal. September's FB was \$1.6m, \$200k lower than September 2020. We are above the 9% FB limit at the moment. We are planning to buy two buses to replenish our fleet, one with funds from our Transportation fund and the other with ESSER funds since the buses were used running double routes last spring. The Enrollment count was 1045, with 1022 FTE. We budgeted for 1028 FTE. Usually our count is highest in the fall and tends to drop over the course of the year.

b. Personnel Report: Corrections to the September Personnel Report were reviewed. For October we have one resignation, one leave request and one amended leave request. We have hired a District RN, Scott Podruzny, which will help with the weekly COVID-19 testing for the staff that have accommodations (exemptions). The deadline for providing proof of vaccination or requesting accommodation was yesterday. We have about 30 with accommodations. Last week was the first week of required testing with three positive results, one of which at least is considered to be a false positive (no symptoms, no COVID-19 close contacts). We must have a backup plan in place to cover for staff that have to isolate when receiving a positive test result. In the past year with staff and students on-site, we have had no on-site transmissions, which shows our safety protocols have been effective and is something to be proud of. There were a number of things discovered during the pandemic that need improvement, which we are addressing but we also have to look ahead to how we will fund those improvements after ESSER funds are done in two to three years. An area of concern presently is the lack of bus drivers. We do not have enough subs to cover if too many drivers are absent. We are looking at the possibility of consolidating routes and other backup plan options. We have a bus driver job posted with a bonus incentive as do most of the area districts. All are hurting for bus drivers. Lupita moved and Cindy 2nd to approve the **Personnel Report** as presented; motion carried.

c. Legislative Report: Cindy said there is nothing to report at this time as the legislature is not in session.

d. . Payment of Bills-General, ASB, and Payroll:

The board had the opportunity to review the check summaries and found nothing of concern. Cindy moved with 2nd by Lupita to approve payments for General Fund, ASB, and Payroll as presented; motion passed:

- **General Fund bills** for \$146,079.47 with warrants 74570 through 74665.
- **ASB Fund bills** for \$17,470.15 with warrants 6651 through 6666.
- **Payroll Fund bills** for \$191,682.2 with warrants 74666 through 74681569 and \$1,030,329.29 by direct deposit.

6. CALENDAR OF EVENTS:

Intersession is next week. Mark reported that about 800 students are signed up. Staff continues to look at ways to reach students, both those that struggle and those that excel. Director of Student Services, Kirsten Lenz worked hard with funding so that new director positions (SEL & Inclusionary Practices and Office of Student Success) are funded from program and not by levy or GF. Tomorrow is a Balanced Calendar Summit at which he and Mindy will present. Many districts are interested in how Highland implemented a change in the calendar.

David confirmed the November 1 Work Study and November 23 [should be Nov. 16] Regular Board meeting dates. Due to a conflict the December Work Study Session will be moved to December 13.

7. ADJOURNMENT

There being no further business, Vice Chair David Barnes adjourned the October 19, 2021 Regular Board Meeting at 7:51 p.m.

Chair

Secretary