

**Highland School District #203
District Office
Monday, October 2, 2023**

Admin/Board Retreat-7:00 a.m.

The **October 2, 2023, Admin/Board Retreat** convened at 7:03 a.m. Present included Board members David Barnes, Lupita Flores, Carlos López, Nikki Keller and Cindy Reed, Superintendent Mark Anderson, and Recording Secretary Julie Notman.

1. ADMIN/BOARD RETREAT

a. Capital Projects Update/Tour HMS Commons: Mark shared a timeline graph of the HMS Commons project which shows the estimated finish date being the week of intersession, however the lighting fixtures have not arrived yet and could cause a delay. Next up was a timeline graph for Phase 2, the HVAC and roof replacement for HMS/HHS, which if started in May, would finish the first week of August. It will affect the heating/cooling system in June as the current system will be demoed during spring intersession but that is a better option than waiting to start after school is out. It is time to look at the budget and prioritize projects to work on after Phase I & II are completed.

7:09-7:21 a.m.-All present toured the HMS Commons.

HHS Principal Jeremy Gillespie joined the meeting at 7:29 a.m.

c. HHS Update: Jeremy shared goals and updates. Foremost for goals are to create a thriving school culture, prioritize to boost effectiveness and promote accountability for students, staff and all stakeholders. He gave an update on Homecoming this past Friday, ParentSquare, calls to parent about absent students, discipline issues and SEL, the upcoming conferences, academics and Scottie Time, vacant teaching positions, the master [class] schedule, PE credits, updating PBIS, Block period options, Seal of Biliteracy, and moving toward an expectation that teachers have an online platform where students can access assignments when absent.

Jeremy left the meeting at 7:56 a.m.

Director of Student Services/Special Ed/SEL Courtney Sund joined the meeting at 7:56 a.m.

b. Special Ed/SEL Update: Courtney: Shared about new SpEd teachers and loss of one after the start of classes. Explained shift to more self-directed responsibility for HS students in preparation for adulthood. Social/Emotional work is ongoing at lower grades as students are coming in without social skills after pandemic (more screen time and less social time). Shared Procedures & Practices document: Expectations for IEP managers. Co-teaching and Co-planning, implementing a plan for determining how and where to place a student to best serve them and their educational needs. Will monitor absences and evaluate how to best assist families to improve attendance as this relates to their IEP, i.e.: is the student's difficulty related to a learning difficulty or poor attendance.

Courtney left the meeting at 8:17 a.m.

HMS Principal Don Strother joined the meeting at 8:17 a.m.

d. HMS Update: Don: Focus this year is on ML students as support classes for them also supports non-ML students that are struggling to find ELA success. Reading, writing, listening and speaking skills are taught and enhanced via Acadience (a fluency program), Ellevation (a platform for student data and instructional strategies) and Success classes. WIDA (ML test) and non-WIDA test scores are reviewed to help develop alternative ways to address students' academic needs. All teachers are language teachers and are using shared strategies so all students to learn and understand academic language.

Don left the meeting at 8:44 a.m.

MWC Principal Andrea Wickenhagen joined the meeting at 8:44 a.m.

e. MWC Update: Andrea: Administrative goals: Looking at K-2 standards for math, language, behavior, speaking, and listening at which students need to succeed before moving to next grade level. PreK and TK don't have state standards so WaKIDS is used to measure success. Explained how students will be monitored for meeting standards and reaching academic goals/foundational skills and that successes will be publicly shared and celebrated on a 'popcorn' wall. Utilizing the *Highland Way* Word of the Month to earn rewards and is implementing Academic and SEL Students of the Month. Working on intervention and supports for students and families that have excessive absences. Working with [TES Principal] Brandon to coordinate collective academic evenings so parents can go to one K-5 event instead of finding time for two. Continuing 4-year-old nights and working with early learning community partners. Reiterated that MWC is compliant with recess laws. Students first!

Andrea left the meeting at 9:03 a.m.

6-12 Assistant Principal/AD Josh Borland joined the meeting at 9:10 a.m.

f. HMS/HHS/AD Update: Josh: Has new title and roles. Is working with admin team to address absences. May have to do home visits, some parents are getting absence notice letters already. Working on communication and building relationships. Learning teacher eval process. So far this year there has been a lot of culture building and discipline. AD update: Fall participation numbers are great, highest ever. Need to hire Girls Basketball coach. Finding coaches is difficult, there doesn't seem to be long-lasting coaches as in the past. MS Girls Wrestling season changing to fall at same time as MS Boys Basketball. Other districts have started this successfully, seeing an increase in participants. HS Football update: Everyone is turning out and students are positive about it. HMS Football: A lot turning out. Coach is engaging and students want to be around him.

Josh left the meeting at 9:44 a.m.

2. AM BOARD MEETING

a. Healthy Youth Survey: The state accepted our request to not include certain questions on the survey. Parents, as always, have the option to opt out.

Director of Business & Operations Francis Badu joined the meeting at 9:46 a.m.

b. Budget Overview/Committee Appointment: Francis: We plan to go ahead and move the budget process to be done by January. This will be five months into the school year and we'll have an idea of the budget for the 24-25 SY. Looks like we'll need to make \$1m in cuts. We have to decide when we'll make adjustments, now/next year, how many, and how to make cuts without disturbing structure. It will help if enrollment stays up, but there is no way to predict next year's numbers. The budget committee, consisting of Mindy, Courtney, Brandon and two board members, will meet monthly after each AM school board meeting, starting in January 2024. Nikki and Cindy volunteered.

c. ASB Booster Discussion-1st Reading Policy 4120-School Support Organizations: Francis: Policy 4120 addresses booster club processes. A non-profit law went into effect January 2022 and changes how districts handle booster clubs. Booster clubs must be registered as a non-profit, submit a *Request for Recognition* form, and proof of insurance annually to the district. It is suggested booster clubs join the WA State Booster Club Association, for information, support, and affordable insurance options. Once the policy is approved, Francis will reach out to current booster club/groups.

Francis left the meeting at 10:42 a.m.

Director of Student Success Mindy Schultz joined the meeting at 10:42 a.m.

d. Intersession Update: Mindy: We have some funding for the remainder of the year, with minimal classes this first session and seeing what roll-over there is for winter and spring. ESD 105 is assisting (80%) with classes for HS students this fall: Financial Literacy, Ag career options, tech, intervention, and a para educator class will be offered. They'll provide the instructors; we need to provide assistants. BizTown financial is coming to run their course one day. Every teacher that has applied to work has a spot and we're close to being able to hire everyone that has applied. We'll communicate with parents about Fall Intersession during conference week.

Mark and Julie left the meeting at 10:52 a.m.

e. Personnel Discussion: Board met with Mindy regarding future placement.

f. & g. Self-Appraisal of the Board and Board Goals for 2023-2024 School Year: These two items were postponed until the November AM Board meeting.

Meeting concluded at 12:00 p.m.

Chair

Secretary