

Highland School District #203
HMS/HHS Library
Tuesday, March 18, 2025
Regular Board Meeting -7:00 p.m.

The **March 18, 2025, Regular Board Meeting** was called to order by Chair David Barnes at 7:00 pm.

Those also present included Superintendent Mark Anderson, Director of Business & Operations Francis Badu, Director of Student Success/Superintendent Designee Mindy Schultz, Board members Lupita Flores, Carlos López and Cindy Reed, Board Member Elect Kerry Jones, HHS Principal Jeremy Gillespie, MWC Teachers Lisa Biddick and Bre Hoffee, Classified Staff Carmen Rodriguez and Melva St. George, and Recording Secretary Julie Notman.

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

I.D. Oath of Office: Kerry Jones: David had Kerry read the oath of office and he was then welcomed on board. He fills the vacant position that runs through 2025.

I.E. APPROVAL OF MINUTES: There were no questions about the minutes. Lupita moved, Carlos 2nd to approve the February 3, 2025, AM Meeting and February 18, 2025, PM Meeting Minutes as presented; motion carried.

II. COMMUNICATIONS

A. Public Comment: MWC Teacher Lisa Biddick shared that she received comments from teachers/their union pertaining to the [2025-2026] calendar. She read a letter she received from HEA that had input from teachers and coaches, wanting to make sure the Board understood that their reasoning for their preference for the November Intersession dates was not an arbitrary or self-involved viewpoint. She submitted the letter to the Board for the record.

B. Administrator Reports: There were no comments nor questions about any of the reports.

C. Assistant Superintendent Report: Mindy shared that she has learned a lot more about the budget, getting info from Francis about funding and how the formula works from the state. They spend a lot of time with directors Courtney and Kirsten about programs, budgeting, and staffing. She got to see how the bid process worked with the HVAC upgrade and how a contractor is selected. Mindy worked from both sides (admin rep and district rep) with the calendar committee. Also, working with Kirsten to hand over some of the work Mindy has been doing in the buildings. Learning how to look at how the district works from the district viewpoint rather than a director viewpoint.

III. UNFINISHED BUSINESS

A. 2025-2026 Instructional Calendar: Mindy: this is the calendar the district proposed with a slight modification from HEA and administrators. Cindy mentioned that it represents the input received from the community survey according to how they would like the calendar to be. Carlos moved and Cindy 2nd to adopt the 2025-2026 Instructional Calendar as presented; motion carried.

B. Curriculum Adoption: Mindy: Recommending National Geographic Learning by Cengage for 9th to 12th Grade Science, and myWorld Interactive and MacGruder's American Government by Savvas for 6th to 12th grade Social Studies, to be implemented next school year. Cindy moved, Carlos 2nd to adopt the Science and Social Studies curriculums as presented; motion carried.

IV. NEW BUSINESS

A. Policy 4220 Complaints Concerning Staff or Programs: Mark: The State is always adding more criteria to follow and per information in the Comprehensive Program Review, our policy needs the words

‘State & Federal’ added to this policy title. That is the only change. Lupita moved to adopt Policy 4220 as presented, Carlos 2nd; motion carried.

B. Asset Preservation Program: Francis: This is the Building Condition Evaluation. The State has a law that if a district receives any state funding for construction, the district must do an in-house review of the condition of their buildings every year plus a professional/outside provider review every five years. The attached is our review/evaluation. This will help HSD in 2029-2030 when we might want to do construction and seek state [matching/assistance] funding for it, as the State will have record that we did a good job with the Asset Preservation Program. David asked but there were no questions for Francis about the program.

C. Resolution #2-24 Debt Service Fund Budget Extension

D. Resolution #3-24 Capital Projects Budget Extension

E. Resolution #4-24 Transfer of Funds CP to DSF

F. Resolution #5-24 Transfer of Funds GF to DSF: Francis explained that these four resolutions relate back to the levy that we passed. Levy money is distributed to districts after it is collected from taxpayers over the years of the levy rather a bond where all of the funds are distributed up front. So, to proceed with the capital projects the levy is funding, the district must borrow the amount needed and repay it as the money comes in from tax collections. We finished Phase 1 and are ready to start Phase 2, but the timing and amounts due when payments are required may exceed the Capital Projects fund balance, so budget extensions and updated transfer of funds resolutions are needed to ensure the funds are adequate and in the correct fund category when payments are due. Carlos moved to approve Resolutions #2-24, #3-24, #4-24, and #5-24 as presented, Cindy 2nd; motion carried.

G. Budget Status /Enrollment and Operations Report: Francis: The GF balance dropped about \$170k from last year at this time. Remember that the cycle of money coming in is up & down, usually going up at the end of the school year but we are expecting it to not go up this year to the level it has in the past because of the loss of funding due to the drop in enrollment. This fiscal cliff makes an impact, is challenging and affects the decisions, corrections, and adjustments we have to make. CP balance is \$3M, ready for the next phase; Debt Service and ASB fund balances are about the same. Transportation is expecting delivery of a new bus soon.

Enrollment: This was a good month with six more enrolled than withdrawn. The budgeted/planned for an FTE of 1,002 but we are averaging 970. We usually project and budget conservatively for a lower FTE and end up with a higher enrollment but this year, for the first time, despite budgeting low, the enrollment went lower still. The average in 2023-2024 was 1,046, we budgeted for 1,002 and yet our average so far is 970. Mark: Looking at the five-year average from 2020-2021 to current, there is a pattern of enrollment going down. Projecting into the future [for the next few years] it will continue to go down, a serious problem. People do seem to understand this but think it won’t affect them. At the next work study/AM meeting we’ll have more numbers, both short- and long-term, to review.

H. Superintendent Contract: David: This is the superintendent contract for Mindy when she assumes the role starting in July. Lupita moved and Cindy 2nd to approve the superintendent contract for Mindy Schultz as presented; motion carried.

I. Personnel Report: Mark: There are just a handful of items. We posted in-house for a 5th grade teacher and Lori Love will take the position. Filled long-term sub positions for a para at MWC and a teacher at HMS. There is an SLP resignation, but we will interview two applicants for the now two open positions and if they work out we will be fully staffed for that department for the first time in a few years. It will be nice to not have to utilize remote contractors. There is still some movement needed in other areas. There are resignations and recommendations for Extra-Curricular. Cindy moved, Lupita 2nd to approve the Personnel Report as presented; motion carried.

J. Legislative Report: Cindy: Last week there was a deadline. Everything that we are interested in relating to school districts funding looks to be moving forward to the next house.

V. FINANCE

A. Payment of Bills-General, ASB, Capital Projects, and Payroll: There were no questions so Cindy moved, Carlos 2nd to approve payment of the bills as presented; motion carried.

- **General Fund bills** for \$269,669.93 with warrants 79370 through 79443.
- **ASB Fund bills** for \$7,157.15 with warrants 7181 through 7192.
- **Capital Project bills** for \$101,903.31 with warrants 771 through 772.
- **Payroll Fund bills** for \$237,742.68 with warrants 79355 through 79369 and \$1,016,879.65 by direct deposit.

VI. CALENDAR OF EVENTS: David reviewed the upcoming district dates. The AM meeting in April falls in Spring Break and so will be moved the following Monday, April 14. The PM meeting will be April 15.

VII. ADJOURNMENT

There being no further business, Chair David Barnes adjourned the meeting at 7:26 p.m.

Chair

Secretary