

**Highland School District #203**  
**HMS/HHS Library**  
**Tuesday, July 15, 2025**  
  
**Public Hearing and**  
**Regular Board Meeting -7:00 p.m.**

**I. The Public Hearing** was convened by Chair David Barnes at 7:00 p.m. Responding to questions from the audience, Francis explained the funding for Transitional Kindergarten, and the budgeting term ‘capacity’ and its function. David noted that the Fund Balance at 7.56% is below district policy of 9% and directed Francis and Mindy to work to return it to match the policy. The Public Hearing was declared closed at 7:09 p.m.

**II. The July 15, 2025, Regular Board Meeting** was called to order by Chair David Barnes at 7:10 pm.

**B. PRESENT:** Superintendent Mindy Schultz, Director of Business & Operations Francis Badu, Board members Kerry Jones, Carlos López, and Cindy Reed, MWC Teachers Lisa Biddick, and Bre Hoffee, and Recording Secretary Julie Notman. Board member Lupita Flores was absent.

**C. FLAG SALUTE** was led by Carlos.

**D. OATH OF OFFICE:** Mindy read the superintendent’s Oath of Office.

**E. APPROVAL OF MINUTES:** There were no questions about the minutes. Carlos moved, Kerry 2<sup>nd</sup> to approve the June 2, 2025, AM Meeting/Work Study, and the June 17, 2025, PM Meeting Minutes as presented; motion carried.

**III. COMMUNICATIONS**

**A. Public Comment:** There were none.

**IV. UNFINISHED BUSINESS**

**A. Self-Appraisal of the Board 2024-2025:** There were no comments nor corrections to the appraisal and it was accepted as presented.

**B. District Goals 2025-2026:** There were no comments, questions, nor corrections to the goals. Kerry moved, Cindy 2<sup>nd</sup> to approve the District Goals 2025-2026 as presented; motion carried.

**V. NEW BUSINESS**

**A. Resolution #8-24 Authorizing Appointment of Investment Officers:** Francis: This is an annual resolution to give authority to Director of Business & Operations Francis Badu and Superintendent Mindy Schultz to review the books, to make sure that checks are issued correctly, to invest extra money when we have it, and to sign documents and checks. No questions nor comments. Cindy moved and Carlos 2<sup>nd</sup> to adopt Resolution #8-24 as presented; motion carried.

**B. Resolution #9-24 Adoption of the 2025-2026 Budget:** Francis: The first document has the budgets for all district fiscal areas. Our Fund Balance is 7.56% and he duly noted that we need to get it back to 9% per district policy. We are losing funds because grants are gone at this point and so we will start monitoring the budget closely right at the start of the school year. The second document is the 4-year budget, which is difficult to predict under the circumstances. The MSOC (Materials, Supplies, and Operating Costs) is the final document, which is required per bylaw. It reports all expenses that are not payroll, about \$1.5M. We are projecting to spend \$419K-\$528K more than we are being funded. All areas are affected by enrollment. No questions. Kerry moved to adopt Resolution #9-24, Cindy 2<sup>nd</sup>: motion passed.

**C. Resolution #10-24 Transfer of Funds-CP to DSF-Nov. 2025,**

**D. Resolution #11-24 Transfer of Funds-GF to DSF-Nov. 2025,**

**E. Resolution #12-24 Transfer of Funds-CP-DSF-May 2026,**

**F. Resolution #13-24 Transfer of Funds-GF to DSF-May 2026:** Francis: These four resolutions have to do with making interest payments on the loan(s) we had to take out to be able to proceed with capital projects that were approved by the most recent levy. A loan is necessary because levy funds are paid to the district only after collected twice a year by the county. Funds are moved from Capital Projects and General Fund to the Debt Service Fund to make required payments in November 2025 and May 2026. So far, the loan has paid for the remodel to create the completed HMS Commons, the upgrade of the HMS HVAC system, and the current HHS HVAC upgrade. Carlos moved to adopt Resolutions #10-24, #11-24, #12-24 and #13-24, Kerry 2<sup>nd</sup>; motion carried.

**G. Budget Status /Enrollment and Operations Report:** Francis: The General Fund balance is at \$1.078M whereas last year it was \$1.3M. The estimated budget for 2025-26 is \$20M. Allocations will go up but expenses have gone up as well. He explained how the state gives and takes money to and from the district.

**E. Personnel Report:** Mindy: We have one retirement and several recommendations for hire or movement within the district. Melissa [Benicio] and Heather [Garent] are moving positions to or within the district office, the para-educators that were in a one-year only position last year that will return to positions this next year. There are still some posted but with the recent budget changes [loss of migrant and bilingual funding] we will need to reorganize the para staff. The high school positions have been filled. Cindy moved, Carlos 2<sup>nd</sup> to approve the corrected June 17, 2025, and the July 15, 2025, Personnel Reports as presented; motion carried.

**F. Legislative Report:** Cindy: Nothing to report.

## **V. FINANCE**

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

- **General Fund bills** for \$314,045.73 with warrants 79772 through 79863.
- **ASB Fund bills** for \$15,444.19 with warrants 7236 through 7247.
- **Capital Project bills** for \$213,406.60 with warrants 783 through 785.
- **Payroll Fund bills** for \$226,148.80 with warrants 79864 through 79876 and \$1,163,794.15 by direct deposit.

**VI. CALENDAR OF EVENTS:** David reviewed the upcoming district dates. August 4 is the AM Board meeting and August 19 is the PM meeting. At least two members of the board are unavailable for the AM meeting so it is cancelled.

## **VII. ADJOURNMENT**

There being no further business, Chair David Barnes adjourned the meeting at 7:30 p.m.

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Chair

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Secretary