

**Highland School District #203**  
**District Office**  
**Monday, September 8, 2025**  
**Regular Board Meeting -7:30 a.m.**

The **September 8, 2025, AM Regular Board Meeting** was convened by Chair David Barnes at 7:32 a.m. Those present also included board members Lupita Flores, Kerry Jones, and Cindy Reed, Superintendent Mindy Schultz, Director of Business & Operations Francis Badu, and Recording Secretary Julie Notman. Board member Carlos López was absent. David announced that the meeting is being recorded.

**II. Business:**

**A. Communication Check-In:** Nothing to share.

**B. Capital Projects Update:** Mindy: [HHS HVAC system] The units are installed and they're working on getting them set-up and the controls working. There is a tentative ship date for the last two units with arrival due on 9/19. Installation is planned for Wednesday, Oct. 1, with an additional two-hour late start so the crane can come in, install the units and be gone before the students arrive. Francis: The initial project cost came in under budget, so we had a change order to add back in the units for the HMS counseling and main offices, and still the overall project cost stayed under budget.

**C. New Hire Out of Endorsement Area Approval:** Mindy: Lisa Monson resigned from 2<sup>nd</sup> Grade at MWC and Brenda Marin who had been hired for the MS Math/Science position filled that vacancy. Of the candidates for the vacated HMS Math/Science position, Julianne St. Mary was the best fit. She has a PE/Health endorsement and lacks math and science endorsements. A plan has been created for her to work out-of-endorsement while working to obtain those endorsements. The plan looks good and there were no questions about it, so Kerry moved, Cindy 2<sup>nd</sup> to approve Julianne St. Mary working out-of-endorsement at HMS while earning the necessary endorsements; motion carried.

**D. HHS & HMS Imprest Signer Changes:** Francis: Melva used to handle the ASB checks for HHS/HMS, but she has moved to a position at MWC. Lizz Kramer is now taking care of the HHS/HMS ASB checkbook and accounts, so this change needs to be processed at the bank. Cindy moved, Lupita 2<sup>nd</sup> to approve changing the signer for the HHS/HMS ASB accounts to Lizz Kramer; motion passed.

**E. 2<sup>nd</sup> Reading of New and/or Revised Policies:** There were no comments nor questions about the proposed updated policies so they will move to the consent agenda at the next meeting.

Revised: 1310 Policy Adoption, Manuals and Administrative Procedures

3143 Notification and Dissemination of Information about Student Offenses  
and Notification of Threats of Violence or Harm

3210 Nondiscrimination

3226 Interviews and Interrogations of Students on School Premises

3421 Child Abuse and Neglect

4060 Distribution of Information

4260 Use of School Facilities

**F. 1<sup>st</sup> Reading of New and/or Revised Policies:** Mindy: we are sending three administrators to a training about the updated discipline policy, making sure our matrix aligns with it. Policy 3112 is under review in-district so could have changes to reflect our district's procedures.

New: 3112 Social Emotional Climate

Revised: 3241 Student Discipline

**G. Budget Status & Staffing Update:** Francis & Mindy: Much to our surprise, the budget is doing better than expected. We didn't fill some positions that were vacated and pared back spending resulting in our ending up fairly well. We have some expenses that will still come in, although not very much and are still in the process of closing the [2024-25] books. We had a 3.15% drop in revenue in 2024-25 due to the loss in enrollment. Our expenditures also dropped but less than the revenue side. We cut over a million dollars over the last two years to get to this point. Looking at the fund balance, last year we ended up at 13.49%, now we're at 12.65% and anticipate it dropping to 9.32%. We are in a good position but we will need to keep up the trend [less spending]. The next slide, Evaluating Cash Flow is a simple way to look at the money in and out of the district and what's in the bank to make sure we have enough to pay our bills. Our numbers are good for the foreseeable future if we keep doing what we are doing. Mindy shared the enrollment chart from last year that showed enrollment past and projected. It now has preliminary enrollment numbers for this year, showing about eight fewer than we predicted. We budgeted for 934 FTE and the count is a little higher than that. We did not have the large drop that we had last year, we are hoping that that was an anomaly. Our kinder numbers are still rising, currently at 64. TK is at 49 and we budgeted for 53. MWC did a good job of recruiting, working hard to help parents with the paperwork early so we could budget. With that [information about enrollment], knowing where we are now, we are looking at postponing the building consolidation until the 2027-28 school year or until the bond year. We don't want to put money into moving the portables if we don't have to. We need to be sure staff understand we will still need to [continue to] cut staff and spending as needed. Everyone is very aware of class sizes and enrollment.

**H. Budget Status & Staffing Update:** Mindy: When Mindy meets with advisory groups this week she'll let them know we're pushing back on the consolidation until the 2027-2028 school year or until the bond year but we will continue with looking at which building could sustain a remodel. We need to understand where our buildings are at [with maintenance and improvements], what MWC and TES will need in the next few years. MWC has some big-ticket items that will be very expensive to do: the well and septic are not big enough, the geothermal needs to be replaced, and the fire alarm system needs updating. TES is connected to city sewer and water but the parking is horrible. Tieton had more of a remodel than MWC, which still has old pipes. We would have to work with the city of Tieton about how to route buses and the parent drop-off/pick up area. TES it is more accessible to walkers and has the best attendance, possibly because of walkers that don't have to depend on their parents driving them. It is beneficial that we have more time to research and explore options. Discussed how parking could be improved at TES to accommodate more staff and how to handle event parking such as for a Christmas program. The whole yard at TES needs to be re-thought. What can we design to continue to make learning fun?

**I. WSSDA General Assembly and Annual Conference Discussion:** The General Assembly on 9/20 is fully virtual. Cindy, David, and Lupita all have commitments. WSSDA Conference: Kerry has required trainings to complete as a new member. Many are offered virtually, and he will probably do them that way due to work constraints.

### III. Closing Items

There were no final questions nor comments.

The September 8, 2025, AM meeting was adjourned at 8:22 a.m.

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Chair

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Secretary