

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
January 15, 2020

The Board of Trustees of Joint School District #305 met in regular session in the library of the school. The meeting had been rescheduled from the 13<sup>th</sup> due to weather. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson.

Clerk Weeks opened the meeting at 7:00pm. Clerk Weeks administered the Oath of Office to newly elected Trustees.

Zone 1 - Debi Schoonover

Zone 3 - Michelle Mendenhall

Zone 4 - Monica Smith.

Under board reorganization, Trustee Schoonover moved, in lieu of making nominations for Board Chair, to keep the slate of officers unchanged for the next year as follows.

Board Chair – Mere Jo Haight

Board Vice Chair – Chad Knowlton

Clerk/Treasurer – Nathan Weeks

Trustee Smith seconded the motion. A vote was taken and the motion passed. Trustee Haight then presided over the meeting.

Trustee Schoonover moved to keep the regular board meetings on the second Monday of each month at 7:00pm and to post the notice of the monthly meetings at the same places as last year. Postings will be at the main door of the School, the Post Office in Craigmont, as well as on the District's website. A courtesy posting will be attempted at the Post Office in Winchester. Trustee Knowlton seconded the motion which was passed.

The Code of Ethics was presented to the Trustees. Each Trustee signed the Code of Ethics.

Trustee Schoonover moved that the consent agenda be approved as presented. Trustee Smith seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #32915 – 32916 and 32923 - 32961 totaling \$76,015.63. A vote was taken and the motion passed.

The Superintendent Evaluation process was discussed. The Evaluation Tool will be sent during the last week of January. The results will be presented to Superintendent Hatfield at the February Meeting.

The Coach's Handbook was discussed again. A better, cleaned-up version was requested to be presented and the item will be on the agenda for approval as an action item next month.

The First Reading of the following policies was held.

- Policy 700.10 - Public Procurement of Goods and Services
- Policy 731 - Small, Minority, Women-Owned Businesses
- Policy 462.1 – Nutrition Standards
- Policy 500.21 – Nutrition Education
- Policy 460.0 – Local School Wellness
- Policy 462.2 – School Meals
- Policy 465.0 – Guidelines for Food and Beverage Sales

Some minor changes were noted. Trustee Schoonover moved to dispense with a second reading and to approve the policies as presented with the minor changes made. Trustee Smith seconded the motion which was passed.

School was closed on January 13 due to inclement weather. Trustee Knowlton moved and Trustee Schoonover seconded to approve the snow day closure on January 13. A vote was taken and the motion passed.

Principal Frederickson handed out a report and highlighted topics on it. This included the following.

- Finals week
- Basketball Season Progress
- BPA and FFA activities

Superintendent Hatfield highlighted topics on her report.

- Enrollment in the Elementary is down a bit with 92 students.
- 4 of 6 water fountains replaced with bottle filling water stations
- Legislative Update

Trustee Haight declared the meeting adjourned at 8:19pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
February 10, 2020

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:00pm. Present were Trustees Haight, Knowlton, Smith, and Mendenhall. Trustee Schoonover was absent. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson, Nathan Stigum, and Josette Nebeker. Trustee Haight presided at the meeting.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Smith seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #32967 – 33003 totaling \$54,676.01. A vote was taken and the motion passed.

Superintendent Hatfield did a short Supplemental Levy Election Information presentation. She covered how much the levy costs and that the rate has been going down with the growth in the District. She also covered how we compare to other districts and what it helps us fund.

Nathan Stigum, Commander of American Legion Post 38 in Craigmont, talked about the American Legion Oratorical Contest. Josette Nebeker has incorporated participation in the program as part of her speech classes. There is a school level competition, then district level, and possible state and national level competition with associated scholarships. He was present to request encouragement to include the program in government class to expand participation of students.

The latest revision of the Coach's Handbook was presented to the board. A few minor corrections were noted. Trustee Smith moved and Trustee Mendenhall seconded to approve the Handbook with the minor corrections made. A vote was taken and the motion passed.

The following personnel items were presented to the board.

Resignation – Special Education Teacher – Lindsey Woltering

New Hire – Balance of '19-'20 School Year – Special Education Teacher – Jamy Ray

Trustee Smith moved and Trustee Mendenhall seconded to approve the personnel items. A vote was taken and the motion was passed.

Ag Teacher Josette Nebeker was on hand to talk about Career Technical Education and the Perkins meeting she attended with Principal Dennis Fredrickson. She talked about the new pathways and associated sequence of courses. At Highland she is working on a pathway in Ag Leadership which will qualify students for a Technical Competency Credit.

Principal Frederickson handed out a report and highlighted topics on it which included the following.

- The Second Semester is underway and student led conferences will be in March
- Senior Project presentations will be on February
- The status of winter sports and the upcoming start of spring sports.

Superintendent Hatfield highlighted various items in her report which included the following.

- K-6 Enrollment is 90
- Accreditation – The on-site visit was held in the last week of January with the report coming next month
- Benchmark Testing in the Elementary with the progress being made.
- Proposed and possible Legislation.
- Reading and School Violence Prevention Program Grant applications
- Upcoming events such as Donuts for Dads, Day on The Hill, K-12 Shakespeare

Trustee Knowlton moved and Trustee Smith seconded to enter Executive Session under Idaho Code 74-206(1) (b) for a personnel issue. A roll call vote was taken with all four board members present voting aye at 7:16pm. The general tenor was discussion of a personnel issue. Trustee Smith moved and Trustee Knowlton seconded to leave executive session. A vote was taken and the motion passed at 8:51pm.

Trustee Knowlton moved and Trustee Smith seconded to approve the Superintendent Evaluation as presented in executive session. A vote was taken and the motion passed.

Trustee Haight declared the meeting adjourned at 8:52pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
March 9, 2020

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:01pm. Present were Trustees Knowlton, Schoonover, Smith, and Mendenhall. Trustee Haight was absent. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson. Trustee Knowlton presided at the meeting.

Trustee Schoonover moved that the consent agenda be approved as presented. Trustee Smith seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33013 – 33061 totaling \$70,031.34. A vote was taken and the motion passed.

Recently, Trustee Smith, Superintendent Hatfield, and Clerk Weeks attended the Idaho School Boards Association event called Day on the Hill. They reported on their experience. The morning training was useful and the positive vibe regarding education funding was encouraging.

The Supplemental Levy Election is scheduled for the next day after the meeting. Nothing new to report, just a reminder.

The Retirement Resignation of Alia Riggers, 5<sup>th</sup> Grade Teacher, was presented to the board. Trustee Smith moved with great, deep regret and Trustee Schoonover seconded to accept the resignation. A vote was taken and the motion was passed.

Principal Frederickson handed out a report and highlighted topics on it which included the following.

- The Third Quarter starts next week.
- ISAT testing begins next week as well.
- Senior Project presentations will well although a few students still need to do their presentation.
- The outcome of winter sports and the start of spring sports.

Superintendent Hatfield highlighted various items in her report which included the following.

- K-6 Enrollment is 89
- Accreditation – The report was presented to the board. The overall tone was positive and accreditation is complete for another five years.
- The 100<sup>th</sup> day of school is Wednesday.
- Pennies for patients raised over \$1,300.
- Reading and School Violence Prevention Program Grant applications
- Donuts for Dads was successful, with 70% in attendance.

Trustee Knowlton declared the meeting adjourned at 7:51pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Special Meeting  
March 17, 2020

The Board of Trustees of Joint School District #305 met in special session in the library of the school at 7:04pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Superintendent Hatfield. The audience included enough members of the community such that the meeting was moved to the gym. Trustee Haight presided at the meeting.

Superintendent Hatfield presented the latest information on the COVID-19 pandemic.

Several members of the audience offered comments to the board.

Jennifer Crow  
Gail Lowe  
Jackie Robinson  
Trixie Grimes  
Tammy Dupies  
JeAnn Willson  
Greg Fishbaugh

All of the comments made were against closing the school. Board members offered comments as well. After a time, the audience left and the board moved back to the library.

The board discussed possible scenarios that would require closure for the pandemic. No action was taken.

Trustee Haight declared the meeting adjourned at 8:45pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Emergency Meeting  
March 26, 2020

The Board of Trustees of Joint School District #305 met in emergency session via Zoom at 4:00pm. Present via Zoom were Trustees Haight, Schoonover, Smith, and Mendenhall, Trustee Knowlton attended via phone. Also attending via Zoom was Superintendent Hatfield, in person at her office in the school. Trustee Haight presided at the meeting.

Superintendent Hatfield discussed the State Board of Education's mandate to do a soft close of schools through April 20 due to the COVID-19 pandemic. She also talked about what Highland is doing for lunches and learning during this period.

Trustee Haight entertained a motion to do a soft close of school in line with the State Board's mandate. Trustee Smith moved and Trustee Mendenhall seconded to do a soft close of school through April 20, 2020. A vote was taken and the motion passed.

Trustee Haight declared the meeting adjourned at 4:26pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
April 13, 2020

The Board of Trustees of Joint School District #305 met in regular session virtually via Zoom at 7:01pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson and three others. Trustee Haight presided at the meeting.

Trustee Schoonover moved that the consent agenda be approved as presented. Trustee Mendenhall seconded the motion. The consent agenda included minutes of the last three meetings and certain current bills of this school district to be paid as presented: checks #33062 – 33064 and checks #33069 - 33109 totaling \$108,981.90. A vote was taken and the motion passed.

The calendar for the 2020-2021 School Year was presented to the board. School would start on August 24 and fully end on June 2. Graduation is scheduled for May 22. Trustee Smith moved and Trustee Schoonover seconded to approve the calendar as presented. A vote was taken and the motion passed.

The potential new hire of a 5<sup>th</sup> Grade Teacher was on the agenda. The process wasn't completed yet so no action was possible to be taken.

The First Reading of new Policy 732 was presented to the board. This policy is to allow continued payment of employees with federal funds during the soft closure due to the COVID-19 pandemic. Trustee Knowlton moved to dispense with a second reading and to approve the policy as presented. Trustee Schoonover seconded the motion which was passed.

Recently the Idaho State Board of Education took action to extend the soft closure of all K-12 schools through the end of the school year. Yet to be determined criteria such as positive local conditions could allow resumption of school but that is currently unknown. Trustee Smith moved and Trustee Mendenhall seconded to Accept and Acknowledge the mandated soft closure through the end of the school year. A vote was taken and the motion passed. If conditions allowed reopening, another meeting would likely be held to take action on that.

In March, The Families First Coronavirus Response Act was passed by Congress and signed by the President and is set to expire December 31, 2020. There could be policies that conflict with the act during the time this law is in effect. Trustee Knowlton moved and Trustee Smith seconded to approve the suspension of policies if conflicting with the FFCRA. A vote was taken and the motion passed.

Superintendent Hatfield highlighted various topics in her verbal report which included the following.

- Very little learning was missed as instruction continued almost immediately after Spring Break as that was when the soft closure affected Highland.
- Over 100 grab-n-go lunches and included breakfasts are being served each day at the school and delivered on bus routes when instructional packets are delivered and also picked up. K-5 work is mostly packets with some online work. 6-12 students are mostly online.
- Last Friday night an event was held to honor senior athletes at 20:20 for 20 minutes. The football field lights were turned on and attendees parked in the parking lot with lights turned on. Everybody involved honored social distancing guidelines and the event was deemed a success.



- There have been numerous webinars on how to proceed through the pandemic.

Principal Frederickson gave a verbal report and highlighted topics which included the following.

- The online learning transition has progressed in a positive manner. A flow has been established with a combination of packets and USB drives and Google Drive and Meet. There has been thoughtful work by teachers to work through challenges and keep things working.
- Seniors handled the Friday Night event in a very positive manner.

Trustee Haight declared the meeting adjourned at 7:33pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Special Meeting  
April 28, 2020

The Board of Trustees of Joint School District #305 met in special session virtually via Zoom at 7:01pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson and several others. Trustee Haight presided at the meeting.

The evolution of the COVID-19 pandemic has brought further guidance from the Governor's office. A 4-stage rebound plan has been released. The plan still limits on gathering through the end of June. A survey of parents was done by Superintendent Hatfield which showed that 37% of families would not send children back to school this year even if we opened. With that and other information, it is more and more apparent each day that resuming school would have to clear difficult requirements. Trustee Smith moved and Trustee Schoonover seconded to continue to accept the soft closure through the end of the school year. A vote was taken and the motion passed.

As part of continuing school during the soft closure, daily hours of instruction have been reduced to 4 hours rather than the scheduled 6.867 hours per day. A waiver has been applied for this reduction in instructional hours for the remainder of the school year. Trustee Knowlton moved and Trustee Schoonover seconded to approve the waiver. A vote was taken and the motion passed. If other waivers are required to have Board action, it is the intent of the Board to pursue those waivers.

Superintendent Hatfield led a discussion about Graduation. Several options are being reviewed but still depend on whether targets are met as outlined in the Governor's 4-stage rebound plan. A parent meeting will be held on Wednesday, April 29 to cover those topics.

Trustee Haight declared the meeting adjourned at 7:35pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
May 11, 2020

The Board of Trustees of Joint School District #305 met in regular session virtually via Zoom at 7:01pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson and several others. Trustee Haight presided at the meeting.

Trustee Schoonover moved that the consent agenda be approved as presented. Trustee Mendenhall seconded the motion. The consent agenda included minutes of the last two meetings and certain current bills of this school district to be paid as presented: checks #33113 – 33145 totaling \$91,053.18. A vote was taken and the motion passed.

The possibility of changing the date of Graduation was presented to the board. Superintendent Hatfield outlined efforts to get a plan approved by the local Health Department and what would be possible if Graduation was moved to a later date. Some input was added by parents in the audience. Trustee Knowlton moved and Trustee Mendenhall seconded to move the date for Graduation from May 29 to June 13 at 2pm. A vote was taken and the motion passed.

The audit engagement letter for the 2019-2020 Fiscal Year from Quest CPAs was presented to the board. Four proposals were received and their quote was the lowest. Goffinet & Clack is moving away from audits as Steve Clack nears retirement. Trustee Smith moved and Trustee Schoonover seconded to approve the Audit Engagement and to include the Management's Discussion and Analysis (MD&A) for the 2019-2020 School year. A vote was taken and the motion passed.

The new hire of Stephen Berry as the 5<sup>th</sup> Grade Teacher was presented to the board. Trustee Smith moved to approve the new hire as presented. Trustee Schoonover seconded the motion which was passed.

The matter of the renewal of the Alternative Authorization for Lisa Hadley as Business Technology Teacher was presented to the board. She is completing the first year of the Alternative Authorization and should be able to complete the requirements during the next school year. There is no less of a need to pursue this route. Trustee Knowlton moved to renew the Alternative Authorization for Lisa Hadley. Trustee Smith seconded the motion which was passed.

The following list of Certified Staff returning for the 2020-2021 School Year was presented to the board.

Anderson	Michelle	
Cowan	Chris	
Crow	Jennifer	
Davis	Carole	
Finnell	Becky	
Frederickson	Dennis	
Gehring	Bill	
Hatfield	Sarah	Change to 246 Day Contract from 260 Day contract
Horrocks	Danette	
Nebeker	Josette	
Randall	Teresa	
Ray	Jamy	
Sisk	Alexandra	
Woodford	Stacey	
Yochum	Julie	
Zenner	Kayla	
Extra-Curricular	Music	Chris Cowan
	Band	Chris Cowan
	Annual	Lisa Hadley
	Photography	Lisa Hadley
	BPA	Lisa Hadley
	Athletic Director	Dennis Fredrickson

Trustee Mendenhall moved and Trustee Smith seconded to approve the list as presented. A vote was taken and the motion passed.

Class Advisors for the 2020-2021 School Year were presented to the board as follows.

Advisors for 2020-2021 School Year

- Seventh grade class advisor – Lisa Hadley
- Eighth grade class advisor – Jennifer Crow
- Ninth grade class advisor – Alexandra Sisk
- Tenth grade class advisor – Bill Gehring
- Eleventh grade class advisor – Carole Davis
- Twelfth grade class advisor – Kayla Zenner

Trustee Smith moved and Trustee Knowlton seconded to approve the list as presented. A vote was taken and the motion passed.

Discussion was held as to which two trustees would be able to serve for negotiations. Trustees Mendenhall and Trustee Haight agreed to participate.

Principal Frederickson gave a verbal report and highlighted topics which included the following.

- IHSAA is working on Fall Sports with the ongoing pandemic.
- The Western Camas Prairie Association is buying State Champ hoodies for the senior class.
- The winding down of the school year.

Superintendent Hatfield highlighted various topics in her verbal report which included the following.

- Scheduling locker cleanup within social distancing guidelines
- Planning for returning in the fall.

Trustee Haight declared the meeting adjourned at 7:57pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
June 8, 2020

The Board of Trustees of Joint School District #305 met in regular session virtually via Zoom at 7:03pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson and several others. Trustee Haight presided at the meeting.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Smith seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33149 – 33179 totaling \$67,120.38. A vote was taken and the motion passed.

Superintendent Hatfield gave an update on Graduation coming up this Saturday. Things are in place with admittance limited to those with tickets.

The Budget Hearing for the Amended 2019-2020 Budget was held. Clerk Weeks reviewed the entire budget, noting various changes. Notable changes in the budget included the creation of ESSER (Elementary and Secondary School Emergency Relief) Fund #252 to account for the CARES Act funding. Other changes were made to federal funds to reflect the actual allocation received for Fund 251, 257, 258, 262, and 271.

The Budget Hearing for the 2020-2021 Budget was held. Clerk Weeks reviewed the entire budget, noting various changes. Notable changes in the budget included the anticipated 5% holdback in funding from the State, freezing of pay for staff except for steps and lanes movement, and the again noting the creation of Fund 252. Trustee Schoonover moved and Trustee Smith seconded to approve the Amended 2019-2020 Budget and 2020-2021 Budget as presented. A vote was taken and the motion passed.

The Master Agreement for the 2020-2021 School Year was presented to the board. After a brief Negotiations session, it was agreed to cover the increase cost of health insurance and to recognize movement in steps and lanes. No change was made to the agreement except to change the years referenced. The Highland Education Association has approved and signed the document. Trustee Mendenhall moved and Trustee Schoonover seconded to approve the 2020-2021 Master Agreement as presented. A vote was taken and the motion passed.

The following list of Coaching Staff returning for the 2020-2021 School Year was presented to the board.

Volleyball	Tami Church
Assistant Volleyball	Amy Arnzen
Football	Monty Moddrell
Junior High Football	John Roeller
Boys Basketball	Patty Weeks
Boys Basketball Assistant	Ariel Bencomo
Girls Basketball Coach	Brett Arnzen
Girls Basketball Assistant Coach	Monty Moddrell
Junior High Volleyball	Amy Arnzen
Track	Bill Gehring
Junior High Track	Rhea Stephanie White
Baseball	Brandon Randall

Trustee Smith moved and Trustee Mendenhall seconded to approve the list as presented. A vote was taken and the motion passed.

Trustee Schoonover moved and Trustee Smith seconded to approve the Memorandum of Understanding with Lapwai School District for Business Services. A vote was taken and the motion passed.

Principal Frederickson gave a verbal report and highlighted topics which included the following.

- Reflection on the end of the school year.
- Given the challenges of the soft closure due to the pandemic, things worked out well including the use of google classroom.
- Painting has been done in the gym and ready for Graduation.
- Summer League Sports guidelines, including sign-in sheets and use of thermometers.

Superintendent Hatfield highlighted various topics in her verbal report which included the following.

- Sanitation Guidelines for the next school year.
- The new bell and PA system is working.
- Halls and lockers are being painted.
- Working on cleanup and updates to the gym lobby restrooms.
- Carpeting in 4 rooms.

Clerk Weeks noted that if all of the Governor’s restrictions are lifted, the board may meet in person again in July.

Trustee Haight declared the meeting adjourned at 7:46pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
July 13, 2020

The Board of Trustees of Joint School District #305 met in regular session virtually via Zoom at 7:02pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Josette Nebeker, Danette Horrocks, and Stephanie Arnzen. Trustee Haight presided at the meeting.

Trustee Smith moved that the consent agenda be approved as presented. Trustee Schoonover seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33183 – 33223 totaling \$47,289.62. A vote was taken and the motion passed.

The Student Handbooks for the 2020-2021 School Year were presented to the board. Discussion was had about changes to the Secondary Handbook and other minor items. Trustee Smith moved and Trustee Mendenhall seconded to approve the handbooks. A vote was taken and the motion was passed.

A change to the 2020-2021 calendar was presented to the board. The change would be having the staff improvement days be August 17, 19, and 20 rather than August 18-20. Trustee Smith moved and Trustee Mendenhall seconded to approve the calendar change. A vote was taken and the motion was passed.

Superintendent Hatfield highlighted various topics in her verbal report which included the following.

- Installation of cameras and software.
- Carpet, painting and updates to the gym lobby restrooms.
- Opening plans during the ongoing pandemic, including a lengthy discussion of the draft protocols document she is creating.

Trustee Haight declared the meeting adjourned at 8:25pm.

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Board Chair

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Clerk

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Date



HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Special Meeting  
July 27, 2020

The Board of Trustees of Joint School District #305 met in special session in the Staff Lounge of the School at 6:04pm. Present were Trustees Haight, Knowlton, Schoonover, Smith, and Mendenhall. Also attending was Clerk Weeks and Superintendent Hatfield. Also attending was Krissy LaMont of the Idaho School Boards Association. Trustee Haight presided at the meeting.

Superintendent Hatfield handed out her updated Pandemic Operations Plan. Discussion was held about various aspects of the plan. She also handed out the Public Health Draft pandemic plan.

The First Reading of the following policies was held.

Policy 707 – Retention of Records Relating to Federal Grants  
Policy 411.1 – Immunization Requirements

After light discussion, Trustee Schoonover moved and Trustee Smith seconded to dispense with a second reading and approve the policies as presented. A vote was taken and the motion passed.

Krissy LaMont of the Idaho School Boards Association gave her presentation on Board Roles and Responsibilities.

Trustee Schoonover moved and Trustee Smith seconded to enter executive session under Idaho Code Section 74-206(1)(b) for discussion of personnel evaluation. A roll call vote was taken with all five members present voting aye at 7:18pm. The general tenor of the session was personnel evaluation. At 9:17pm, Trustee Schoonover moved and Trustee Smith seconded to leave executive session. A vote was taken and the motion passed.

Trustee Haight declared the meeting adjourned at 9:17pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
August 10, 2020

The Board of Trustees of Joint School District #305 met in regular session in the Library of the School at 7:02pm. Present in person were Trustees Haight, Knowlton, and Smith, and Mendenhall. Trustee Schoonover attended via Zoom. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson and Josette Nebeker. Trustee Haight presided at the meeting.

Trustee Smith moved that the consent agenda be approved as presented. Trustee Mendenhall seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33227 – 33255 totaling \$60,694.54. A vote was taken and the motion passed.

The Re-Hire of the following personnel for the 2020-2021 School Year was presented to the board.

Junior High Girls Basketball Coach – JeAnn Willson  
Junior High Boys Basketball Coach – DeDe Goeckner

Trustee Knowlton moved and Trustee Smith seconded to approve the Re-Hires as presented. A vote was taken and the motion was passed.

The Pandemic Operations Plan was presented to the Board. Discussion was held about fine points. Trustee Smith moved and Trustee Mendenhall seconded to approve the plan with minor updates. A vote was taken and the motion was passed.

Principal Fredrickson highlighted various topics in his report.

- Registration
- Fall Sports and how to proceed safely

Superintendent Hatfield highlighted various topics in her verbal report which included the following.

- Applying for blended learning grant
- Open house strategy.
- Title IX – new requirements

Trustee Haight declared the meeting adjourned at 8:28pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
September 14, 2020

The Board of Trustees of Joint School District #305 met in regular session in the Library of the School at 7:00pm. Present were Trustees Haight, Schoonover, and Smith, and Mendenhall. Trustee Knowlton was absent. Also attending was Clerk Weeks and Superintendent Hatfield. The audience included Dennis Fredrickson, Gail Lowe, and Josette Nebeker. Attending via Zoom were Dan Coleman and Krissy LaMont. Trustee Haight presided at the meeting.

Trustee Smith moved that the consent agenda be approved as presented. Trustee Schoonover seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33256, 33259, 33261 – 33303 totaling \$93,130.49. A vote was taken and the motion passed.

Dan Coleman of Quest CPAs was on hand to present the Audit Report for the 2019-2020 Fiscal Year. He highlighted various items and that the audit opinion is clean. Trustee Smith moved and Trustee Schoonover seconded to approve the Audit Report as presented. A vote was taken and the motion passed.

Gail Lowe of Harlow's presented the bus routes and changes were noted for the new school year. Most of the routes have minimal change. Trustee Smith moved and Trustee Mendenhall seconded to approve the bus routes as presented. A vote was taken and the motion passed.

The New Hire of the following personnel for the 2020-2021 School Year was presented to the board.

Assistant Football Coach – Dave Hambly  
Paraprofessional – Jamie Facey

Trustee Schoonover moved and Trustee Mendenhall seconded to approve the new hires as presented. A vote was taken and the motion was passed.

The Continuous Improvement Plan was presented to the board. Superintendent Hatfield reviewed the pertinent items and revisions. Trustee Mendenhall moved and Trustee Smith seconded to approve the updates to the Continuous Improvement Plan as presented. A vote was taken and the motion passed.

The First Reading of the following policies was made.

- Policy 430 – Sexual Harassment, Discrimination, and Retaliation
- Policy 430P – Title IX Sexual Harassment Grievance Process
- Policy 430F – Title IX Sexual Harassment Investigation Form

There was light discussion and the policies will be brought back for a second reading in October.

The Whitepine League Protocols were presented to the board. Principal Fredrickson reviewed the pertinent items and its impact on attendance at games. Trustee Schoonover moved and Trustee Smith seconded to approve the Whitepine League Protocols as presented. A vote was taken and the motion passed.

Principal Fredrickson highlighted various topics in his report.

- Working through details of reopening during the pandemic.
- The progress of Fall Sports and the impact of the smoke alerts.

Superintendent Hatfield highlighted various topics in her verbal report which included the following.

- Elementary Enrollment is 72
- Title IX Training
- Camera system installation is moving along.

Trustee Smith moved and Trustee Schoonover seconded to enter executive session under Idaho Code Section 74-206(1)(b) for discussion of personnel evaluation. A roll call vote was taken with all four members present voting aye at 8:16pm. The general tenor of the session was personnel evaluation. At 9:07pm, Trustee Schoonover moved and Trustee Smith seconded to leave executive session. A vote was taken and the motion passed.

Trustee Haight declared the meeting adjourned at 9:08pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
October 12, 2020

The Board of Trustees of Joint School District #305 met in regular session in the Library of the School at 7:01pm. Present were Trustees Haight, Knowlton, Smith, and Mendenhall. Trustee Schoonover attended by phone. Also attending was Clerk Weeks. The audience included Dennis Fredrickson, Danette Horrocks, and Josette Nebeker. Trustee Haight presided at the meeting.

Trustee Schoonover moved that the consent agenda be approved as presented. Trustee Smith seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33311 – 33349 totaling \$102,136.81. A vote was taken and the motion passed.

Danette Horrocks and Josette Nebeker were on hand to support their request to reopen Negotiations. They gave a light overview of things they want to talk about. Trustees Mendenhall and Smith agreed to represent the board with Trustee Haight as an alternate. Time was set for 5:00pm on Tuesday, October 20.

The Second Reading of the following policies was made.

- Policy 430 – Sexual Harassment, Discrimination, and Retaliation
- Policy 430P – Title IX Sexual Harassment Grievance Process
- Policy 430F – Title IX Sexual Harassment Investigation Form

Necessary corrections were noted. Also another form was introduced by ISBA that needs to be included. The policies will be brought back for another reading in November.

A plan to require masks in the gym during activities was presented to the board. Principal Fredrickson reviewed the rationale behind it. Trustee Knowlton moved and Trustee Mendenhall seconded to approve the Gym Mask Requirement as presented. A vote was taken and the motion passed.

Principal Fredrickson highlighted various topics in his report.

- Homecoming is this week.
- Fall activities
- Parent Teacher Conferences are coming up

No executive session was needed as participants were absent but it will be on the agenda next month.

Trustee Haight declared the meeting adjourned at 8:22pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
November 9, 2020

The Board of Trustees of Joint School District #305 met in regular session in the Library of the School at 7:03pm. Present were Trustees Haight, Knowlton, Smith, and Mendenhall. Trustee Schoonover was absent. Also attending was Superintendent Hatfield and Clerk Weeks. The audience included Danette Horrocks and Josette Nebeker. Trustee Haight presided at the meeting.

Trustee Smith moved that the consent agenda be approved as presented. Trustee Knowlton seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33355 – 33400 totaling \$85,662.37. A vote was taken and the motion passed.

Discussion was had about the Idaho School Boards Association Virtual Convention taking place this week. The resolutions were reviewed. The agenda was reviewed as well. Trustee Haight will be attending the Business Session.

Clerk Weeks handed out information about the food service program and the comparison of the programs.

Senior Projects were discussed. There will be some flexibility on meeting with industry representatives due to the pandemic, but the projects will still be required.

Negotiations were held on October 20. One topic discussed was availability of federal CARES Act funds for more supplies. At this point, the District has been able to procure the supplies requested and is able to accommodate more requests. The main topic discussed was how to distribute the Governor's Special Distribution of \$53,951.00 of Corona Virus Relief Funds. The purpose of the distribution was in part to compensate for the extra duties required due to the COVID-19 pandemic. The HEA presented a spreadsheet giving credit to employees for each month of service from March to December. This worked out to around \$203 per month or \$1,624 for eight months. The consensus was that the plan was good to be carried out administratively. No action taken.

The First Reading of the following policies was made.

- Policy 430P – Title IX Sexual Harassment Grievance Procedure
- Policy 430F2 – Title IX Sexual Misconduct Reporting Form

The Second Reading of the following policies was made.

- Policy 430 – Sexual Harassment, Discrimination, and Retaliation
- Policy 430F1 – Title IX Notice of Investigation & Allegation Form

Some corrections were noted. Trustee Knowlton moved and Trustee Mendenhall seconded to approve all four policies as presented with the corrections made. A vote was taken and the motion passed.

The resignation of the following was presented to the board.

- 9<sup>th</sup> Grade Advisor – Sandy Sisk
- Paraprofessional – Jamie Facey

Trustee Knowlton moved and Trustee Mendenhall seconded to accept the resignations as presented. A vote was taken and the motion passed.

The New Hire of Josette Nebeker for  $\frac{3}{4}$  of the year as 9<sup>th</sup> Grade Advisor was presented to the board. Trustee Smith moved and Trustee Mendenhall seconded to approve the new hire as presented. A vote was taken and the motion passed.

Principal Fredrickson provided a written report but was unable to attend. Superintendent Hatfield covered the items on that list and had a short report of her own. She also gave a demonstration with a recording of the classroom camera system.

Krissy LaMont of the Idaho School Boards Association joined the meeting via phone at this time.

Trustee Knowlton moved and Trustee Mendenhall seconded to enter executive session under Idaho Code Section 74-206(1)(b) for discussion of personnel evaluation. A roll call vote was taken with all four members present voting aye at 8:51pm. The general tenor of the session was personnel evaluation. At 9:26pm, Trustee Smith moved and Trustee Mendenhall seconded to leave executive session. A vote was taken and the motion passed.

Trustee Haight declared the meeting adjourned at 9:26pm.

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Board Chair

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Clerk

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Date

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
December 14, 2020

The Board of Trustees of Joint School District #305 met in regular session in the Library of the School at 7:00 pm. Present were Trustees Haight, Knowlton, and Mendenhall. Trustee Smith attended via Zoom. Trustee Schoonover was absent. Also attending was Superintendent Hatfield and Clerk Weeks. The audience included Josette Nebeker and Krissy LaMont via Zoom. Trustee Haight presided at the meeting.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Mendenhall seconded the motion. The consent agenda included minutes of the last meeting and certain current bills of this school district to be paid as presented: checks #33407 – 33452 totaling \$72,234.13. A vote was taken and the motion passed.

Discussion was had about the Idaho School Boards Association Virtual Convention that took place last month. Attendance was light. Trustee Haight attended the Business Session.

The matter of the Emergency Closure on November 23 and 24, 2020 was discussed. Too many staff were out with not enough substitutes available so school was closed. Trustee Mendenhall moved and Trustee Knowlton seconded to approve the Emergency Closure. A vote was taken and the motion passed.

Clerk Weeks discussed the current financial status of the District. Things are holding steady again this year, with no big surprises yet and that our fund balance is holding steady. A discussion was held that the levy did not need to be raised but that it was still not prudent to reduce it at this time. Trustee Mendenhall moved to have a Supplemental Levy Election on March 9, 2021 and leave the amount the same at \$499,000 for one year. Trustee Knowlton seconded the motion. A vote was taken and the motion passed.

A letter of resignation from Superintendent Sarah Hatfield was presented to the board effective at the end of the school year. Trustee Knowlton moved “with deep regret” and Trustee Mendenhall seconded to accept the resignation as presented. A vote was taken and the motion passed.

The New Hire of Jan Brannan as a Paraprofessional starting in January was presented to the board. Trustee Mendenhall moved and Trustee Knowlton seconded to approve the new hire as presented. A vote was taken and the motion passed.

Principal Fredrickson highlighted items in his written report.

- The week after Thanksgiving of Distance Learning for grades 6-12 went well and processes were refined.
- Senior project proposals are due next week.
- Ms. Sisk’s 7<sup>th</sup> Graders finished Art Camp.
- Ag/FFA activities have kept students busy.
- Progress of the basketball seasons.



Superintendent Hatfield covered items on her report.

- Enrollment was holding steady but this week several students are leaving for various reasons.
- New guidelines from the CDC for quarantine length.
- New direction from Idaho School Boards Association and State Board of Education that complying with the Governor’s order is important and noncompliance could lead to misdemeanor charges or certificate revocation.
- Progress on the cameras in the classrooms.
- The 12 days of Christmas has been a fun event.

Trustee Knowlton moved and Trustee Smith seconded to enter executive session under Idaho Code Section 74-206(1)(b) for discussion of personnel evaluation. A roll call vote was taken with all four members present voting aye at 7:54pm. The general tenor of the session was personnel evaluation. At 8:26pm, Trustee Mendenhall moved and Trustee Knowlton seconded to leave executive session. A vote was taken and the motion passed.

Trustee Haight declared the meeting adjourned at 8:14pm.

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Board Chair

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Clerk

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Date