

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
January 8, 2024

The Board of Trustees of Joint School District #305 met in regular session in the library of the school. Present were Trustees Mendenhall, Smith, and Knowlton. Trustee Goeckner was absent. Also attending was Clerk Weeks and Superintendent Kellogg. There were as many as 5 in the audience.

Clerk Weeks opened the meeting at 7:01pm. Clerk Weeks administered the Oath of Office to the newly re-elected Trustees.

Zone 3 – Michelle Mendenhall

Zone 4 – Monica Smith

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

Board Chair – Monica Smith

Board Vice Chair – Chad Knowlton

Clerk/Treasurer – Nathan Weeks

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

Trustee Mendenhall moved to keep the regular board meetings on the second Monday of each month but to change the time to 6:00pm in the library of the school. Trustee Knowlton seconded the motion which was passed.

Trustee Knowlton moved 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 Mendenhall seconded the motion which was passed.

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

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 #34694 – 34735 totaling \$87,461.77. A vote was taken and the motion passed.

Danette Horrocks, 4<sup>th</sup> Grade Teacher, was present to talk about Elementary happenings. The fundraising has started for the 4<sup>th</sup> Grade Boat Trip. Benchmark testing is underway. A committee has started to look at math curriculum.

Shandrie Stigum, Business Teacher, was present with two of her BPA members, Greta Watson and Carol Lanz. 11 of 12 who competed at Districts qualified for State BPA competition. BPA hosted the Alumni Basketball Game during the winter break and raised \$1,400.

Brett Arnzen has expressed interest in filling the Zone 1 seat but does not live in Zone 1. The 90-day mark to appoint someone from any zone was January 7. No one else has expressed interest. Trustee Knowlton moved and Trustee Mendenhall seconded to appoint Brett Arnzen to the Zone 1 seat. A vote was taken and the motion passed.

Principal Finnell reviewed a few topics.

- She went with ASB officers to Nezperce to plan for upcoming activities like the 3L throwdown
- Benchmarking
- Only 4 Seniors are in government class as the rest went to Boys and Girls State

Superintendent Kellogg let her report stand as presented but talked about several items.

- Attendance Data
- The Governor’s State of the State address where he gave no support for vouchers but is proposing \$2 Billion for school facilities over 10 years.

Trustee Smith then 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  
Special Meeting  
February 5, 2024

The Board of Trustees of Joint School District #305 met in special session in the library of the school. Present were Trustees Mendenhall, Smith, and Knowlton. Board Chair Smith called the meeting to order at 6:00pm. Trustee Goeckner was absent. Also attending was Clerk Weeks and Superintendent Kellogg. No one was in the audience.

The purpose of the meeting was for a work session to discuss the Superintendent Evaluation Process. No action was taken. The evaluation is planned to be finalized at the March meeting.

Trustee Smith then declared the meeting adjourned at 7:02pm.

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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 12, 2024

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 6:05pm. Present were Trustees Mendenhall, Smith, and Goeckner. Trustee Knowlton was absent. Also attending was Clerk Weeks. Becky Finnell was in the audience.

Trustee Mendenhall moved that the consent agenda be approved as presented. Trustee Goeckner 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 #34741 – 34781 totaling \$93,880.22. A vote was taken and the motion passed.

The Superintendent Evaluation Process was discussed. Surveys and the evaluation tool will be sent out this week. The evaluation is planned to be finished at the March meeting.

The decision to have an Emergency Closure due to weather was made on January 9, 2024. Trustee Goeckner moved and Trustee Mendenhall seconded to approve this closure. A vote was taken and the motion passed.

The matter of setting the election for the Supplemental Levy for the 2024-2025 fiscal year was presented to the board. The consensus continued to be that the levy amount should not be dropped but did not need to be increased. Trustee Mendenhall moved to set the Supplemental Levy amount at \$499,000 for an election to be held on May 21, 2023. Trustee Goeckner seconded the motion which was passed.

The First Reading of Policy 412.1 – Request to Attend Highland School by Non-Resident Students, was held. Discussion was held about the methodology of determining appropriate class sizes. The policy will be on the March Agenda for a second reading.

Principal Finnell reviewed a few topics.

- The principal mentoring meeting she attended in Boise last week
- Preparing for State testing
- The recent teacher workday spend working through data

Trustee Smith then declared the meeting adjourned at 6:40pm.

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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 11, 2024

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 6:00pm. Present were Trustees Arnzen, Mendenhall, Smith, Knowlton, and Goeckner. Also attending was Superintendent Kellogg and Clerk Weeks. Becky Finnell and two others were in the audience.

Clerk Weeks administered the Oath of Office to Brett Arnzen, newly appointed at-large as Zone 1 Trustee.

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.

The Personnel Report included the Resignation of Bill McFall, Math Teacher at the end of the school year.

A vote was taken and the motion passed.

Superintendent Kellogg talked about attending ISBA's Day on the Hill event. She discussed the bills in the works and the process.

Ashley Wood and Kindle Thomason were on hand to discuss their senior projects. Ashley's project included painting of signs that included league schools with their mascot that will be hung in the gym. She plans to study art in college. Kindle's project was an exploration of graphic design. She presented a thoughtful possible makeover of the district's website. She now plans to study architecture in college.

A Second Reading of Policy 412.1 – Request to Attend Highland School by Non-Resident Students, was held. Discussion was held about the methodology of determining appropriate class sizes and those students that would be denied attendance. The policy will be on the April Agenda for another reading.

The Audit Engagement Letter from Quest CPAs for Fiscal Year 2024 and 2025 was presented to the board. Trustee Knowlton moved and Trustee Mendenhall seconded to approve continuing with Quest CPAs for the district audit. A vote was taken and the motion passed.

Principal Finnell reviewed her written report.

- Senior Project Presentations
- Read Across America Week
- Student activities including Prom planning, State FFA and National BPA
- Reviewing Math Curriculum

Superintendent Kellogg gave a legislative update which included the many bills to discuss.

Trustee Arnzen moved and Trustee Goeckner seconded to enter into Executive Session under Idaho Code 74-206(1)(b) to consider the evaluation of a district employee. A roll call vote was held with all five members voting aye at 7:17pm. The tenor of the executive session was personnel. Trustee Arnzen moved and Trustee Mendenhall seconded to leave executive session. A vote was taken and the motion passed at 8:35pm.

Trustee Arnzen moved and Trustee Mendenhall seconded to approve the Superintendent Evaluation. A vote was taken and the motion passed.

Trustee Smith then declared the meeting adjourned at 8:40pm.

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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 8, 2024

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 6:00pm. Present were Trustees Arnzen, Mendenhall, Smith, Knowlton, and Goeckner. Also attending was Superintendent Kellogg and Clerk Weeks. Becky Finnell and later two others were in the audience.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Arnzen 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. A vote was taken and the motion passed.

Clerk Weeks talked about JFAC action in the recent legislative session. Discretionary Revenue was increased by 5.3%. Administrative and Non-Certified factors were increased by 3%. The alternative funding formula did not advance.

The topic of the district's website was discussed. Thoughts expressed including making it more mobile device friendly and to have an updated layout. The consensus was to have progress by next school year.

A Second Reading of Policy 412.1 – Request to Attend Highland School by Non-Resident Students, was held. Minor changes were discussed. Trustee Knowlton and Trustee Arnzen seconded to approve the updated policy with the minor changes. A vote was taken and the motion passed.

The matter of increasing fees for the school lunch program was presented to the board. The National School Lunch Program reimbursement rates have increased to a point requiring an increase greater than 5%. The proposed fees would be as follows.

ELEMENTARY (K-5) LUNCH	Was \$2.95	Proposed \$3.50
SECONDARY (6-12) LUNCH	Was \$3.30	Proposed \$3.75
ADULT LUNCH	Was \$4.70	Proposed \$5.00
ADULT BREAKFAST		Proposed \$2.85

Trustee Arnzen moved and Trustee Mendenhall seconded to holding a fee increase hearing at 6:00pm at the May 13, 2024 meeting. A vote was taken and the motion passed.

The deadline for submitting bids for contract busing was 2:00pm on Monday, April 8, 2024. One bid was received from Harlow's, the current contractor. This bid included an increase in rates for routes of 6.9% and modest increases for activity labor rates. There is a plan to have a modification option in the contract if it is deemed necessary to reduce routes due to low ridership. Harlow's will prepare the contract in the next few weeks to proceed to the next step. The goal is to have the contract ready to be approved at the May meeting.

Principal Finnell reviewed her written report.

- Valedictorians are Noah Watson and Eryn Thomas, Salutatorians are Kindle Thomason, Ashley Wood, Sydney Trueblood, and Hannah Smith.
- ISAT Testing to begin April 17
- Student activities including Prom planning, State FFA and National BPA

- Math Curriculum is still being reviewed.
- ASB Elections are in planning stages

Superintendent Kellogg gave a legislative update indicating this is to be the last week of the session. There are trailer bills addressing HB521 impact on schools with a 4-day week.

Trustee Arnzen moved and Trustee Mendenhall seconded to enter into Executive Session under Idaho Code 74-206(1)(b) to consider the evaluation or discipline of a public school student and evaluation of a district employee. A roll call vote was held with all five members voting aye at 6:41pm. The tenor of the executive session was a student issue.

Trustee Knowlton moved and Trustee Arnzen to approve discipline Option 3 as presented by Student A. They have until the end of the week to agree with this action. A vote was taken and the motion passed.

Trustee Arnzen moved and Trustee Goeckner seconded to leave executive session. A vote was taken and the motion passed at 7:42pm.

The consensus was to continue with the Superintendent Evaluation at the May meeting.

Trustee Smith then declared the meeting adjourned at 7:43pm.

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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 13, 2024

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 6:01pm. Present were Trustees Arnzen, Mendenhall, and Smith. Trustees Knowlton and Goeckner were absent. Also attending was Superintendent Kellogg and Clerk Weeks. Louise Manuel, Tim Kinzer, JD Webb, Monica Dau, Dennis Dau, Miranda Williams, and one other person were in the audience.

Trustee Mendenhall moved that the consent agenda be approved as presented. Trustee Arnzen 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. A vote was taken and the motion passed.

Clerk Weeks talked about the status of the budget process leading up to the budget to be presented next month.

A hearing was then held regard the matter of increasing fees for the school lunch program. The National School Lunch Program reimbursement rates have increased to a point requiring an increase greater than 5%. The proposed fees would be as follows.

ELEMENTARY (K-5) LUNCH	Was \$2.95	Proposed \$3.50
SECONDARY (6-12) LUNCH	Was \$3.30	Proposed \$3.75
ADULT LUNCH	Was \$4.70	Proposed \$5.00
ADULT BREAKFAST		Proposed \$2.85

There was some discussion about increasing patronage for lunch. Superintendent Kellogg said that is part of an ongoing review. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the updated prices as published. A vote was taken and the motion passed.

The 2024-2025 and 2025-2026 calendars were presented to the board. The 2024-2025 calendar would have school starting on August 26 and ending on June 4 for grades 7-11. Grades K-6 and grade 12 would be done on May 29. The seniors would have two senior project days on March 7 and April 25. Also, there would be a two-week holiday break. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the 2024-2025 calendar as presented. A vote was taken and the motion passed. The consensus was to consider the 2025-2026 calendar for further consideration.

Harlow's School Bus Service responded with a modification option if two routes were combined. The savings before fuel surcharge was estimated to be \$24,473 from the 5-route estimate of \$336,328. Bus drivers and parents in the audience offered comment supporting keeping the 5 routes. The consensus of the board was to keep the 5 routes and continue to finish the contract for consideration at the next meeting.

Under House Bill 521 that was recently signed into law, there is an option to receive a lump sum amount or take the funding over 10 years. The lump sum amount for Highland is estimated to be around \$650,000. The annual amount would be \$65,000 but would be required to reduce any supplemental levy. Trustee Arnzen moved and Trustee Mendenhall seconded to approve receiving the HB 521 funding in an up-front lump sum. A vote was taken and the motion passed.

The football team will be attending a camp outside Idaho next month. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the use of football equipment at the camp and to authorize Board Chair Smith to sign a letter to be sent to IDHSAA. A vote was taken and the motion passed.

Two trustees agreed to represent the board in Negotiations, Trustee Smith and Trustee Arnzen. A proposed time will be communicated with the Highland Education Association.

Trustee Knowlton then joined the meeting by telephone at 7:00pm.

Trustee Mendenhall moved and Trustee Arnzen seconded to enter into Executive Session under Idaho Code 74-206(1)(b) to consider the evaluation of a district employee. A roll call vote was held with all four members voting aye at 7:01pm. The tenor of the executive session was evaluation of a district employee.

Trustee Arnzen moved and Trustee Mendenhall seconded to leave executive session. A vote was taken and the motion passed at 7:38pm.

Trustee Mendenhall moved and Trustee Arnzen seconded to approve the Superintendent Evaluation. A vote was taken and the motion passed.

Trustee Smith then declared the meeting adjourned at 7:40pm.

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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 10, 2024

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 6:00pm. Present were Trustees Arnzen, Mendenhall, Knowlton, and Smith. Trustee Goeckner was absent. Also attending was Superintendent Kellogg and Clerk Weeks. Becky Finnell was in the audience.

Trustee Arnzen 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. The Personnel report included the following.

Certified New Hire

Don Curry – Science teacher

New Hire

Fallon Horrocks – Assistant HS Volleyball

Athletics

Jill Moddrell – Assistant HS Basketball, JH Girls Basketball

Monty Moddrell – HS Football/HS Boys Basketball

John Roeller – JH Football

Heath Fuller – JH Boys Basketball

A vote was taken and the motion passed.

The Budget Hearing for the Amended 2023-2024 Budget was held. Clerk Weeks reviewed selected parts of the budget, noting various changes. Other changes were made to federal funds to reflect the actual allocation received.

The Budget Hearing for the 2024-2025 Budget was held. Clerk Weeks reviewed selected parts of the budget, highlighting various changes. Notable changes in the budget included modest increases in State funding and updates to other funds. Trustee Knowlton moved and Trustee Mendenhall seconded to approve the Amended 2023-2024 Budget and 2024-2025 Budget as presented. A vote was taken and the motion passed.

The Master Agreement for the 2024-2025 School Year was presented to the board. The Association proposed an 2% increase on the base. The proposal was agreed to. The Highland Education Association has approved and signed the document. Trustee Knowlton moved and Trustee Arnzen seconded to approve the 2024-2025 Master Agreement as presented. A vote was taken and the motion passed.

The following list of Returning Certified Staff returning for the 2024-2025 School Year was presented to the board.

Tana Kellogg – Superintendent – 2 Year Contract – 7/2024-6/2026  
Becky Finnell - Principal

Michele	Anderson
Cowan	Chris
Dahlin	Jessica
Gehring	Bill
McNamee	Danette
Horrocks	Fallon
Lunders	Garrett
Nebeker	Josette
Poxleitner	Kaleigh
Randall	Teresa
Shandrie	Stigum
Thomason	Mathu
Eileen	Walker
Yochum	Julie

#### Extra-Curricular

Music	Chris Cowan
BPA Advisor	Shandrie Stigum
Annual Advisor	Shandrie Stigum

#### Coach Staff

Volleyball	Kaleigh Poxleitner
Junior High Volleyball	Shandrie Stigum
Track	Bill Gehring
Junior High Track	Kaleigh Poxleitner
Girls Basketball	Mathu Thomason

#### Class Advisors

Senior Advisor	Fallon Horrocks
Junior Advisor	Kaleigh Poxleitner
Sophomore Advisor	Josette Nebeker
Freshman Advisor	Bill Gehring
8 <sup>th</sup> Grade Advisor	Don Curry
7 <sup>th</sup> Grade Advisor	Mathu Thomason

MTSS Coach – Danette McNamee  
– Teresa Randall

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

The matter of applying for an Alternative Authorization for Fallon Horrocks for a Math Endorsement was presented to the board. Trustee Knowlton moved and Trustee Mendenhall seconded to approve applying for the Alternative Authorization. A vote was taken and the motion passed.

Harlow’s School Bus Service has prepared a contract using the State’s standard form with the rates listed in the bid documents. Trustee Knowlton moved and Trustee Arnzen seconded to approve the bus contract with Harlow’s. A vote was taken and the motion passed.

Trustee Anrzen moved and Trustee Knowlton seconded to approve the Memorandum of Understanding with Lapwai School District for Business Services for the 2024-2025 Fiscal Year. A vote was taken and the motion passed.

Principal Finnell handed out her report and highlighted items on it.

- Graduation went well
- School year is being wrapped up
- Summer meetings and goals development
- Pre-registration is set for August 13

Superintendent Kellogg talked about several items.

- Potential Graduation requirement changes, including different pathways
- Summer Projects

Trustee Smith then declared the meeting adjourned at 7:01pm.

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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 8, 2024

The Board of Trustees of Joint School District #305 met in regular session in the Staff Lounge of the school at 6:05pm. The building is in use by the Department of Lands for fire crews working on the Billy Creek Fire south of Lewiston. Present were Trustees Smith, Knowlton, Goeckner, and Arnzen. Trustee Mendenhall was absent. Also attending was Superintendent Kellogg and Clerk Weeks. The audience included Josette Nebeker.

Trustee Arnzen 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. The Personnel Report included the following.

Certified – Special Education Supplemental – Margaret Robinson

A vote was taken and the motion passed.

The North Central Idaho Jurisdictional Alliance has dissolved. It had been in operation for over 20 years but was inactive in recent years. There was money left over and Highland received a prorated share of \$1,517.45.

The Sports Paperwork Packet and the Coach's Handbook with small updates were presented to the board. Trustee Knowlton moved and Trustee Arnzen seconded to approve the Handbooks as presented. A vote was taken and the motion passed.

The Special Education Manual was presented to the board. There will be an update in the fall but we are still operating under the old manual. Trustee Arnzen moved and Trustee Goeckner seconded to approve the manual as presented. A vote was taken and the motion passed.

A review was held of the following policies.

- 507 - Parental Rights
- 460.0 – Wellness

No changes were made. Trustee Arnzen moved and Trustee Knowlton seconded to approve the review of the two policies. A vote was taken and the motion passed.

The matter of adopting a Math Curriculum was presented to the board. Stemscores for grades K-8 has been recommended by the curriculum review committee. The existing curriculum will continue to be used for grades 9-12 with the use of the Math Badging program. Trustee Knowlton moved and Trustee Arnzen seconded to approve the adoption of the Stemscores Math Curriculum for grades K-8. A vote was taken and the motion passed.

Ag Teacher Josette Nebeker was on hand to talk about the award received from the Idaho Agriculture Teachers Association for Outstanding Agriculture Program in Idaho.

Superintendent Kellogg talked about projects underway which include the following.

- Sidewalk replacement
- Handrail replacement for the main entry
- Carpet in the upstairs classrooms
- Secure Our Futures Grant which includes a blue light to be installed by the gym to indicate that people should stay away
- Painting

Trustee Smith talked about the latest sports co-op meeting. Topics included the following.

- Manual
- Sports to consider including and not including

Trustee Smith declared the meeting adjourned at 6:57pm.

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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  
August 12, 2024

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 6:10pm. Present were Trustees Smith, Knowlton, Mendenhall, and Arnzen. Trustee Goeckner was absent. Also attending was Superintendent Kellogg and Clerk Weeks. No one was in the audience.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Arnzen 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. The Personnel Report included the following.

Classified – Cross Country Coach – Dan Smith  
– Volunteer Assistant Junior High Football Coach - Chad Knowlton

A vote was taken with Trustees Knowlton and Smith abstaining and the motion passed.

Dan Coleman of Quest CPAs was on hand by telephone to present the Audit Report for the 2023-2024 Fiscal Year. He highlighted various items, the early turnaround, and that the audit opinion is clean. Trustee Mendenhall moved and Trustee Knowlton seconded to approve the Audit Report as presented. A vote was taken and the motion passed.

The Alternative Authorization to add a Math endorsement for Fallon Horrocks was presented to the Trustee Knowlton moved and Trustee Arnzen seconded to approve the Alternative Authorization as presented. A vote was taken and the motion passed.

The School Modernization Plan was presented to the board. Trustee Knowlton moved and Trustee Mendenhall seconded to approve the Plan as presented. A vote was taken and the motion passed.

The Safe Return to In-Person Instruction and Continuity of Services Plan (Pandemic Operations Plan) was presented to the board. There were no updates to be made except for the date. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the plan as presented and discussed. A vote was taken and the motion passed.

The matter of increasing various fees was presented to the board as follows.

Yearbook	Was \$32.00	Proposed	\$37.00
Athletic Event Pass – Individual	Was \$50.00	Proposed	\$75.00
Athletic Event Pass – Couple	Was \$75.00	Proposed	\$100.00
Athletic Event Pass – Family	Was \$150.00	Proposed	\$200.00
Athletic Event Pass – Senior (65+ Lifetime)	Was \$25.00	Proposed	\$100.00
Driver’s Ed – In District	Was \$125.00	Proposed	\$150.00
Driver’s Ed – Out of District	Was \$150.00	Proposed	\$200.00

Trustee Arnzen moved and Trustee Mendenhall seconded to holding a fee increase hearing at 6:00pm at the September 9, 2024 meeting. A vote was taken and the motion passed.

The matter of entering into a Co-op for Cross Country with Nezperce was presented to the board. Trustee Arnzen moved and Trustee Knowlton seconded to approve the Cross Country Co-op. A vote was taken and the motion passed.

The School Handbooks with updates were presented to the board. There a few minor corrections still to be made. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the Handbooks with the noted corrections to be made. A vote was taken and the motion passed.

A First Reading of the following policies was held.

- Policy 2140 – Student and Family Privacy Rights
- Policy 2140F – Student and Family Privacy Rights Consent Form
- Policy 3500 – Student Health/Physical Screenings/Examinations
- Policy 3570F1 – Student Records
- Policy 5265 – Employee Responsibilities Regarding Student Harassment
- Policy 140.3 to 1500 – Order of Business – Meeting Procedure
- Policy 140.2 to 1500B – Operating Procedures
- Policy 421.0 to 3280 – Equal Education Opportunity
- Policy 415.0 – Graduation
- Policy 415.01 – Graduation Requirements
- Policy 424.1 – Hazing/Harassment/Intimidation/Bullying/Cyber Bullying
- Policy 3320 – Substance and Alcohol Abuse

Various edits were noted. Trustee Knowlton moved and Trustee Mendenhall seconded to bring the policies back for a second reading in September. A vote was taken and the motion passed.

Superintendent Kellogg touched lightly on her report.

Trustee Smith declared the meeting adjourned at 7:31pm.

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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 9, 2024

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 6:00pm. Present were Trustees Smith, Knowlton, Mendenhall, and Arnzen. Trustee Goeckner arrived at 6:02pm. Also attending was Superintendent Kellogg and Clerk Weeks. Keith Parks was in the audience.

Trustee Mendenhall moved that the consent agenda be approved as presented. Trustee Arnzen 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.

A vote was taken and the motion passed.

The fee increase hearing was held for the following proposed increases.

Yearbook	Was \$32.00	Proposed	\$37.00
Athletic Event Pass – Individual	Was \$50.00	Proposed	\$75.00
Athletic Event Pass – Couple	Was \$75.00	Proposed	\$100.00
Athletic Event Pass – Family	Was \$150.00	Proposed	\$200.00
Athletic Event Pass – Senior (65+ Lifetime)	Was \$25.00	Proposed	\$100.00
Driver’s Ed – In District	Was \$125.00	Proposed	\$150.00
Driver’s Ed – Out of District	Was \$150.00	Proposed	\$200.00

No one provided comment on the proposed increases. Trustee Arnzen moved and Trustee Knowlton seconded to approve the listed fee increases. A vote was taken and the motion passed.

Keith Parks of Harlow’s was on hand to discuss the bus routes. The routes are about the same for the new school year. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the bus routes as presented. A vote was taken and the motion passed.

The Second Reading of the following policies was held.

- Policy 2140 – Student and Family Privacy Rights
- Policy 2140F – Student and Family Privacy Rights Consent Form
- Policy 3500 – Student Health/Physical Screenings/Examinations
- Policy 3570F1 – Student Records
- Policy 5265 – Employee Responsibilities Regarding Student Harassment
- Policy 140.3 to 1500 – Order of Business – Meeting Procedure
- Policy 140.2 to 1500B – Operating Procedures
- Policy 421.0 to 3280 – Equal Education Opportunity
- Policy 415.0 – Graduation
- Policy 415.01 – Graduation Requirements
- Policy 424.1 – Hazing/Harassment/Intimidation/Bullying/Cyber Bullying
- Policy 3320 – Substance and Alcohol Abuse

The various edits that were made were noted. Trustee Knowlton moved and Trustee Arnzen seconded to approve the listed policies except for Policy 3320 – Substance and Alcohol Abuse. A vote was taken and the motion passed.

Trustee Arnzen moved and Trustee Goeckner seconded to bring Policy 3320 – Substance and Alcohol Abuse back for a third reading in October. A vote was taken and the motion passed.

A First Reading of the following policies was held.

- Policy 2385 – English Learners Program
- Policy 2320 – Health Enhancement Education
- Policy 2320F – Parental Opt-Out Form for Sex Education
- Policy 140.9 to 4105 – Public Participation
- Policy 110.6 to 1140 –Vacancies of Board
- Policy 2415 – Supporting Students with Characteristics of Dyslexia
- Policy 3440 – Student Fees, Fines, Charges, and Return of Property
- Policy 2710 – High School Graduation Requirements – Specialty Diplomas

Various edits were noted. Trustee Knowlton moved and Trustee Arnzen seconded to bring the policies back for a second reading in October except for Policy 300.32B – Military Leave. A vote was taken and the motion passed.

Principal Finnell covered her report highlighting the following.

- Schoolwide focus on using critical mathematical thinking
- Benchmarking is almost completed
- Nez Perce County and Lewis County Fairs
- Social Media Tasks currently involve four hours per week
- Mentoring program is up and running

Superintendent Kellogg touched on several items on her report.

- Continuous Improvement Plan
- The Fresh Fruit and Vegetable Grant was awarded again this year
- The award received for the CTE building and next steps

Trustee Smith declared the meeting adjourned at 7:15pm.

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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 14, 2024

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 6:00pm. Present were Trustees Smith, Mendenhall, and Arnzen. Trustees Goeckner and Knowlton were absent. Also attending was Superintendent Kellogg and Clerk Weeks. Becky Finnell was in the audience.

Trustee Mendenhall moved that the consent agenda be approved as presented. Trustee Arnzen 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.

A vote was taken and the motion passed.

Under the Finance Topic, Clerk Weeks reported on the progress of the bond issuance for House Bill 521 monies.

Trustee Knowlton arrived to take his seat at 6:09pm.

The matter of selecting a design/build team for the new Career Ready Students Grant funded building was presented. The Request for Qualifications was published in the Lewis County Herald. Arnzen Construction/Castellaw Kom Architects was the only group to present a proposal. It was deemed to meet the requirements. Trustee Arnzen moved and Trustee Knowlton seconded to award the project to Arnzen Construction/Castellaw Kom Architects. A vote was taken and the motion passed.

The 2024-2025 Continuous Improvement Plan was presented to the board. Superintendent Kellogg reviewed the updates and a light discussion was had. Trustee Knowlton moved and Trustee Mendenhall seconded to approve the plan as presented. A vote was taken and the motion passed.

The Third Reading of Policy 3320 – Substance and Alcohol Abuse was held. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the policy as presented. A vote was taken and the motion passed.

The Second Reading of the following policies was held.

- Policy 2385 – English Learners Program
- Policy 2320 – Health Enhancement Education
- Policy 2320F – Parental Opt-Out Form for Sex Education
- Policy 140.9 to 4105 – Public Participation
- Policy 110.6 to 1140 – Vacancies of Board
- Policy 2415 – Supporting Students with Characteristics of Dyslexia
- Policy 3440 – Student Fees, Fines, Charges, and Return of Property
- Policy 2710 – High School Graduation Requirements – Specialty Diplomas

The various edits that were made were noted. Trustee Knowlton moved and Trustee Mendenhall seconded to approve the listed policies with edits except for Policy 140.9 to 4105 – Public Participation. A vote was taken and the motion passed. Policy 140.9 to 4105 will be brought back for a second

reading in November.

The First Reading of the following policy was held.

– Policy 300.32B to 5470 – Leaves of Absence - Military Leave

Various edits were noted. The policy will be brought back for a second reading in November.

The Idaho School Boards Association resolutions for this year were reviewed. There was interest in lending board to support to two of the resolutions. Trustee Arnzen moved to lend support to Boise Resoulution 8 and Lewiston Resolution 18. Trustee Mendenhall seconded the motion which was passed.

The 2024 Special Education Manual was presented to the board. Trustee Mendenhall moved to approve the manual as presented. Trustee Arnzen seconded the motion which was passed.

The matter of considering a change to the District’s Mission Statement was presented to the board.

The current Mission Statement read as follows: Highland Schools exist to help all children learn so that they can succeed in life.

The proposed Mission Statement read as follows: Cultivating an inclusive learning environment that empowers confident, critical thinkers to become respectful, responsible citizens committed to lifelong learning.

After some discussion, Trustee Arnzen moved to adopt the proposed Mission Statement as presented. Trustee Mendenhall seconded the motion which was passed.

Principal Finnell covered her report highlighting the following.

- Instructional Staff 1:1 meetings are wrapping up
- Participation in the Idaho Principals Network
- Fall Sports wrapping up
- Staff collaborating on using data to improve instruction
- Attendance committee has met to set up process and requirements for excessive absences

Superintendent Kellogg touched on several items not in her report.

- Data review and ISAT preparation
- Quarterly meetings with teachers

Trustee Smith declared the meeting adjourned at 7:13pm.

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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 4, 2024

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 6:00pm. Present were Trustees Smith, Knowlton, Mendenhall, Goeckner, and Arnzen. Also attending was Superintendent Kellogg and Clerk Weeks. There were 2 to 4 people in the audience at times.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Arnzen 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. A vote was taken and the motion passed.

Under the Finance Topic, Clerk Weeks reported that the first installment of House Bill 521 monies of \$554,606.00 have been received. Also discussed was School Facilities funding, of which Highland received \$91,889.06 and the loss of Lottery funding of which \$27,000 was received last year. The lottery money is now funding the school Facilities funding.

Fallon Jungert, Math Teacher, was on hand to talk about Math Badging. It is a pilot program for task based math learning for Grades 9-12 .

The Third Reading of Policy 140.9 to 4105 – Public Participation was held. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the policy with some minor edits. A vote was taken and the motion passed.

The Second Reading of Policy 300.32B to 5470 – Leaves of Absence - Military Leave was held. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the policy as presented. A vote was taken and the motion passed.

Principal Finnell covered her report highlighting the following.

- Interim ISATs
- Teacher workday – diving into data
- Secondary Principal Meetings
- Soils team qualified for nationals

Superintendent Kellogg let her report stand as presented. There was a discussion about finding a new snow plowing solution.

Trustee Arnzen moved and Trustee Goeckner seconded to enter into executive session as provided under Idaho Code Section 74-206 (1) (b). A roll call vote was taken with all five board members present voting aye at 6:45 pm. The general tenor of the executive session was discussion of student issues. After hearing all parties, Trustee Smith then read the following statement. It is the decision of the Board of Trustees that Student A be allowed to return to school beginning, December 9, 2024, under explicit conditions. Failure to comply with any of the prescribed conditions will result in an immediate additional expulsion hearing. Trustee Mendenhall moved and Trustee Goeckner seconded to approve the decision. A roll call vote was taken with all five members voting aye and the motion passed. Trustee Arnzen moved and Trustee Goeckner seconded that the board leave executive session and reconvene in regular session. A vote was taken and the motion passed at 7:57 pm.

Trustee Smith declared the meeting adjourned at 7:58pm.

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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 9, 2024

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 6:01pm. Present were Trustees Smith, Knowlton, Mendenhall, and Arnzen. Trustee Goeckner was absent. Also attending was Superintendent Kellogg and Clerk Weeks. There was one person in the audience.

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. A vote was taken and the motion passed.

Under the Finance Topic, Clerk Weeks reported on Salary Based Apportionment. 75% of last year's allocation has been received. Last year's SBA was based on 13.37 units. Currently, we are on track to have 13.86 units.

The First Reading of Policy 3265 – Student-Owned Electronic Communication Devices was held. After some discussion and noting one edit, Trustee Knowlton moved and Trustee Arnzen seconded to dispense with a second reading and approve the policy with the edit. A vote was taken and the motion passed.

Superintendent Kellogg updated the board on a couple of items in the Principal's Report.

- BPA individuals all qualified for State
- 3L Throwdown is now at 5:00pm
- Attendance is being discussed in class.

Superintendent Kellogg let her report stand as presented. She talked about upcoming changes in student drop-off in the parking lot. There was a discussion about how well the Pep Band is doing and being received at games.

Trustee Smith declared the meeting adjourned at 6:32pm.

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Board Chair

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Clerk

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Date