

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
January 12, 2026

The Board of Trustees of Joint School District #305 met in regular session in the library of the school. Present were Trustees Arnzen, Stone, Mendenhall, Smith, and Willson. Also attending was Clerk Weeks and Superintendent Kellogg. Becky Finnell and David Brinkman were in the audience.

Clerk Weeks opened the meeting at 5:30pm. Clerk Weeks administered the Oath of Office to the newly elected Trustees.

Zone 2 – Bette Stone

Zone 5 – JeAnn Willson

Under board reorganization, nominations for Board Chair were requested. Trustee Stone nominated Trustee Arnzen for Board Chair. After no other nominations were made, Trustee Willson moved and Trustee Stone seconded to close nominations and elect Trustee Brett Arnzen as Board Chair. A vote was taken and the motion passed.

Nominations were requested for Board Vice Chair and Clerk. Trustee Smith moved and Trustee Stone seconded to appoint Nathan Weeks as Clerk/Treasurer. Motion carried.

Nominations were again requested for Board Vice Chair. Trustee Stone nominated Trustee Mendenhall. After no other nominations were made, Trustee Stone moved and Trustee Smith seconded to close nominations and elect Trustee Michelle Mendenhall as Board Vice Chair. Motion carried.

Trustee Arnzen then presided over the meeting.

Trustee Smith moved to keep the regular board meetings on the second Monday of each month at 5:30pm in the library of the school for the months of February through May and September through January. During the summer months of June, July, and August, the time would be at 7:00am in the morning on the second Monday of each month. Trustee Willson seconded the motion which was passed.

Trustee Smith 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 Stone seconded the motion which was passed.

With the change in officers, it is necessary to update the signatories on the Caped Credit Union checking and savings accounts. Trustee Smith moved to update the signatories for Caped Credit Union as follows.

Brett Arnzen, Board Chair

Michelle Mendenhall, Vice Chair

Tana Kellogg, Superintendent

Nathan Weeks, Business Manager

Shannan Randall, Office Manager

Trustee Mendenhall seconded the motion which was passed.

There was no Public Comment.

After some inquires about finance, 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. A vote was taken and the motion passed.

A discussion was held about the upcoming Supplemental Levy Election in May. It is thought that the \$599,000 is enough and that proposing a two-year levy would provide more stability for planning. There were concerns about informing patrons about the levy and improving the pass rate. No action taken.

The Fee Increase Hearing was held to consider an increase to Driver's Education Fees as follows.

Driver's Education – In District	Was \$150.00	Proposed	\$300.00
Driver's Education – Out of District	Was \$200.00	Proposed	\$350.00

No one spoke during the hearing.

Trustee Smith moved and Trustee Stone seconded to approve the fee increase as proposed. Motion passed.

There was an Emergency Closure on December 17, 2025 due to high winds and resulting power outages. Trustee Smith moved and Trustee Mendenhall seconded to approve this Emergency Closure. Motion carried.

Principal Finnell reviewed the report she handed out.

- Student clubs and winter sports are underway and going well
- Parent Teacher Conference attendance was 91% in K-5, 78% in 6-8, and 65% in 9-12
- The January workday focused on data. Teacher evaluations are partly done
- Schweitzer Engineering Labs donated \$1,300 to the school

Superintendent Kellogg let her written report stand but did respond to an inquiry with further discussion about evidence-based instructional practices. She also said the new backboard should be here by Wednesday. It had broken during warmup for the alumni game. Samantha Evans, paraprofessional, will be doing her student teaching in Grade 1 this next semester.

David Brinkman of the Idaho Association of School Administrators (IASA) was on hand to do Part 3 of Board Training. He gave a presentation on the Code of Ethics as part of Governance. The Code of Ethics was then presented to the Trustees. Each Trustee present signed the Code of Ethics.

Trustee Mendenhall moved and Trustee Stone 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 6:46pm. The tenor of the executive session was evaluation of a district employee.

Trustee Smith moved and Trustee Mendenhall seconded to leave executive session. A vote was taken and the motion passed at 7:17pm.

Trustee Arnzen then declared the meeting adjourned at 7:18pm.

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Board Chair

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Clerk

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Date