

Highland Community Schools
Board of Directors Meeting
Monday, February 10, 2025
5:00 p.m. – High School Board Room

The meeting was called to order at 5:00 p.m. by President Nate Robinson.

Roll call was taken with Monica Jepson, Johnny O’Leary, Karen Fink, Dan Ruth, and Nate Robinson present. Joslin Schott and Rachel Longbine were absent. Also in attendance were Ken Crawford, Superintendent and Autumn Moyer, Board Secretary.

Ruth made a motion to approve the agenda, as presented. Seconded by Jepson.

Motion carried 5-0

5:02 p.m.- The Board met in session for the purpose of a public hearing for the Conveyance of Property to the City of Riverside. Cole Smith, City Administrator stated that the project has been approved and final plans are out for bid. The start of the project is anticipated to take place at the conclusion of the school year. The tentative plan is to be completed prior to the beginning of the next school year. The president called for public comments of which there were none. The public hearing was closed at 5:11 p.m.

Consent Agenda Items:

Minutes: Approval of the January 13, 2025 regular meeting minutes.

Approval of the January 20, 2025 special meeting minutes.

Approval of the January 24, 2025 special meeting minutes.

Approval of the January 27, 2025 Special meeting minutes.

Financial Reports: Approval of the January financial reports.

Payment of Bills: Approval of the following February bills.

General Fund - \$596,009.33

Prepaid General Fund - \$9,454.66

Prepaid Schoolhouse Fund - \$10,239.50

Activity Fund - \$13,626.15

Prepaid Activity Fund - \$5,415.23

Lunch Fund - \$15,360.68

School Fundraisers: NHS- Senior Parking Spots and “H” Fundraisers

Jepson made a motion to approve the items on the consent agenda. Seconded by Ruth.

Motion carried 5-0

Receive Visitors: None

Ruth made a motion to approve Spectra change order #1 for the WasteWater Treatment Plant Improvement Project in the amount of -\$12,500 due to additional engineering fees incurred. Seconded by Jepson.

Motion carried 5-0

Ruth made a motion to approve the Spectra pay request #6 for the WasteWater Treatment Plant Improvement Project in the amount of \$41,684.10 minus retainage. Seconded by Jepson.

Motion carried 5-0

Ruth made a motion to approve the Spectra Certificate of Substantial Completion as of August 15, 2024 with a 2 year warranty beginning at the time of substantial completion of the WasteWater Treatment Plant Improvement Project. Seconded by Jepson.

Motion carried 5-0

Ruth made a motion to approve the Notice of Acceptability of work for the WasteWater Treatment Plant Improvement Project. Seconded by Jepson.

Motion carried 5-0

Ruth made a motion to approve Spectra pay request #7 in the amount of \$54,255.02 and release retainage for the WasteWater Treatment Plant Improvement Project. Seconded by Jepson.

Motion carried 5-0

Ruth made a motion to approve the HR Green contract amendment #2 for the WasteWater Treatment Plant Improvement Project in the amount of \$12,500 for additional services rendered. Seconded by Jepson.

Motion carried 5-0

Ruth made a motion to approve the resolution on conveyance of real property to the City of Riverside. Seconded by Jepson. **Roll Call Vote- All Ayes.**

Motion carried 5-0

Jepson made a motion to approve the Paraprofessional, Bus Driver, and Head Coach job descriptions as presented. Seconded by Fink,

Motion carried 5-0

Jepson made a motion to publish the proposed property tax levy for 2025-2026 in The News on March 13, 2025 and set the public hearing for March 24, 2025 at 5:00 p.m. Seconded by Fink.

Motion carried 5-0

Jepson made a motion to publish the 2025-2026 budget in The News on April 3, 2025; set the public hearing for April 14, 2025 at 5:00 pm; and certify the budget to the county auditor by April 30, 2025. Seconded by Fink.

Motion carried 5-0

Jepson made a motion to approve the 2025 summer reading and learning programs for the elementary. Seconded by Fink.

Motion carried 5-0

Ruth made a motion to approve the resignation of the early retiree Michelle Wollrab, Food Service Associate. Seconded by Fink.

Motion carried 5-0

Fink made a motion to approve the early retirement and the early retirement package for Michelle Wollrab. Seconded by Jepson.

Motion carried 5-0

Jepson made a motion to approve the purchase of a van for the district in the amount of \$22,995 from Capper Auto. Seconded by Fink.

Motion carried 5-0

Mr Crawford discussed the first reading of the following board policies, 413.01- Classified Employees Resignation, 413.02- Classified Employee Retirement, 413.03- Classified Employee Suspension, 413.04- Classified Employee Dismissal, 413.05- Classified Employee Reduction in Force, 413.06- Classified Employee Early Retirement, 414- Classified Employee Professional Purposes Leave, 103- Long-Range Needs Assessment, 501.09- Chronic Absenteeism and Truancy, 710.01-R(1)- School Food Program-School Nutrition Program Civil Rights, 710.1E1- School Nutrition Program Notices of Nondiscrimination, 710.1E2- Child Nutrition Programs Civil Rights Complaint Form. These policies will be brought back to the next meeting for the second reading.

Jepson made a motion to approve the below board policies. Seconded by Fink.

Motion carried 5-0

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| 411.01 | Classified Employee Defined |
| 411.02 | Classified Employee Qualifications, Recruitment, Selection |
| 411.03 | Classified Employee Letter of Intent or Contracts |
| 411.04 | Classified Employee Licensing/Certification |
| 411.05 | Classified Employee Assignment |
| 411.06 | Classified Employee Transfers |
| 411.07 | Classified Employee Evaluation |
| 411.08 | Classified Employee Probationary Status |
| 412.01 | Classified Employee Compensation |
| 412.02 | Classified Employee Wage and Overtime Compensation |
| 412.03 | Classified Employee Group Insurance Benefits |
| 412.04 | Classified Employee Tax Shelter Program |
| 412.05 | Classified Employee Activity Passes |

Ruth made a motion to approve the below personnel changes. Seconded by Jepson.

Motion carried 5-0

Resignations:

Cam Larson- HS Assistant Football Coach
Michael Eden- Secondary At-Risk Teacher

Appointments:

Kylie Davis- JH Softball Coach 7%
Drake Brezina- Elementary Teacher \$50,000
Erin Simon- Elementary Math Interventionist \$50,000
Alyssa Brase- Elementary Teacher \$50,000
Miah Barron- Elementary Teacher \$50,000

Modifications:

Rebecca Yoder- 1st grade to PK Special Education
Courney Dietze- 5th grade to 4th Grade

Board of Directors:

Dan Ruth spoke about the ESO Carnival held at the elementary stating that all involved put in a lot of work and that the amount of staff participation was outstanding. Thanks to everyone for their hard work on this.

Nate Robinson thanked Autumn Moyer, Business manager for going above and beyond. Also, thanked Monica Jepson for her service while serving on the board.

Monica Jepson stated that her purpose on the board was about serving the kids and making a difference. Also, wished Highland the best going forward.

Karen Fink gave a shout out to Misty Herrig and Tammy Horak for all their hard work put in for the coaches vs. cancer event. The event was a huge success as they raised over \$1,000.

Angela Hazelett, Secondary Principal:
Information provided in the board report in the packet.

Jane O'Leary, Elementary Principal:
Information in the board report in the packet.

Autumn Moyer, Business Manager:

- 25-26 Budget
- Line Item Budget
- Special Education Billing
- Attending ISFLC Conference Track 3 Budget Feb 17-Feb 19

Ken Crawford, Superintendent

Spoke about the candidates to fill the vacancy on the School board and tentative timeline to fill it. Crawford informed the board that our attorney assisting us with the bond issue appeal is turning the case over to the lead litigation attorney in the firm for district court and that we currently do not have a timeline for how long this process will take. Thank you to Monica Jepson for her service on the school board.

A work session will be held on Monday, February 24, 2025 at 5:00 pm in the high school boardroom.

The next regular board meeting is scheduled for Monday, March 10, 2025 at 5:00 p.m. in the high school boardroom.

Jepson made a motion to adjourn at 6:09 p.m. Seconded by Fink.

Motion carried 5-0

Reports and documents and the full text of motions, resolutions, or policies considered by the Board at this meeting are on file in the Board Secretary's office, 648-3822, Monday through Friday, 9:00 a.m. to 4:00 p.m.

PRESIDENT, NATE ROBINSON

SECRETARY, AUTUMN MOYER