

Highland Community Schools  
Board of Directors Meeting  
Monday, April 13, 2020  
6:00 p.m. – High School Board Room

The meeting was called to order at 6:00 p.m. by President Nate Robinson.

Roll call was taken with Kevin Engel, Kathy Butler, Samantha Holden and Nate Robinson present in person and Rachel Longbine, Megan Allen and Mike Golden present via Zoom. Also in attendance were Ken Crawford, Superintendent, Jane O’Leary, Elementary Principal and Sue Rich, Board Secretary, Bill Zywiec, Dean of Students via Zoom and Angela Hazelett, Secondary Principal joined later via Zoom.

Engel made a motion to approve the agenda, as presented. Seconded by Holden.

Motion carried 7-0

6:03 p.m. – The Board met in session for the purpose of a hearing upon the budget proposal. Said proposal was published on the 26th of March, 2020 in The News, published at Kalona, of said county.

Taxpayers were heard for and against said proposal of which there were none.

Holden made a motion to adopt the 2020-2021 budget as published, in the amount of \$6,260,500 for instructional services; \$3,370,000 for support services; \$440,000 for non-instructional programs; and \$5,562,846 for other expenditures (facilities acquisition and construction, debt service, AEA support), with a total tax asking of \$4,244,244 and a tax rate of \$13.06 per \$1000 of assessed valuation which is down \$.03 from the current rate of \$13.09. Seconded by Engel.

Motion carried 7-0

Consent Agenda Items:

**Minutes:** Approval of the March 9, 2020 regular meeting minutes  
Approval of the March 23, 2020 special meeting minutes  
Approval of the March 23, 2020 work session minutes

**Financial Reports:** Approval of the March financial reports.

**Payment of Bills:** Approval of the following April bills.

General Fund - \$133,959.59  
Prepaid General Fund – \$19,651.82  
Schoolhouse Fund - \$95,929.46  
Activity Fund - \$6,714.47  
Prepaid Activity Fund - \$6,893.00  
Lunch Fund - \$12,865.00

Golden made a motion to approve the items on the consent agenda. Seconded by Butler.

Motion carried 7-0

Receive Visitors: None

The third year settlement in a 3 year contract with the Highland Education Association was presented. The increase for the 2020-21 school year is 3.00%, or \$120,748.

Engel made a motion to approve \$335 on base, plus movement for a total cost of \$120,748 including all certified staff teaching contracts and additional hours, sponsor and coaching contracts. Seconded by Holden.

Motion carried 7-0

Butler made a motion to approve the Proposal of Services for Dr Mike Jorgensen including 3 visits for the 2020-2021 school year. Seconded by Engel.

Motion carried 6-1  
Allen opposed

Golden made a motion to approve the resolution concerning pandemic response to continue to pay the hourly non exempt employees through April 30<sup>th</sup>. Seconded by Engel.

Motion carried 7-0

Engel made a motion to approve the resolution stating the suspension of board policy 601.1 regarding minimum number of school days/hours. Seconded by Butler.

Motion carried 7-0

Holden made a motion to change the Wednesday school day dismissal time from 1:50 pm to 2:00 pm starting next school year. Seconded by Butler.

Motion carried 7-0

Engel made a motion to receive and file the 2019-20 budget amendment estimate; publish it in The News on April 23, 2020; to set the public hearing for May 11, 2020 at 6:00 pm; and to certify the budget amendment by May 31, 2020 as required by law. Seconded by Holden.

Motion carried 7-0

Mr Crawford went over changes on board policies 405.6 – Assignment, 405.7 – Transfers, 405.8 – Certified Employee Evaluation, 405.9 – Probationary Status, 406.1- Salary Schedule, 406.2 – Salary Schedule Advancement. These policies will be brought back to the next meeting for the second reading.

Butler made a motion to approve board policies 403.6, 403.6E1, 403.6E2, 403.6E3, 404.1, 404.R1, 405.1, 405.2, 405.3, 405.4, 405.5. Seconded by Engel.

Motion carried 7-0

403.6	Drug & Alcohol Testing Program
403.6E1	Drug & Alcohol Testing Program Notice to Employees
403.6E2	Drug & Alcohol Program & Pre-Employment Testing Acknowledgment Form
403.6E3	Drug & Alcohol Program & Pre-Employment Testing Written Consent to Share Information
404.1	Employee Conduct and Appearance
404.R1	Code of Professional Conduct and Ethics Regulation
405.1	License Employee Defined
405.2	Licensed Employee Qualifications, Recruitment, Selection
405.3	Licensed Employee Individual Contracts
405.4	Licensed Employee Continuing Contracts
405.5	Licensed Employee Work Day

Holden made a motion to approve the personnel items. Seconded by Butler.

Motion carried 7-0

Resignations:

Emily Hegenbart – High School Volleyball Co-Head Coach  
 Rachel Hutten - .5 Football Cheer Sponsor  
 Tiffany Bressler - .5 Football Cheer Sponsor  
 Basketball Cheer Sponsor

Appointments:

Andrew McDonald – Band Instructor – BA (0)  
 Instrumental Music Sponsor – 14%  
 Amanda Carlo – High School/Middle School Math Teacher – BA+16 (2)  
 Mandi Lueck – High School/Middle School Science Teacher – MA (4)

Modifications:

Gina Trower – From Co-Head Volleyball Coach to Head Volleyball Coach – 16%

Report of Board & Administration:

Kathy Butler stated there may be a possible Robotics tournament this summer possibly in July at the casino.

Angela Hazelett – Principal report included in the packet.

Jane O’Leary – Distance learning is up and going, 23 devices have been checked out and 6 hot spots have been requested. Hoping to get all students on i-Ready reading and math and to continue this through the summer. Students, teachers and families are all working hard.

Sue Rich – Continuing on as normal as possible in these unusual circumstances.

Ken Crawford – The meals are going along very well with 335 sacks being prepared for every Monday and Wednesday. Over 10,000 meals have been prepared so far. The Senior recognition by Mr Ball has been very nice. There are currently 5 alerts on the website right now that are all important information. Kudos to the River City Church who are donating hot spots when they become available. We will wait to add a 3<sup>rd</sup> custodian until August when school starts up again.

A work session will be held on Monday, April 27, 2020 at 5:00 pm in the high school board room.

The next regular board meeting is scheduled for Monday, May 11, 2020 at 6:00 p.m. in the high school board room.

Engel made a motion to adjourn at 7:06 p.m. Seconded by Holden.

Motion carried 7-0

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.

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PRESIDENT, NATE ROBINSON

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SECRETARY, SUE E RICH