

HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
January 9, 2023

The Board of Trustees of Joint School District #305 met in regular session in the library of the school. Present were Trustees Nesbitt, Goeckner, Mendenhall, Smith, and Knowlton. Also attending was Clerk Weeks and Superintendent Kellogg. There were as many as 14 in the audience.

Trustee Smith opened the meeting at 7:00pm. 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 Goeckner seconded the motion. A vote was taken and the motion passed. Trustee Smith then presided over the meeting.

Trustee Knowlton moved to keep the regular board meetings on the second Monday of each month at 7:00pm in the library of the school. Trustee Mendenhall seconded the motion which was passed.

Trustee Mendenhall 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 Knowlton 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 #35106, 35108, 35111, 35113 – 35128, 35131-35143 totaling \$89,241.84.

The Personnel Report included the following item: Position Change – Middle School Teacher to 5th Grade Teacher – Susan Cimino.

A vote was taken and the motion passed.

The matter of the emergency closure due to snow on December 15, 2022 was presented to the board. Trustee Knowlton moved and Trustee Nesbitt seconded to approve the emergency closure as presented. A vote was taken and the motion passed.

The Third Reading of Policy 300.43 - Evaluation of Certificated Employees was presented to the board. Trustee Mendenhall moved and Trustee Knowlton seconded to approve the policy as presented. A vote was taken and the motion passed.

The resignation of Jamy Henderson, 5<sup>th</sup> Grade Teacher, effective January 12, 2023, was presented to the board. Trustee Knowlton moved and Trustee Mendenhall seconded to accept the resignation as presented. A vote was taken and the motion passed.

The Re-Hire of Becky Finnell as Assistant Junior High Volleyball Coach was presented to the board. Trustee Knowlton moved and Trustee Goeckner seconded to approve the re-hire as presented. A vote was taken and the motion passed.

Principal Finnell reviewed topics in her report.

- Winter Concerts and Christmas Play went well
- Finals week is underway
- Senior projects are on track

Superintendent Kellogg let her report stand as presented but pointed out the upcoming Day on The Hill.

Trustee Smith then read a statement for the audience that, in essence, their concerns are being addressed and requested patience with the process.

Trustee Smith then 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  
March 13, 2023

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:02pm. Present were Trustees Goeckner, Smith, and Knowlton. Trustees Nesbitt and Mendenhall were absent. Also attending was Clerk Weeks and Superintendent Kellogg. The audience included Becky Finnell, Nicole Kinzer, and Aaron Kinzer. A quorum was not present for the February 13 meeting so no meeting was held.

Trustee Knowlton 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 #35144-35148, 35152-35206, 35209 – 35252, totaling \$231,920.00. The Personnel Report included the following item: Certified Hire – Junior High Teacher – Mathu Thomason and Classified Hire – Assistant Girls Basketball Coach – Jill Moddrell.

A vote was taken and the motion passed.

The New Hire of Mathu Thomason as Junior High Teacher was presented to the board. Trustee Knowlton moved and Trustee Goeckner seconded to approve the hire as presented. A vote was taken and the motion passed.

The matter of the emergency closure due to snow on February 22, 2023 was presented to the board. Trustee Knowlton moved and Trustee Goeckner seconded to approve the emergency closure as presented. A vote was taken and the motion passed.

Principal Finnell reviewed topics in her report.

- A successful LC Activity Night
- Student Clubs Update
- CTE Added Cost Funding application submitted

Superintendent Kellogg let her report stand as presented but pointed out a couple of bills going through the Legislature.

Trustee Smith then declared the meeting adjourned at 7:23pm.

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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 10, 2023

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:07pm. Present were Trustees Smith and Knowlton, Trustee Goeckner attended via phone. Trustees Nesbitt and Mendenhall were absent. Also attending was Clerk Weeks and Superintendent Kellogg. The audience included Becky Finnell and Danette Horrocks.

Trustee Knowlton 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 #35254-35293, totaling \$61,956.42. A vote was taken and the motion passed.

Two drafts of the 2023-2024 school calendar were presented for review. Draft C with a start date of August 30, 2023 and an end date of June 6, 2024 was the most popular. Trustee Knowlton moved to approve Draft C. Trustee Goeckner seconded the motion which was passed.

The revised Safe Return to In-Person Instruction and Continuity of Services Plan (Pandemic Operations Plan) was presented to the board. Trustee Knowlton moved and Trustee Goeckner seconded to approve the updated plan as presented. A vote was taken and the motion passed.

Principal Finnell let her report stand as presented but pointed out ISAT testing is starting soon.

Superintendent Kellogg let her report stand as presented but pointed out a couple of bills that passed the Legislature.

Trustee Smith then declared the meeting adjourned at 7:30pm.

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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 8, 2023

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 Smith, Knowlton, Goeckner, Nesbitt and Mendenhall. Also attending was Clerk Weeks and Superintendent Kellogg. The audience included Becky Finnell.

Trustee Mendenhall 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 #35269-35344, totaling \$153,168.56.

The Personnel report of the consent agenda included the following.

- Resignation - Brenda Stigum – Paraprofessional
- Resignation – Becky Finnell – Assistant Junior High Volleyball Coach
- New Hire – Gail Lowe - Paraprofessional

A vote was taken and the motion passed.

The First Reading of Policy 460.0 – Wellness was presented to the board. After discussion of the minimal changes, Trustee Knowlton moved to dispense with a second reading and approve the policy changes as presented. Trustee Nesbitt seconded the motion which was passed.

A proposal from Fusion Concrete to repair concrete around the school grounds was presented to the board. It has been challenging to get a real quote or a quote at all for this repair work. The proposal received was detailed for each area to be repaired. Trustee Knowlton moved to approve the concrete proposal as presented. Trustee Mendenhall seconded the motion which was passed.

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

The football team will be attending a camp outside Idaho next month. Trustee Knowlton moved and Trustee Goeckner seconded to approve the use of football equipment at the camp. A vote was taken and the motion passed.

Principal Finnell let her report stand as presented but pointed out ISAT testing is done with a little delay by a power outage that took down the internet. Also, junior high and high school lunches will be split next year.

Superintendent Kellogg let her report stand as presented but talked about the Prevention Conference she attended last week.

Trustee Knowlton moved and Trustee Nesbitt 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 7:27pm. The tenor of the executive session was personnel. Trustee Mendenhall moved and Trustee Goeckner seconded to leave executive session. A vote was taken and the motion passed at 9:26pm.

Trustee Mendenhall moved that the Board not reissue a contract to employee A for the 2023-2024 School Year and further to issue a Notice to the employee consistent with the administrative recommendation and discussion of the Board from Executive Session. Trustee Goeckner seconded the motion which was passed.

Trustee Knowlton moved and Trustee Mendenhall seconded to approve the Superintendent Evaluation with one minor change. A vote was taken and the motion passed.

Trustee Smith then declared the meeting adjourned at 9:32pm.

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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 12, 2023

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:02pm. Present were Trustees Smith, Knowlton, Mendenhall, and Nesbitt. Trustee Goeckner was absent. Also attending was Clerk Weeks and Superintendent Kellogg. The audience included Becky Finnell. Trustee Smith presided at the meeting.

Trustee Mendenhall moved that the consent agenda be approved as presented. Trustee Knowlton seconded the motion. The consent agenda included minutes of the last meeting, certain current bills of this school district to be paid as presented: checks #35347 – 35350, 34353-34400 totaling \$161,742.54 and the personnel report which included the following.

Certified

Mathu Thomason – 7/8 classroom teacher  
Jessica Dahlin – 5<sup>th</sup> grade classroom teacher

Classified

Gail Lowe – Paraprofessional

Athletics

Amy Arnzen – HS Volleyball  
Shandrie Stigum – JH Volleyball  
Mathu Thomason – HS Girls Basketball/AD assistant  
Jill Moddrell – JH Girls Basketball  
Monty Moddrell – HS Football/HS Boys Basketball  
John Roeller – JH Football  
Karl Wilson – JH Boys Basketball  
Bill Gehring – HS Track  
Kaleigh Poxleitner – JH Track

A vote was taken and the motion passed.

The Budget Hearing for the Amended 2022-2023 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 2023-2024 Budget was held. Clerk Weeks reviewed selected parts of the budget, highlighting various changes. Notable changes in the budget included increases in State funding and updates to other funds. Trustee Knowlton moved and Trustee Nesbitt seconded to approve the Amended 2022-2023 Budget and 2023-2024 Budget as presented. A vote was taken and the motion passed.

The Master Agreement for the 2023-2024 School Year was presented to the board. The Association proposed an 8.25% increase on the base, an increase of \$50 for classroom supply money from \$400 to \$450 and to not change health insurance. All proposals were agreed to. The Highland Education Association has approved and signed the document. Trustee Mendenhall moved and Trustee Knowlton seconded to approve the 2023-2024 Master Agreement as presented. A vote was taken and the motion passed.

The following list of Returning Certified Staff returning for the 2023-2024 School Year was presented to the board.

Certified Staff Returning for 2023-24 School Year

Tana Kellogg – Superintendent – 2 Year Contract – 7/2023-6/2025  
 Becky Finnell - Principal

Michele	Anderson
Cowan	Chris
Gehring	Bill
Horrocks	Danette
Horrocks	Fallon
Lunders	Garrett
McFall	William
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
Photography	Shandrie Stigum

Coach Staff

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



## Class Advisors

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

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

Trustee Knowlton moved and Trustee Mendenhall seconded to approve the Memorandum of Understanding with Lapwai School District for Business Services for the 2023-2024 Fiscal Year. A vote was taken and the motion passed.

An Attorney-Client Fee Contract with Frantz Law Group was presented and reviewed by the board. Trustee Knowlton made the following motion. Whereas the Board recognizes that juvenile's access and use of social media is a national and local problem which is alleged to have contributed to the mental health crisis, including students of the District, which likewise impacts the operation of the District; and whereas multi-district litigation is pending against multiple social media companies, in Federal Court; and whereas the Board, having considered the inclusion of the District in this multi-district litigation and having found it to be in the best interest of the District and its students, I hereby move that the Board take all necessary steps to join this lawsuit as a Plaintiff and hereby authorize and direct the Board's Chairman and/or the Superintendent to execute all necessary documents to that end.

Trustee Mendenhall seconded the motion which was passed.

Trustee Smith gave a recap of the board work session that was held on June 5. Board Goals were discussed and nicely recounted in an email from the facilitator, Phil Gore of ISBA. This email will be sent to trustees and further workshop dates will be discussed at the July meeting.

Principal Finnell reviewed her report which included the following topics.

- E-enrollment and registration in Powerschool
- Classwork for her Principal endorsement will be completed this summer.
- Data overview of the year just ended.

Superintendent Kellogg review her report which included the following topics.

- Meetings that have kept her busy
- Summer Maintenance

Trustee Mendenhall moved and Trustee Nesbitt seconded to enter executive session under Idaho Code Section 74-206(1)(b) to consider the evaluation or disciplining of a district employee. A roll call vote was taken with all four members present voting aye at 8:16pm. The general tenor of the session was as stated in the motion. At 8:37pm, Trustee Knowlton moved and Trustee Nesbitt seconded to leave executive session. A vote was taken and the motion passed.

Trustee Smith declared the meeting adjourned at 8:37pm.

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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 14, 2023

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 Smith, Knowlton, Mendenhall, and Goeckner. Trustee Nesbitt was absent. Also attending was Superintendent Kellogg and Clerk Weeks. No one was in the audience.

Trustee Mendenhall 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 #35403 – 35443 totaling \$42,627.78 and checks \$35446-35450, 35452, 35454-35502 totaling \$207,168.99. The personnel report included the following.

Resignation – Custodian – Peggy Paul  
– Volleyball Coach – Amy Arnzen

Athletic Hires – Volleyball Coach (change from Assistant) – Kaleigh Poxleitner  
– Cross Country Coach – Dan Smith

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

Dan Coleman of Quest CPAs was on hand by telephone to present the Audit Report for the 2022-2023 Fiscal Year. He highlighted various items, the fast turnaround, and that the audit opinion is clean. Trustee Knowlton moved and Trustee Goeckner seconded to approve the Audit Report as presented. A vote was taken and the motion passed.

The trustee election filing period was noted. Three positions are up this year, Zones 1, 3, and 4.

The calendar was reviewed regarding graduation. More discussion will be held and brought back next month.

The athletic budgets were reviewed. This included the district budget and ASB accounts.

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

The Securing Our Future Grant was presented to the board. Trustee Knowlton moved and Trustee Mendenhall seconded to approve applying for this grant. A vote was taken and the motion passed.

The matter of adopting the 2018 Special Education Manual was presented to the board. Trustee Mendenhall moved and Trustee Knowlton seconded to adopt the 2018 Special Education Manual. A vote was taken and the motion passed.

A discussion was held about when to schedule another Board Workshop to work on the Superintendent goals and evaluation. Trustees will consult their schedules for the second and third weeks of September and get back to Clerk Weeks with available dates.



HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
September 11, 2023

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 7:05pm. Present were Trustees Smith, Knowlton, and Goeckner. Trustees Mendenhall and Nesbitt were absent. Also attending was Superintendent Kellogg and Clerk Weeks. Gail Lowe and Keith Parks were in the audience for a time.

Trustee Knowlton 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 #34503 – 34505, 34507-34549 totaling \$79994.30. The personnel report included the following.

Classified Hires – Paraprofessional – Darah Brammer  
– Paraprofessional – Daphne Hanson

Athletic Resignation – Junior High Boys Basketball Coach – Karl Wilson

A vote was taken and the motion passed.

Gail Lowe was on hand to introduce Keith Parks, the new manager at Harlow's. They presented the bus routes and no changes were noted for the new school year. Trustee Knowlton moved and Trustee Goeckner seconded to approve the bus routes as presented. A vote was taken and the motion passed.

The Continuous Improvement Plan for the 2023-2024 School Year was presented to the board. Superintendent Kellogg talked about minor changes and covered metrics. Trustee Goeckner moved and Trustee Knowlton seconded to approve the CIP as presented. A vote was taken and the motion passed.

The Second Reading of the following policies was held.

- Parental Rights Policies - 3#
- Facilities Separated by Sex
- Required Elementary Instruction Offerings

Trustee Knowlton moved to approve the Parental Rights Policies and the Required Elementary Instruction Offerings policy. The Facilities Separated by Sex policy will be brought back after litigation is settled. Trustee Goeckner seconded the motion which was passed.

The matter of scheduling the next board workshop was discussed. It is planned to be held on September 18.

Principal Finnell touched on her report.

Superintendent Kellogg let her report stand as presented

Trustee Smith attended a Lewis County Co-Op committee meeting and talked about the discussion that was held. The manual was reviewed and will be the subject of possible updates.

Trustee Smith declared the meeting adjourned at 8:03pm.

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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 9, 2023

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 Smith, Mendenhall, and Goeckner. Trustees Knowlton and Nesbitt 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 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 #34553 – 34592, totaling \$97,438.27. A vote was taken and the motion passed.

The Idaho School Boards Association 2023 resolutions were available for review and lightly discussed.

No one filed to run for the trustee position for Zone 1. Trustee Mendenhall moved and Trustee Goeckner seconded to declare a vacancy in Zone 1 as of January 1, 2024. A vote was taken and the motion passed.

The First Reading of the following policies was held.

- Policy 506 - Library and Resource Center Materials
- Policy 506 F1 - Library Materials Comment Form

The policies will be on the November agenda for a second reading.

Principal Finnell touched on her report. She noted that she went to the Idaho Principals Network Mentoring project last week. She also discussed the testing data in her report which showed promising growth for some cohorts.

Superintendent Kellogg, in addition to her report, noted that the Soils team qualified for State in Burley. They leave this week. She also inquired about building use and the consensus was that there should continue to be no restriction on outside groups using the building at this time.

Trustee Smith declared the meeting adjourned at 7:22pm.

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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 13, 2023

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 Smith, Knowlton, and Mendenhall. Trustees Goeckner and Nesbitt were absent. Also attending was Superintendent Kellogg and Clerk Weeks. Becky Finnell, Julie Yochum, Josette Nebeker, Hannah Smith, and Shaylee Stamper were 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: checks #34598–34602 and checks 34608–34651, totaling \$120,492.49. The personnel report included the following.

Athletic Hire – Junior High Boy’s Basketball Coach – Heath Fuller

A vote was taken and the motion passed.

Two FFA members were on hand to discuss their trip to the FFA National Convention in Indianapolis.

Julie Yochum, First Grade Teacher, talked about the impact of the Launchpad program on reading growth.

The Second Reading of the following policies was held.

- Policy 506 - Library and Resource Center Materials
- Policy 506 F1 - Library Materials Comment Form

Trustee Mendenhall moved and Trustee Knowlton seconded to approve the policies with some recommended changes. A vote was taken and the motion passed.

Principal Finnell touched on her report. Highlights included the following.

- Received a notice of compliance from the State Department of Education on evaluations
- A curriculum committee is being formed to look at new math curriculums
- Parent attendance at parent-teacher conferences was 92% for elementary

Superintendent Kellogg let her report stand as presented. She talked about her meeting with the three legislators representing our area. Topics discussed were library bills, voucher proposals, and the impact of going from enrollment to attendance based reporting.

Trustee Smith declared the meeting adjourned at 7:45pm.

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Board Chair

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Clerk

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Date



HIGHLAND JOINT SCHOOL DISTRICT #305  
School Board Minutes  
Regular Meeting  
December 11, 2023

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 Smith, Knowlton, Mendenhall, and Goeckner. Trustee Nesbitt was absent. Also attending was Superintendent Kellogg and Clerk Weeks. No one was in the audience.

Trustee Mendenhall 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 #34659–34693, totaling \$70,899.46. The personnel report included the following.

Athletic Hire – Girl’s Assistant Basketball Coach – Jill Moddrell

A vote was taken and the motion passed.

There has been a request to donate three sewing machines to the Winchester Community Library. The machines have not been used in class in over ten years. The value of each machine is under \$500. The consensus was that was a good plan. No action was required or taken.

No one has yet to express interest in filling the Zone 1 seat. The 90-day mark is January 7. It is possible that an applicant from any zone could be appointed at the regular meeting on January 8.

Superintendent Kellogg touched on several items in her report.

- Superintendent goals
- Reviewing possible new math curriculum
- the TV in the gym lobby is working again
- Preschool, 3+ years, possibilities

Trustee Smith declared the meeting adjourned at 7:25pm.

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Board Chair

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Clerk

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Date