

Highland Local School District - Regular Meeting

Highland Local School District Board of Education

Middle School Robotics Room

Wednesday, July 19, 2023

6:00pm - 8:00pm

Present: Nate Huffman, Superintendent; John Messmer, Board President; Bill Short, Board Vice President; Eric Thacker, Board Member; Burgess Castle, Board Member; Kathy Belcher, Board Member; Jason Fleming

Absent: Jessika Roberts, Assistant Treasurer

1 Call to Order

President

Minutes:

Mr. Messmer called the meeting to order at 6:00 pm.

Attachments:

2 Pledge of Allegiance

President

Minutes:

Mr. Messmer led the Pledge of Allegiance.

Attachments:

3 Roll Call

President

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Minutes:

Mr. Messmer called roll.

Mr. Castle and Mr. Thacker were not present for roll call but arrived at approximately 6:05 pm.

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Kathy Belcher, Board Member	X		

Attachments:

4 Approve Minutes

Resolution to approve the minutes for the June 14, 2023 Regular Board of Education Meeting as presented

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-174 Approve Minutes

Motioned: Bill Short

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Kathy Belcher, Board Member	X		

Attachments:

[00.02 Regular Meeting 06.14.2023.pdf](#)

5 Approve Financial Statements

Mr. Fleming

Resolution to approve the June 2023 Financial Statements as presented.

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-175 Approve Financial Statements

Motioned: Kathy Belcher

Seconded: Bill Short

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Kathy Belcher, Board Member	X		

Attachments:

[Appropriation Summary Report June 2023.pdf](#)

[Cash Reconciliation.pdf](#)
[Cash Summary Report June 2023.pdf](#)
[Disbursement Summary Report June 2023.pdf](#)
[Current Period Outstanding Disbursement Summary Report 6.30.2023.pdf](#)
[Monthly Board Reports June 2023.xlsx](#)
[Revenue Summary Report June 2023.pdf](#)
[Revenues and Expenditures Report By Cash Account June 2023.pdf](#)

6 Public Participation

Community

In order for the Board to fulfill its obligation to complete the planned agenda in an effective and efficient manner, a maximum of 30 minutes of public participation may be permitted at each meeting.

Each person addressing the Board shall give his/her name. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes has elapsed. During that period, no person may speak twice until all who desire to speak have had the opportunity. Persons desiring more time should follow procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board present and voting.

Minutes:

Mr. Steck gave the Board an update on the status of the land the district donated to the fire department.

Jennifer Miller asked about the Equity for Each 2022 Grant and hiring an Assistant Robotics Coach.

Attachments:

7 Accept Resignation Letters From Personnel

Resolution to approve

Betsy Carpenter	HS English Teacher
Ariel Gough	ES Teacher
Suzanne Kochheiser	Curriculum Director

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-176 Accept Resignation Letters From Personnel

Motioned: John Messmer

Seconded: Bill Short

Voter	Yes	No	Abstaining
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John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Betsy Carpenter Letter.pdf](#)

[Ariel Gough Letter.pdf](#)

[Kochheiser Letter of Resignation.pdf](#)

8 Accept Disability Letter From Personnel

Resolution to approve disability for the following personnel.

Todd Belcher Head of Maintenance

Roll Call: Kathy Belcher Burgess Castle John Messmer William Short Eric Thacker

Result: Approved

Resolution: 23-07-177 Accept Disability Letter From Personnel

Motioned: Eric Thacker

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member			X

Attachments:

[Todd Belcher Letter.pdf](#)

9 Assistant Athletic Director Salary Schedule

Resolution to approve the Assistant Athletic Director Salary Schedule.

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-178 Assistant Athletic Director Salary Schedule

Motioned: Eric Thacker

Seconded: Bill Short

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Asst AD Salary Schedule.xlsx](#)

10 Employ Classified Personnel by One (1) year contract

Resolution to approve

Julie McLeod Permanent Sub Aide (Step 5)

Matt Loughman Elementary Custodian (Step 0)

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-179 Employ Classified Personnel by One (1) Year Contract

Motioned: John Messmer

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		

Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Resume Julie McLeod.pdf](#)

11 Employ Certified Personnel By One (1) Year Contract

Resolution to approve

Marsha Welle	HS English	(BA Step 5)
Alyssa Marshall	ES Teacher	(BA Step 0)
Dakota Nicholson	HS Long Term Sub	(BA Step 0)
Scott Wetzel	HS Health Teacher	(MA Step 4)

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-180 Employ Certified Personnel By One (1) Year Contract

Motioned: Kathy Belcher

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Marsha Welle Letter.pdf](#)

[Alyssa Marshall Resume.pdf](#)

12 Approve Certified Administrator by One (1) Year Contract

Resolution to approve

Gar Keen Assistant Athletic Director (Step 0)

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-181 Approve Certified Administrator by One (1) Year Contract

Motioned: Bill Short

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Gar Keen Letter.pdf](#)

13 Approve End of School Year Work Payment

Resolution to approve extended school year work at the teacher's hourly rate for the following personnel.

Becky Scott

Monica Ellis

Kelsey Penrod

Leslie Reid

Tarren Woodruff

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-182 Approve End of School Year Work Payment

Motioned: Bill Short

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member			X
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

14 Employ Certified Personnel For Summer School

Resolution to approve certified personnel at their hourly rate for summer school effective the first day worked.

Katie Pauley

HS Guidance Counselor

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-183 Employ Certified Personnel For Summer School

Motioned: Eric Thacker

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

15 Employ Certified Personnel Testing Coordinator

Resolution to approve certified personnel at their hourly rate for testing coordinator effective the first day

worked.

Michelle Hudson

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-184 Employ Certified Personnel Testing Coordinator

Motioned: Eric Thacker

Seconded: Kathy Belcher

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

16 Approve Additional Teacher Periods

Resolution to approve an additional period of teaching for the 2023-2024 school year.

Corey Strinka

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-185 Approve Additional Teacher Periods

Motioned: Eric Thacker

Seconded: Bill Short

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

17 Approve Student Handbooks

Resolution to approve student handbooks for the 2023-2024 school year.

Pre-School Student Handbook

Elementary Student Handbook

High School Student Handbook

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-186 Approve Student Handbooks

Motioned: Eric Thacker

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Highland Elementary Student Handbook 2023-2024 .pdf](#)

18 Athletic Handbook

Resolution to approve the Athletic Handbook for the 2023-2024 school year.

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-187 Athletic Handbook

Motioned: Eric Thacker

Seconded: Bill Short

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[Athletic Handbook 2023 Updated.pdf](#)

19 Approve Extended Service Days

Resolution to approve extended service days for the 2023-2024 school year.

Kathleen Pauley	High School Guidance Counselor	20 Days
Jordan Kennedy	High School Guidance Counselor	20 Days
Brianne Jaynes	Middle School Guidance Counselor	20 Days
Lynn Thompson	Middle School Dean of Students	5 Days
Joseph Smith	High School Ag Science Teacher	50 Days
Sarah Reynolds	High School Ag Business Teacher	35 Days
Amy Arnett-Tomsak	Instrumental Music Director	25 Days

Kayla McMurry	Elementary Music Teacher	1 Day
Chad Russell	Middle School Robotics	15 Days
Luke Burton	High School Robotics	15 Days

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-188 Approve Extended Service Days

Motioned: John Messmer

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

20 Employ By Supplemental Contract

Resolution to approve the following certified personnel for supplemental contract

Chris Rupe	Fall Facilities Manager (Split)
Aaron Shipley	Fall Facilities Manager (Split)
Stacey Beck	Volunteer Cheer Coach

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-189 Employ By Supplemental Contract

Motioned: Eric Thacker

Seconded: Kathy Belcher

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

21 District Office Administrative Assistant Salary Schedule

Resolution to approve no changes to the District Office Administrative Assistant Salary schedule for FY2024; steps and pay to remain at FY23 levels.

Roll Call: Kathy Belcher_____ Burgess Castle_____ John Messmer_____ William Short_____ Eric Thacker_____

Result: Approved

Resolution: 23-07-190 District Office Administrative Assistant Salary Schedule

Motioned: Bill Short

Seconded: John Messmer

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[District Office Administrative Assistant Salary Schedule.xlsx](#)

22 Stipend for Cell Phone Usage

Resolution to approve a \$600 cell phone stipend for the following personnel for the 2023-2024 school year for using their own personal cell phones for school business.

Nathan Huffman	Chadwick Carpenter
Shawn Winkelfoos	Ty Stover
Matthew Bradley	Caleb Duncan
Jessica Litzenberg	Amy Randolph
Michael DeLaney	Dana Lehman
Christine Scaffidi	Derek Bower
Kenneth Disbennett	Gar Keen
Russ Balsinger	

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-191 Stipend for Cell Phone Usage

Motioned: Bill Short

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

23 PreK Change Order #4

Resolution to approve change order #4 for the PreK addition effective 6/23/2023.

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-192 PreK Change Order #4

Motioned: Bill Short

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

[00.04 HighlandCO4.pdf](#)

24 Appropriations

Resolution to approve an increase in appropriations for fund 004 to \$1,474,591.

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-193 Appropriations

Motioned: Kathy Belcher

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		

Kathy Belcher, Board Member	X		
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Attachments:

25 Transfer of Funds

Resolution to approve the following transfer of funds prior to June 30, 2023 as detailed in the approved May Five Year Forecast.

Transfer From:

General Fund 001-0000 \$390,000

Transfer To:

School Bus Purchase fund 001-9001 \$90,000

Budget Reserve Fund 001-9098 \$100,000

Technology Replacement Fund 001-9002 \$150,000

Permanent Improvement Fund 003-9016 \$50,000

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Result: Approved

Resolution: 23-07-194 Transfer of Funds

Motioned: Eric Thacker

Seconded: Bill Short

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

26 Move from Regular to Executive Session

WHEREAS, as a public board of education may hold an executive session only after a majority of a quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

1. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual.
2. To consider the purchase of property for public purposes or for the sale of property at competitive bidding.
3. Conferences with an attorney for the board of education concerning disputes involving the board of education that are the subject of pending or imminent court action.
4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
5. Matters required to be kept confidential by federal law or rules or state statutes.
6. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law.

Therefore,

BE IT RESOLVED, that the Highland Local Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on item(s) _____ as listed above.

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Minutes:

Mr. Short moved and Mr. Mr. Thacker seconded the motion to enter into executive session at 6:50 pm to discuss items #1 and #2 above.

Result: Approved

Resolution: 23-07-195 Move from Regular to Executive Session

Motioned: Bill Short

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments:

27 Regular Session Reconvened

Minutes:

Regular session reconvened at 8:00 pm.

Attachments:

28 Adjourn this Meeting and Confirm Next Meeting Date

Resolution to adjourn this meeting and schedule the next meeting of the Highland Local School District Board of Education to be held Wednesday, August 9, 2023 at 6:00 p.m. in the middle school robotics room.

Roll Call: Kathy Belcher _____ Burgess Castle _____ John Messmer _____ William Short _____ Eric Thacker _____

Minutes:

Meeting was adjourned at 8:01 pm.

Result: Approved

Resolution: 23-07-196 Adjourn this Meeting and Confirm Next Meeting Date

Motioned: Bill Short

Seconded: Eric Thacker

Voter	Yes	No	Abstaining
John Messmer, Board President	X		
Bill Short, Board Vice President	X		
Eric Thacker, Board Member	X		
Burgess Castle, Board Member	X		
Kathy Belcher, Board Member	X		

Attachments: