

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
January 13, 2025

The Board of Trustees of Joint School District #305 met in regular session in the library of the school. Present were Trustees Mendenhall, Smith, and Knowlton. Trustees Goeckner and Arnzen were absent. Also attending was Clerk Weeks and Superintendent Kellogg. There was no one in the audience.

Clerk Weeks opened the meeting at 6:01pm.

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 Mendenhall seconded the motion. A vote was taken and the motion passed. Trustee Smith then presided over the meeting.

Trustee Mendenhall moved to keep the regular board meetings on the second Monday of each month but to change the time to 5:30pm in the library of the school. The possibility of holding meetings during the summer in the morning was discussed. Trustee Knowlton seconded the motion which was passed.

Trustee Knowlton 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 Mendenhall seconded the motion which was passed.

The Code of Ethics was presented to the Trustees. Each Trustee present 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. A vote was taken and the motion passed.

Under the Finance Topic, Clerk Weeks reported on the proposed Discretionary Funding calculation updates. Under the proposal, Highland would be held harmless rather than receive a stronger increase like most school districts in the State.

Superintendent Kellogg let her report stand as presented but talked about the upcoming Supplemental Levy.

Trustee Smith then declared the meeting adjourned at 6:40pm.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
February 10, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 5:30pm. Present were Trustees Smith, Knowlton, Mendenhall, and Arnzen. Also attending was Superintendent Kellogg and Clerk Weeks. There was one person in the audience.

Trustee Arnzen 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.

Under the Finance Topic, Clerk Weeks reviewed a handout regarding the cost per \$1,000 for our supplemental levy. If the board considers raising the levy, the cost per \$1,000 would be similar to two years ago due to increasing values and property tax relief.

Trustee Andy Goeckner submitted a letter of resignation from his Zone 2 position on January 24. Trustee Mendenhall moved and Trustee Knowlton seconded to accept his resignation and declare a vacancy for Zone 2. A vote was taken and the motion passed.

The First Reading of Policy 2385 – English Learners Program was held. A sentence had to be added as a result of the recent Federal Programs Review. Trustee Knowlton moved and Trustee Mendenhall seconded to dispense with a second reading and approve the policy as presented. A vote was taken and the motion passed.

Principal Finnell gave an update on current happenings.

- Basketball
- Evaluations are underway
- Student activities with BPA, FFA, and Music
- Schweitzer Day Upcoming
- Possible Activity Night

Superintendent Kellogg gave a review of School Choice legislation under consideration. Otherwise, she let her report stand as presented.

Trustee Arnzen moved and Trustee Mendenhall seconded to enter into executive session as provided under Idaho Code Section 74-206 (1) (b). A roll call vote was taken with all four board members present voting aye at 6:01 pm. The general tenor of the executive session was discussion of student issues. After hearing all parties, Trustee Smith then read the following statement. It is the decision of the Board of Trustees that the explicit conditions allowing Student A to return to school after the November 4, 2024 decision have one modification. Failure to comply with any of the prescribed conditions will result in an immediate additional expulsion hearing. Trustee Knowlton moved and Trustee Arnzen seconded to approve the decision. A roll call vote was taken with all four members voting aye and the motion passed. Trustee Arnzen moved and Trustee Knowlton seconded that the board leave executive session and reconvene in regular session. A vote was taken and the motion passed at 7:16 pm.

Trustee Smith declared the meeting adjourned at 7:16pm.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
March 10, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 5:30pm. Present were Trustees Smith, Mendenhall, and Arnzen. Trustee Knowlton was absent. Also attending was Superintendent Kellogg and Clerk Weeks. There was one person in the audience.

Trustee Arnzen 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.

Under the Finance Topic, Clerk Weeks reviewed a handout regarding the status of the state funding from Salary Based Apportionment. Overall, the district is ahead over what was budgeted.

An Emergency Closure was called due to adverse weather on February 5. Trustee Mendenhall moved and Trustee Arnzen seconded to approve the emergency closure. A vote was taken and the motion passed.

The matter of setting the election for the Supplemental Levy for the 2025-2026 fiscal year was presented to the board. A discussion was held about the need to consider increasing the levy. Costs and needs of students have increased at a rate greater than can be sustained. Trustee Arnzen moved to set the Supplemental Levy amount at \$599,000 for an election to be held on May 20, 2025. Trustee Mendenhall seconded the motion which was passed.

The 2025-2026 calendar was presented to the board. The 2025-2026 calendar would have school starting on August 25 and ending on June 3 for grades 7-11. Grades K-6 and grade 12 would be done on May 28. The seniors would have two senior project days on March 13 and April 24. Also, there would be a two-week holiday break. Spring Break would be a week earlier due to State FFA. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the 2025-2026 calendar as presented. A vote was taken and the motion passed.

Superintendent Kellogg gave a review of legislation under consideration. She also talked about the Powerschool Class Action lawsuit being filed. The consensus of the board was to participate in the class action.

Trustee Smith declared the meeting adjourned at 6:15pm.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
April 14, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 5:30pm. Present were Trustees Smith, Knowlton, Mendenhall, and Arnzen. Also attending was Superintendent Kellogg and Clerk Weeks. The audience included Becky Finnell, Margaret Robinson, Michele Anderson, Samantha Evans, Daphne Hanson, Josette Nebeker, Shandrie Stigum, Levi Bovey, Michelle Bovey, Kaleigh Poxleitner, JeAnn Willson, Jordyn Beck, Danette McNamee, Fallon Jungert, Don Curry, DeeDee Osburn, Bette Stone, Jace Roeller, Jackson Smith, Laney Bovey, and Julie Yochum.

Board Chair Smith read a statement regarding allowable public comment. No one signed up to comment.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Arnzen 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.

The Personnel Report included the resignation of Monty Moddrell as Boys Basketball Coach.

A vote was taken and the motion passed.

Under the Finance Topic, Clerk Weeks talked about the School Finance Webinar happening on April 15 that will provide clearer information about budgeting information.

Three students, Jackson Smith, Laney Bovey, and Jace Roeller, were on hand to talk about their activities at the recent FFA State Convention.

Bette Stone, a resident of Zone 2, was the only applicant for appointment to the vacant Trustee Zone 2 seat after the resignation of Andy Goeckner. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the appointment of Bette Stone to the Zone 2 seat. A vote was taken and the motion passed.

The matter of participating in the Powerschool Class Action lawsuit was presented to the board. Trustee Knowlton moved to approve this participation. Trustee Arnzen seconded the motion which was passed.

Principal Finnell reviewed her report and included the following.

- Student Club Activities which includes BPA Nationals, FFA Soils, and a successful Honor Society Bingo night.
- City Wide Cleanup is May 1.
- Conferences held at the end of February showed attendance for K-6 at 90%, 7-12 at 63%.
- Hotcakes for Huskies is planned for April 24.

Superintendent Kellogg touched lightly on her report.

Trustee Smith declared the meeting adjourned at 5:50pm.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
May 12, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 5:30pm. Present were Trustees Smith, Knowlton, Mendenhall, Arnzen, and Stone. Also attending was Superintendent Kellogg and Clerk Weeks. The audience included Becky Finnell and several others.

Clerk Weeks administered the Oath of Office to Bette Stone, newly appointed as Zone 2 Trustee.

Board Chair Smith read a statement regarding allowable public comment. No one signed up to comment.

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.

The Personnel Report included the new hire of Jessica Uhling as Elementary Teacher.

A vote was taken and the motion passed.

Under the Finance Topic, Clerk Weeks talked about the importance of the Supplemental Levy that is on the ballot for May 20.

Trustee Smith and Trustee Mendenhall agreed to represent the board in negotiations. A meeting was set for May 28 at 4pm at the school.

The football team will be attending a camp at the College of Idaho next month. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the use of football equipment at the camp and to authorize the signing of a letter to be sent to IDHSAA. A vote was taken and the motion passed.

The matter of changing the time of the board for the summer months of June, July, and August to 7:00am was discussed by the board. Trustee Arnzen moved to approve this time change. Trustee Knowlton seconded the motion which was passed.

Principal Finnell reviewed her report and included the following.

- BPA Nationals and FFA Soils trips.
- City Wide Cleanup is May 1.
- Prom went well
- Other student activities
- Hotcakes for Huskies was a huge success.

Superintendent Kellogg touched lightly on her report.

- New polices will be required to law changes
- She is applying for an SRO grant

Trustee Arnzen reported that Cottonwood Credit Union has agreed to donate \$10,000 for a new football scoreboard. They will also match any community donations.

Trustee Smith declared the meeting adjourned at 5:55pm.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
June 9, 2025

The Board of Trustees of Joint School District #305 met in regular session in the library of the school at 7:00am. Present were Trustees Arnzen, Smith, and Stone. Trustees Mendenhall and Knowlton were absent. Also attending was Superintendent Kellogg and Clerk Weeks. JeAnn Willson was in the audience.

Trustee Arnzen moved that the consent agenda be approved as presented. Trustee Stone 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. The Personnel report included the following.

Certified New Hire

Richard Crawford – Secondary Social Studies

Resignation

Kaleigh Poxleitner – Secondary English

Classified

Jill Moddrell – Assistant HS Girls Basketball Coach, JH Girls Basketball Coach
Monty Moddrell – HS Football Coach
Kaleigh Poxleitner – HS Volleyball Coach, HS Track Coach
John Roeller – JH Football Coach
Heath Fuller – JH Boys Basketball Coach

A vote was taken and the motion passed.

The Budget Hearing for the Amended 2024-2025 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 2025-2026 Budget was held. Clerk Weeks reviewed selected parts of the budget, highlighting various changes. Notable changes in the budget included modest increases in State funding and updates to other funds. Trustee Stone moved and Trustee Arnzen seconded to approve the Amended 2024-2025 Budget and 2025-2026 Budget as presented. A vote was taken and the motion passed.

The Master Agreement for the 2025-2026 School Year was presented to the board. The Association proposed an 3% increase on the base. The proposal was agreed to. A clarification to language regarding the Sick Leave Bank was agreed to. The Highland Education Association has approved and signed the document. Trustee Arnzen moved and Trustee Stone seconded to approve the 2025-2025 Master Agreement as presented. A vote was taken and the motion passed.

The following list of Returning Certified Staff returning for the 2025-2026 School Year was presented to the board.

Tana Kellogg – Superintendent – 2 Year Contract – 7/2025-6/2027
Becky Finnell - Principal

Anderson	Michele
Cowan	Chris
Curry	Donald
Dahlin	Jessica
Jungert	Fallon
Lunders	Garrett
Nebeker	Josette
Randall	Teresa
Robinson	Margaret
Stigum	Shandrie
Thomason	Mathu
Walker	Eileen
Yochum	Julie

Extra-Curricular

Music	Chris Cowan
BPA Advisor	Shandrie Stigum
Annual Advisor	Shandrie Stigum

Coach Staff

Assistant Volleyball	Fallon Jungert
Junior High Volleyball	Shandrie Stigum
Girls Basketball	Mathu Thomason

Class Advisors

Senior Advisor	Fallon Horrocks
Junior Advisor	Don Curry
Sophomore Advisor	Josette Nebeker
8 th Grade Advisor	Richard Crawford
7 th Grade Advisor	Mathu Thomason

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

The First Reading of Policy 4105 – Public Participation in Board Meetings was held. The policy will be cleaned up and brought back for a second reading next month.

Trustee Anrzen moved and Trustee Stone seconded to approve the Memorandum of Understanding with Lapwai School District for Business Services for the 2025-2026 Fiscal Year. A vote was taken and the motion passed.

Superintendent Kellogg let her report stand as presented.

A flyer from Ag Teacher Josette Nebeker was handed out highlighting the activities and achievements of Agricultural Education Program in the last school year.

Trustee Smith then declared the meeting adjourned at 8:10am.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
July 14, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 7:00am. Present were Trustees Smith, Knowlton, Mendenhall, Arnzen, and Stone. Also attending was Superintendent Kellogg and Clerk Weeks. The audience included JeAnn Willson.

Board Chair Smith read a statement regarding allowable public comment. JeAnn Willson commented on communication and advisory.

Trustee Knowlton moved that the consent agenda be approved as presented. Trustee Arnzen 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.

The senior project stipend was discussed. There was a question about compensating the senior project advisor. The process has been spread out to include more teachers so it's not all on one teacher. No action taken.

A second reading was Policy 4105 – Update Public Participation in Board Meetings was held. Some discussion was held about clarifying language. The policy will be brought back for another reading next month.

The Elementary, Secondary, Athletic, Coach Handbooks were presented to the board. Changes were pointed out and discussed. Trustee Stone moved and Trustee Arnzen seconded to approve the handbooks with changes made. Motion passed.

A proposal to increase athletic gate entry fees was presented to the board as follows.

Athletic Gate Price – Adult	Was \$6.00	Proposed	\$7.00
Athletic Gate Price – Seniors	Was \$5.00	Proposed	\$6.00
Athletic Gate Price – Student with card	Was \$4.00	Proposed	\$5.00

Trustee Knowlton moved and Trustee Arnzen seconded to hold a hearing to increase these fees at the regular board meeting on August 11, 2025 at 7:00am. Motion passed.

Superintendent Kellogg touched lightly on her report.

- The new CTE building is close to being started with groundbreaking hopefully in September.
- There is one applicant to be an English teacher
- The football field water is close to being totally fixed.

Trustee Smith declared the meeting adjourned at 8:30am.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
August 11, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 7:00am. Present were Trustees Smith (via google meets), Knowlton, Mendenhall, Arnzen, and Stone. Trustee Knowlton presided over the meeting. Also attending was Superintendent Kellogg and Clerk Weeks. No one was in the audience.

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. The Personnel Report included the following.

Certified – New Hire – Tyler Gillie – Secondary Language Arts

A vote was taken and the motion passed.

Superintendent Kellogg reviewed the plans for the new CTE building. It is hoped that groundbreaking will happen in September.

Dan Coleman of Quest CPAs was on hand by google meets to present the Audit Report for the 2024-2025 Fiscal Year. He highlighted various items, the early turnaround, and that the audit opinion is clean. He also discussed how all districts he has audited so far this year have had to support the Food Service Fund with General Fund dollars. Trustee Stone moved and Trustee Arnzen seconded to approve the Audit Report as presented. A vote was taken and the motion passed.

In another discussion item, the trustee filing period is open from August 18 – 29. Trustee Zones 2 and 5 are up for election.

The fee increase hearing was held for the following proposed increases.

Athletic Gate Price – Adult	Was \$6.00	Proposed	\$7.00
Athletic Gate Price – Seniors	Was \$5.00	Proposed	\$6.00
Athletic Gate Price – Student with card	Was \$4.00	Proposed	\$5.00

No one provided comment on the proposed increases. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the listed fee increases. A vote was taken and the motion passed.

A third reading of Policy 4105 – Update Public Participation in Board Meetings was held. No further discussion was had. Trustee Stone moved and Trustee Arnzen seconded to approve Policy 4105 – Public Participation in Board Meetings as presented. Motion passed.

A review of the following policies was held.

- Policy 412.1 – Request to Attend Highland School By Non-Resident Students
- Policy 505 – Parent and Family Engagement
- Policy 507 – Parental Rights
- Policy 3320 – Substance and Alcohol Abuse
- Policy 3500 – Student Health/Physical Screenings/Examinations
- Policy 460.0 – Wellness

Trustee Stone moved that the references to parents and guardians be standardized to parent/guardian but to otherwise make no changes to the policies that were presented. Trustee Arnzen seconded the motion which was passed.

Superintendent Kellogg touched lightly on her report.

- She attended the IASA conference last week. Much concern was expressed about House Bill 93, the tax credit voucher bill.

Trustee Knowlton declared the meeting adjourned at 7:57am.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
September 8, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 5:31pm. Present were Trustees Smith, Knowlton, Mendenhall, Arnzen, and Stone. Trustee Smith presided over the meeting. Also attending was Superintendent Kellogg and Clerk Weeks. Mary Kay Utecht and David Brinkman were in the audience.

Under Public Comments, Mary Kay Utecht talked about the Senior to Senior program in Arizona. It has helped with student and parent engagement in light of the voucher program in Arizona.

Trustee Mendenhall moved that the consent agenda be approved as presented. Trustee Arnzen 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. The Personnel Report included the following.

Resignation – Food Service – Amanda Beck – effective September 17

A vote was taken and the motion passed.

Superintendent Kellogg reviewed the plans for the new CTE building. It is the understanding that we are waiting for permits. It is still hoped that groundbreaking will happen in September.

The results of the end of the trustee election filing period were covered. Bette Stone was the only person to file for Zone 2. Chad Knowlton and JeAnn Willson filed for Zone 5. There will be an election for that zone in November.

Superintendent Kellogg talked about the At-Risk Task Force. There are five teachers on the MTSS team working to provide supports for students and are going beyond what the policy requires.

The First Reading of Policy 443.0 to 3530 – Suicide was held. Some discussion was had. Trustee Knowlton moved and Trustee Arnzen seconded to dispense with a second reading and approve Policy 443.0 to 3530 – Suicide as presented. Motion passed.

The First Reading of Policy 2320 – Health, Sex Education, and Human Sexuality was held. It will be on the agenda for October for a Second Reading.

The First Reading of Policy 3280 – Equal Education, Nondiscrimination, and Sex Equity was held. A couple of minor edits were noted. Trustee Knowlton moved and Trustee Arnzen seconded to dispense with a second reading and approve Policy 3280 – Equal Education, Nondiscrimination, and Sex Equity after the minor edits were made. Motion passed.

Superintendent Kellogg touched lightly on her report. Topics discussed included the following.

- A Student Resource Officer (SRO) has been hired through a contract with Lewis County.
- ISAT Testing
- Cognia has renewed our accreditation

David Brinkman of the Idaho Association of School Administrators (IASA) was on hand to do Part 1 of Board Training.

No Executive was deemed to be needed.

Trustee Smith declared the meeting adjourned at 8:00pm.

Board Chair

Clerk

Date

HIGHLAND JOINT SCHOOL DISTRICT #305
School Board Minutes
Regular Meeting
October 13, 2025

The Board of Trustees of Joint School District #305 met in regular session in the Library of the school at 5:30pm. Present were Trustees Smith, Mendenhall, Arnzen, and Stone. Trustee Knowlton was absent. Trustee Smith presided over the meeting. Also attending was Superintendent Kellogg and Clerk Weeks. Keith Parks and David Brinkman were in the audience.

There was no Public Comment.

Trustee Arnzen 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. The Personnel Report included the following.

Certified – New Hire – Freshman Class Advisor – Tyler Gillie
Classified – New Hire – Food Service – Kaila Roeller

A vote was taken and the motion passed.

Clerk Weeks talked about the costs of Driver's Education for the last several years. There is now an option, if a district doesn't offer a Driver's Education program, students can take the class from IDLA and drive with the parents. The consensus was to have this as an agenda item in November.

Keith Parks of Harlow's School Bus Service was on hand to talk about the bus routes. He will bring maps next month. No action taken.

The Continuous Improvement Plan was presented to the board. Some discussion was had. Trustee Arnzen moved and Trustee Mendenhall seconded to approve the Continuous Improvement Plan as presented. A vote was taken and the motion passed 3-1 with Trustee Stone voting nay.

The Second Reading of Policy 2320 – Health, Sex Education, and Human Sexuality was held. Trustee Arnzen moved and Trustee Stone seconded to approve the policy. Motion passed.

The Idaho School Boards Association resolutions were discussed. More review and discussion will be held next month.

Principal Finnell's report was presented to the board with some discussion.

Superintendent Kellogg touched lightly on her report. The Senior to Senior program that was highlighted in public comment last month has found some interest with students. Activities are proceeding ahead with the program.

David Brinkman of the Idaho Association of School Administrators (IASA) was on hand to do Part 2 of Board Training.

Trustee Arnzen moved and Trustee Mendenhall 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 four members voting aye at 6:56pm. The tenor of the executive session was evaluation of a district employee.

Trustee Mendenhall moved and Trustee Arnzen seconded to leave executive session. A vote was taken and the motion passed at 7:55pm.

Trustee Mendenhall moved and Trustee Arnzen seconded to approve the 2024-2025 Superintendent Evaluation. A vote was taken and the motion passed.

Trustee Smith declared the meeting adjourned at 7:58pm.

Board Chair

Clerk

Date