

July 9, 2018

The July 9, 2018 meeting of the USD 505 Board of Education was called to order at 7:00 pm by president Jeff Corn. Members present were Tammy Bushong, Kari Chambers, Angie Conard, and Craig Sanders. Rocky Billings and Mike McCracken were absent. Also in attendance were Superintendent Bobbi Williams, Chetopa Principal Angie Durborow, Technology Director Kirby Honeycutt, and visitor Lee Bushong.

Craig Sanders made a motion to “approve the agenda as presented”; the motion was seconded by Kari Chambers and passed 5-0.

Jeff Corn was elected president by a nomination by Angie Conard, seconded by Craig Sanders. Tammy Bushong moved to cease nominations, Kari Chambers seconded, and the motion passed 5-0.

Tammy Bushong was elected vice president by a motion from Craig Sanders, seconded by Angie Conard. Kari Chambers moved to cease the nominations, Angie Conard seconded, and the motion carried 5-0.

The consent calendar included the minutes of the June 11, 2018 and June 18, 2018 meetings, activity fund reports, visa bill and the checks presented for payment. A motion, “I move that we approve the consent agenda as presented” was made by Craig Sanders and seconded by Tammy Bushong. The motion passed, 5-0.

Other reorganization items included the following:

Appointments

Board Attorney: KASB legal services

Board Clerk: Terri Ross

Board Treasurer: Debbie Yost

Compliance Coordinator for federal anti-discrimination laws including

Title VI, Title VII, Title IX, and Section 504: Bobbi Williams

Coordinator, Section 504 for Civil Rights Matters: Bobbi Williams

Determining Official for Free/Reduced Price Lunch Applications: Terri Ross

Freedom of Information Officer: Bobbi Williams

District Attendance Officer: Bobbi Williams

Building Truancy Officers: Angie Durborow (CH), Craig Bagshaw (SP)

Food Service Program Representative: Terri Ross

District Federal Food Services Program Custodian: Terri Ross

KPERS Representative: Terri Ross

Public Records Custodian: Terri Ross

Student Records Custodians: Angie Durborow (Chetopa), Craig Bagshaw (St. Paul)

Special Education Records Custodians: Bobbi Williams, Debra Striplin, Kim Bartelli, and Jodi Crim

Special Education Due Process Hearing Officer: SEK Interlocal Director, Greg Kubler

Representative to SEK Interlocal #637: Mike McCracken

Hearing Officer for Free/Reduced Priced Meal Application Appeals:

Bobbi Williams
 Transportation Director: Bobbi Williams
 Homeless Children Duties Coordinator: Angie Durborow (CH) and
 Craig Bagshaw (SP)

Resolutions

Regular School Board Meeting Schedule:

Second Monday of each month, 7:00 PM, at the following locations / months, except December which will be held on the first Monday:

- In Chetopa, 430 Elm, board room: August, October, November, January, February, April, May, July
- In St. Paul, 118 First Street, library: September, December, March, June

Waiver of Generally Accepted Accounting Principles (GAAP)

Designations

Official Depositories and Review Bank Signatures:

Official Depository: Chetopa State Bank, Chetopa, Kansas

St. Paul Exchange State Bank, St. Paul, KS

Signatures: Bobbi Williams, Terri Ross, Debbie Yost, Board President

Inclement Weather Make-Up Days: to be May 8-9, 2019 or any Friday October - March

Determinations

Carrier for Errors and Omissions Coverage: Bill Thompson Insurance Agency

School Year to be Calculated on the Basis of 1,116 Hours

Mileage Reimbursement Rate: Private vehicle mileage rate: \$.54.5

Student Fees and Textbook Rental Fees

Book rental fees:

- Kindergarten = (\$20.00 includes milk) \$20.00
- 1st - 12th = (\$11.00) \$11.00
- Technology fee (9th-12th) \$25.00

Meal prices – see current below – price changes for approval.

Meal	Adult	K-5	6-12
Breakfast	1.65	.95	1.10
Lunch	3.60	1.95	2.10
Extra Milk	\$0.35		

Building organization:

- Chetopa: Elementary (K-5); high school (6-12)
- St. Paul: Elem. (K-5); middle school (6-8); high school (9-12)

Approvals and authorizations

District and building memberships:

Building memberships:

- KSHSAA for junior and senior high school
- Mineral Belt conference for junior high schools
- Three Rivers League for high schools

District memberships:

- Kansas Association of School Boards
- Kansas Association of School Boards Legal Assistance

Administrator memberships:

- USA-Kansas for superintendent and principals
- Superintendent - KSSA
- Principals

Title I Parent meetings: St. Paul on August 16; Chetopa on August 29

Petty cash limits: \$1500

“Early Payment” provisions of KSA 12-105b(e)

Participation in the school food service program

Activity funds and gate receipts guidelines

Signatures on Activity Funds accounts: (Requires two signatures)

Chetopa: Krystal Adams, Angie Durborow, Bobbi Williams Terri Ross

St. Paul: Jeannette Severt, Craig Bagshaw, Bobbi Williams Terri Ross

Independent Auditor: Diehl, Banwart, and Bolton

Destruction of old records (KSA 72-5369)

Type of Record	Can be destroyed after...
Original bookkeeping books of entry, claims, vouchers, and purchase orders	5 years
Official bonds of surety or indemnity	5 years after the termination of the employment of the covered employee
Insurance policies	5 years after the expiration of the policy
Formal audit reports	5 years
Financial reports relating to programs supported by federal funds	3 years (or the time specified in federal law)
Financial papers: warrants, checks, receipts, etc.	Six months after formal audit reports are filed
Bonds or coupons stamped “paid” or “canceled” and returned to the district by the state fiscal agent	Six months after the next formal audit of the District

“I make a motion to approve the re-organization consent agenda including all Appointments, Resolutions, Designations, Determinations, and Approvals and Authorizations except official newspaper” was made by Tammy Bushong, seconded by Kari Chambers, and carried 5-0.

In a separate motion, “I make a motion to designate the Parsons Sun and Labette Avenue as official newspapers” by Tammy Bushong, seconded by Kari Chambers, and carried 5-0.

In reports, Dr. Williams presented the probability of an increase in assessment from SEK Interlocal # 637; Kirby Honeycutt gave an update on the new district website, readiness of technology, and high school student technology checkout dates of August 14 (Chetopa) and August 16 (St. Paul). Dr. Williams provided an update on the Chetopa ag shop remodel stating that making restrooms ADA compliant may be cost prohibitive; Jeff Corn took copies of the specifications to conduct additional research.

Under board matter, Board recognized a written summary provided by Joe Smith concerning his involvement in the development of the St. Paul Sports Complex. They are forwarding questions to Mr. Smith for clarification on a few items. The Board accepted Mr. Smith’s tentative timeline of November 1, 2018 for installation of the fence surrounding the track and a permanent delay of all future projects under his supervision at the Complex.

Student, Staff, Coaches/Sponsors handbooks were accepted “I make a motion to approve Student, Staff, and Coaches/Sponsors handbooks with the understanding that changes will continue to be made in staff lists as those individuals are finalized.” A motion was made by Craig Sanders, seconded by Tammy Bushong, and passed 5-0.

Board took under consideration the need to begin phasing in replacement of HVAC units. In other maintenance needs, “I make a motion to authorize the superintendent to purchase a water fountain with bottle filler for Chetopa campus for a price not to exceed \$1,000” by Craig Sanders, seconded by Tammy Bushong, and passing 5-0.

Board tabled discussion of Board goals until August.

Board tabled action on Goppert Foundation donation as they needed clarification on the proposed project. Motion, “I make a motion to accepted with gratitude a grant from the Walmart Foundation in the amount of \$2,500 awarded to Julie Spieth to be used for SPHS cheer” by Craig Sanders, seconded by Angie Conard, and passing 5-0.

Motion by Craig Sanders, seconded by Angie Conard “to go into executive session for a period of 5 minutes to discuss matters related to a student”; motion passed 5-0. Angie Durborow, Chetopa Principal, and Bobbi Williams, Superintendent were in session with the Board. Board returned to open session at 8:55 with a motion by Kari Chambers, seconded by Craig Sanders “to approve the request to reduce the suspension of a Chetopa student who refused drug testing to 90 days based on his successful completion of counseling”; motion carried 5-0.

Motion by Craig Sanders, seconded by Tammy Bushong “to go into executive session for a period of 10 minutes to discuss matters related to negotiations”; motion passed 5-0. Angie

Durborow, Chetopa Principal, and Bobbi Williams, Superintendent were in session with the Board. Board returned to open session at 9:05 with a motion by Kari Chambers, seconded by Craig Sanders “to reopen negotiations for the purpose of proposing an early retirement incentive”; motion passed 5-0.

Motion, by Craig Sanders, seconded by Tammy Bushong “to go into executive session for a period of 15 minutes to discuss matters related to non-elected personnel including separations and new hires;” motion carried 5-0. Angie Durborow, Chetopa Principal, and Bobbi Williams, Superintendent were in session with the Board.

Board returned to open session at 9:20. Motion by Craig Sanders, seconded by Tammy Bushong “to go into executive session for a period of 15 minutes to discuss matters related to non-elected personnel including separations and new hires;” motion carried 5-0. Angie Durborow, Chetopa Principal, and Bobbi Williams, Superintendent were in session with the Board.

Board returned to open session at 9:35. Motion by Craig Sanders, seconded by Tammy Bushong “to go into executive session for a period of 10 minutes to discuss matters related to non-elected personnel including separations and new hires;” motion carried 5-0. Angie Durborow, Chetopa Principal, and Bobbi Williams, Superintendent were in session with the Board.

Board returned to open session at 9:45. Motion by Craig Sanders, seconded by Tammy Bushong “to go into executive session for a period of 10 minutes to discuss matters related to non-elected personnel including separations and new hires;” motion carried 5-0. Bobbi Williams, Superintendent was in session with the Board.

Board returned to open session at 9:55.

Motion by Craig Sanders, seconded by Kari Chambers “I make a motion to accept the resignation of Dennis Orns, teacher and activities director, pending the payment of a \$1,500 late resignation penalty.” Motion passed 5-0.

Motion by Tammy Bushong, seconded by Kari Chambers “I make a motion to approve the transfer of Jaunc Bradshaw to full-time teacher and activities director.” Motion passed 5-0.

Motion by Angie Conard, seconded by Craig Sanders “I make a motion to approve the transfer of Nancy McKibben to elementary MTSS and PE para.” Motion passed 5-0.

Motion by Angie Conard, seconded by Tammy Bushong “I make a motion to approve Renee Elpers as SPHS transition to teaching agriculture education teacher under the supervision of Jim Nave.” Motion passed 5-0.

Motion by Kari Chambers, seconded by Craig Sanders "I make a motion to approve raises for classified employees at \$.25 per hour and 2% for salaried employees."
Motion passed 5-0.

At 9:57 pm, "I make a motion to adjourn" by Tammy Bushong, seconded by Angie Conard, motion passed 5-0.

ATTEST: _____
Clerk

MEMBERS PRESENT:
Tammy Bushong
Kari Chambers
Angie Conard
Jeff Corn
Craig Sanders