

Unified School District No. 505, Labette County, State of Kansas

July 14, 2025

Roberta Carter, president, called the meeting to order at 7:05 PM with all members present, except Barbara Evans and Kelsey Fleming. Others present: Craig Bagshaw, Superintendent; Jolene Hall, Chetopa K-12 Principal; Renee Gillard, St. Paul K-12 Principal; Josh Brennon, District technology; and Terri Ross, clerk.

After adding 8.06, district handbook updates and 8.07, student computers, a motion, "I move that we approve the agenda as amended" was made by Kari Chambers and seconded by Josh Baker. The motion passed, 5-0.

A motion was made by Seth Born and seconded by Kari Chambers to appoint Roberta Carter as the Board President. The motion passed, 5-0. A motion was made by Kari Chambers and seconded by Josh Baker to appoint Seth Born as Vice-President. The motion passed, 5-0.

The consent calendar included the expenditures for the month, activity fund reports, visa bill, and the minutes of the June 9, 2025, meeting. A motion, "I make a motion to approve the consent agenda as presented" was made by Kari Chambers and seconded by Seth Born. The motion passed, 5-0.

Other re-organizational items were to appoint the following:

Board Attorney: KASB legal services

Board Clerk: Terri Ross

Board Treasurer: Debbie Yost

Compliance Coordinator of Federal anti-discrimination laws including Title VI, Title VII, Title IX, and Section 504: Craig Bagshaw

Coordinator, Section 504 for Civil Rights Matters: Craig Bagshaw

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

Freedom of Information Officer: Craig Bagshaw

District Attendance Officer: Craig Bagshaw

KSA 72-1113 Building Truancy Officers: Jolene Hall (Chetopa K-12), Renee Gillard (St. Paul K-12)

Food Service Program Representative: Terri Ross, District

District Federal Food Services Program Custodian: Terri Ross

KPERS Representative: Terri Ross

Public Records Custodian: Terri Ross

Student Records Custodians: Jolene Hall (Chetopa K-12), Renee Gillard (St. Paul, K-12)

Special Education Records Custodian: Craig Bagshaw, Amy Haney, Jolene Hall, Renee Gillard, Leslie Reid

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

Representative to SEK Interlocal #637: Josh Baker

Hearing Officer for Free/Reduced Priced Meal Application Appeals: Craig Bagshaw

Transportation Director: Craig Bagshaw

Homeless Children Duties Coordinator: Jolene Hall (Chetopa) and Craig Bagshaw (St. Paul)

Resolution: Regular School Board Meeting Schedule: Generally, Board meetings are the second Monday of each month at 7:00 PM.

In Chetopa, 430 Elm, board room: July 14, September 8, November 10, January 12, March 9, May 11

In St. Paul, 118 First Street, library: August 11, October 13, December 8, February 9, April 13, June 8

Resolution: Waiver of GAAP for fiscal year 2024-25 pursuant KSA 75-1120a(c)(1) (resolution attached)

Note: KSA 75-1120(a) requires municipalities to use generally accepted accounting principles in the preparation of their financial statements and reports. Except for community colleges, the governing body of any municipality may request to waive the statutory requirements. A resolution must be signed upon approval of the motion.

The following designations were made:

KSA 64-101 et.seq. Official District Newspaper: The Parsons Sun and Labette Avenue

KSA 9-1401 Official Depositories and Review Bank Signatures:

Official Depository: Bank of Commerce, Chetopa, Kansas

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

Signatures: Craig Bagshaw, Terri Ross, Debbie Yost, Roberta Carter

KSA 2001 Supp. 72-1106 Inclement Weather Make-up Days: to be May 4-5, 2026 or any Friday October – March

The following determinations were made:

Carrier for Errors and Omissions Coverage: Bill Thompson Insurance Agency
KSA 2001 Supp. 72-1106 School Year to be calculated on the basis of 1,116 hours
Mileage Reimbursement Rate: private mileage rate as set by the state of Kansas
KSA 2001 Supp. 72-5390 Student Fees and KSA 72-4141 Textbook rental fees:
Book rental fees:
Kindergarten = \$20.00(includes milk)
1st - 12th = \$11.00
Technology fee (9th-12th) = \$25.00

Meal prices

Meal	Adult	K-5	6-12
Breakfast	2.00	1.25	1.40
Lunch	4.65	3.05	3.20
Extra Milk	\$0.50		

Building organization:

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

The following approvals and authorizations were made:

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-KASSP

Title I Parent meetings: Chetopa-August 19, 2025, St. Paul-August 19, 2025

KSA 72-8208 Petty cash limits: \$1500

"Early payment" provisions of KSA 12-105b (e)

Participation in the school food service program

Activity Fund Guidelines: Signatures on the activity accounts: (two signatures required)

Chetopa-Marie Duggan, Jolene Hall, Craig Bagshaw and Terri Ross

St. Paul-Kristy Mueller, Craig Bagshaw, Renee Gillard and Terri Ross

Independent Auditor: Diehl, Banwart, and Bolton

Destruction of records per KSA 72-5369

A motion, "I make a motion to approve the re-organization consent agenda including all Appointments, Resolutions, Designations, Determinations, Approvals and Authorizations as presented" was made by Josh Baker and seconded by Seth Born. The motion passed, 5-0.

Josh Baker reported: no updates at this time.

Josh Brennon reported: summer projects are going well; presented computer bids, Dell-\$31,900 and HP \$23,125; 100 hours of support from Two Trees at a cost of \$7500; iPad management software \$1650; need to purchase 50 Adobe License for \$25 each and the new signs are working.

Under principal's reports, Mrs. Gillard reported: custodians getting a lot done; classrooms are ready; lounge got upgrades; Ag building started; landscaping is coming and the rock has been ordered; didn't get the Heartland Grant; less items on the supply list due to donations; working on bus drivers for the routes; out of district student requests; 25-26 calendar is filling quickly; PK-5 reading training; enrollment is July 31st; and working on the in-service agenda. Mrs. Hall reported: held meeting with Ads to discuss upcoming events; Volleyball Jamboree; pink out night, Back to School Bash; working on

starting archery-if a teacher goes to the training we get discounted equipment; may have a student pass for kids to attend the game; and discussed the enrollment handbooks.

Mr. Bagshaw reported: had to remove electric for ag building project; ag building looks nice; fence hasn't been started; Chetopa gym floor is done; we will pay for the rock on the St. Paul landscaping project; need to paint the fence around the units; Woodaire is done and looks nice; vehicles are about ready for inspection; policy updates; Parsons Area Foundation Grant for school supplies; Mrs. Bone, Mrs. Gillard and Mrs. Hall worked on the building needs assessment; and discussed education bill changes.

Under board matters, a motion, "I make a motion to accept the donation of \$1500 from the Parsons Area Community Foundation with gratitude" was made by Seth Born and seconded by Kari Chambers. The motion passed, 5-0. "I make a motion to allow the district to notify the county clerk of intent to exceed revenue neutral rate and set the Revenue Neutral Rate hearing for September 8, 2025, at 6:55 PM in the USD 505 Board Office" was made by Josh Baker and seconded by Seth Born. The motion passed, 5-0. A motion, "I make a motion to accept all June 2025 KASB policy updates" was made by Maggy Robison and seconded by Seth Born. The motion passed, 5-0. A motion, "I make a motion to use the District Needs Assessment as a valid evidence piece to support the creation of the 2025-2026 school budget" was made by Kari Chambers and seconded by Seth Born. The motion passed, 5-0. A motion, "I make a motion to accept the proposed changes to the District and Student Handbooks" was made by Seth Born and seconded by Kari Chambers. The motion passed, 5-0. A motion, "I make a motion to purchase the discussed HP computers at a cost of \$23,125" was made by Josh Baker and seconded by Seth Born. The motion passed, 5-0.

In accordance with Kansas statute 75-4319, a motion, "I make a motion to go into executive session with the Board, Mr. Bagshaw, Mrs. Gillard and Mrs. Hall until 8:30 PM, to protect the parties involved for discussion of matters related to non-elected personnel including separations, new hires and employee performance and evaluation," was made by Kari Chambers and seconded by Seth Born. The motion passed, 5-0. A motion, "I make a motion to go into executive session with the Board, Mr. Bagshaw, Mrs. Gillard and Mrs. Hall until 8:35 PM, to protect the parties involved for discussion of matters related to non-elected personnel including separations, new hires and employee performance and evaluation," was made by Kari Chambers and seconded by Seth Born. The motion passed, 5-0.

The open meeting resumed at 8:35 PM. A motion was made by Seth Born and seconded by Josh Baker to approve the following: Broc Mattox, St. Paul HS Head baseball coach; Trish Norris, St. Paul HS head softball coach; Morgan Gard, St. Paul 3rd Grade teacher; Jennifer Washburn, St. Paul MS assistant volleyball coach; and Monae Westhoff, St. Paul bus route, Girard special day school route and general vehicle maintenance. The motion passed, 5-0.

A motion was made by Seth Born and seconded by Josh Baker to adjourn. The motion passed, 5-0. The meeting adjourned at 8:38 P.M.

ATTEST: _____
Clerk

MEMBERS PRESENT:

Roberta Carter
Kari Chambers
Seth Born
Josh Baker
Maggy Robison