

UNOFFICIAL MINUTES OF THE BOARD OF EDUCATION  
ST. JOHN-HUDSON U.S.D. #350  
REGULAR SESSION  
July 10, 2017

**CALL TO ORDER**

The Board of Education of Unified School District 350, State of Kansas, Stafford County, met in regular session at 7:00 p.m. in the board room, on Monday July 10, 2017. The meeting was called to order by President Chad Fisher.

**MEMBERS PRESENT**

Chad Fisher, Barb Alpers, Derek Foote, Carl Behr, Darin Brummer, Debby Waddle, Vance Fisher

**STAFF PRESENT**

Josh Meyer, Alisa Fisher, Tara Kinnamon

Vance Fisher nominated and Barb Alpers seconded the nomination to elect Chad Fisher as President for the Board.

YES: 6            NO: 0            MOTION CARRIED

Carl Behr nominated and Debby Waddle seconded the nomination to elect Derek Foote as the Vice-President for the Board.

YES: 6            NO: 0            MOTION CARRIED

**WELCOME VISITORS**

None

**ADDITIONS/CHANGES TO THE AGENDA**

None

**APPROVE THE AGENDA**

Derek Foote moved and Debby Waddle seconded the motion to approve the agenda as presented.

YES: 7            NO: 0            MOTION CARRIED

**APPROVE CONSENT AGENDA**

Minutes of the June 12 regular meeting  
Bills for payment  
Financial Reports  
Activity Fund Report  
July 1 Cash Balances  
Standard Annual Board Resolutions

Barb Alpers moved and Derek Foote seconded the motion to approve the consent agenda as presented.

YES: 7            NO: 0            MOTION CARRIED

**PATRON COMMENTS**

None

**BUSINESS ITEMS**

**Organization for the 2017 -18 School Year**

A number of appointed positions and designations were discussed by the board. The board discussed and identified all open appointments.

Vance Fisher moved and Debby Waddle seconded the motion to approve the list of appointments and designations as presented and discussed.

YES: 7            NO: 0            MOTION CARRIED

**Establish Petty Cash Limits**

Petty cash is used for immediate purchases that cannot wait for the formal requisition process. The availability of credit cards in the office helps reduce the need for petty cash, but it is still needed. The activity fund requires more because there is more cash flow through that office. The recommended amounts are unchanged from the prior year.

Barb Alpers moved and Carl Behr seconded the motion to approve the petty cash limits be set at \$300 for the district office and \$500 for the student activity fund for the 2017-18 school year.

YES: 7            NO: 0            MOTION CARRIED

**Bank Designation**

The School Board designates an official depository for district funds. This financial institution is the primary location for district funds. We do, however, keep active accounts at American State Bank as well. It was recommended that we designate each financial institution in the district as a depository for district funds.

Vance Fisher moved and Barb Alpers seconded that the Board designate American State Bank and SJN Bank of Kansas as depositories for USD 350 funds.

YES: 7            NO: 0            MOTION CARRIED

## **Board Meeting Dates**

Mr. Meyer presented to the board a list of specific meeting dates and times for the upcoming school year. The list below is recommended for specific meeting dates and times for the upcoming school year.

August 14, 2017	7:00pm
September 11, 2017	7:00pm
October 16, 2017	7:00pm (1 week later)
November 13, 2017	6:00pm
December 11, 2017	6:00pm
January 8, 2018	6:00pm
February 12, 2018	6:00pm
March 12, 2018	7:00pm
April 9, 2018	7:00pm
May 14, 2018	8:15pm (later time)
June 11, 2018	7:00pm
July 9, 2018	7:00pm

Derek Foote moved and Vance Fisher seconded that the Board approve the regular board meeting schedule are presented.

YES: 7            NO: 0            MOTION CARRIED

## **Audit Engagement Letters**

The district contracts with Vonfeldt, Bauer, & Vonfeldt, Chtd. to complete the annual financial audit. There were letters presented to the board for approval.

Darin Brummer moved and Debby Waddle seconded that the Board approve the audit engagement letters as presented.

YES: 7            NO: 0            MOTION CARRIED

## **2017-18 Budget**

Information was provided to the board members on the supporting documents file. Budget software is not available yet from KSDE but will be finalized after the Supreme Court issues a ruling later in July. Central office staff will be attending a state budget workshop on July 14<sup>th</sup>. This is very late in the year and will push the timeframe for approving the budget very near the August deadline.

## **Board Policy Updates**

The board policy updates from KASB was provided to the board members in a separate document. They are all items which are required in some form or another. This is the first reading of the policy recommendations. The board will be asked to approve the final updates in August

## **Property Sale**

An offer for one of the lots was given in the amount of \$3,000. This is less than the \$7,500 asking price that was established. The board does not want to accept anything less than asking price.

## **Disposal of Excess Property**

A list of items for disposal was included in the supporting documents file to the board members.

Derek Foote moved and Darin Brummer seconded that the Board approve the list of excess property for disposal as presented.

YES: 7            NO: 0            MOTION CARRIED

## **Local Option Budget Resolution**

The new school finance formula gives boards the option to authorize a higher budget for the LOB. Currently, our budget has a maximum of 31% of the general fund. The new law allows up to 33%. It was recommended that the board authorize a resolution to set the maximum at 33%. If there is opposition to this, patrons have 30 days to generate a petition and force this to a public vote.

Debby Waddle moved and Carl Behr seconded that the Board approve resolution #2018-12 to set the maximum local option budget percentage at 33%.

YES: 7            NO: 0            MOTION CARRIED

## **Tax Increment Financing District**

The school district has been notified about the potential creation of a redevelopment district for Tax Increment Financing for the grocery store. The resolution and associated information was included on the supporting documents file to the Board members. Any increase in property value due to development will go back into the business. In this case it will go back to help pay the debt service on the new grocery store. This will not reduce tax revenue for our school district. However, the district would not see any increased revenue for a period of time (likely 20 years). This is something that we would need to plan for in the area of tax collection and rebates for our budget.

## **Board member activities and reports**

Barb Alpers commented on all the summer camps and summer sports programs that have been put together and thanking the teachers and staff for their time they have put into them.

## **Administrative Reports**

Mr. Meyer reported on the following: Teachers will be attending some workshops with other schools joining them. There was some discussion about having some of the high school students helping out with starting a pizza business and joining up with Lucille hall Museum board members and getting the pizza restaurant back open. It is possible that some of the students could learn how to run a business and help do the bookkeeping through their business class. There is still some discussion about it. The school will be sharing the Spanish course supervisor with Stafford again this year. Summer maintenance is underway with the replacing of lighting in the auditorium, carpet in some classrooms, resurfacing the tennis courts. Macias construction is replacing some fence out by the shop area and putting up the new ticket booth at the football field. Adam Moritz, the new shop teacher is reorganizing the shop area and Joel Delp is doing some work in the court yard for some projects for his classroom. Mr. Meyer will be attending a Juvenile Justice course of training at the law enforcement center in Hutchinson.

## **EXECUTIVE SESSION ITEMS**

### **Personnel**

Barb Alpers and Carl Behr moved and seconded the motion to recess to executive session at 8:11 p.m. for the purpose of discussing personnel matters in order to protect the privacy of non-elected personnel with Mr. Meyer to be included, and that the board returns to open session at 8:16 p.m.

YES: 7            NO: 0            MOTION CARRIED

The board returned to open session at 8:16 p.m.

Barb Alpers moved and Derek Foote seconded the motion to extend the executive session for 2 minutes.

YES: 7            NO: 0            MOTION CARRIED

The board returned to open session at 8:18 p.m.

Derek Foote and Darin Brummer moved and seconded the motion to recess to executive session at 8:21 p.m. for the purpose of discussing employee –employer negotiating fair and equitable contract with Mr. Meyer to be included and that they return to open session in 2 minutes.

YES: 7            NO: 0            MOTION CARRIED

The board returned to open session at 8:24 p.m.

**CLOSING BUSINESS ITEMS**

**RESIGNATIONS – CONTRACTS**

Darin Brummer moved and Debby Waddle seconded to hire Joshua Lopez as the Jr. High head Football coach for the 2017 -18 schoolyear.

YES: 7            NO: 0            MOTION CARRIED

Carl Behr moved and Barb Alpers seconded to hire Mike Manderino as the Jr. High Assistant Football coach for the 2017-18 school year.

YES: 7            NO: 0            MOTION CARRIED

**FUTURE AGENDA ITEMS**

- (a) Finalize Board Goals
- (b) Substance Abuse Prevention
- (c) Ratify negotiated agreement
- (d) Consider pay raises for administrators and classified staff
- (e) Approve Library budget
- (f) Approve special education cooperative assessments
- (g) Budget hearing & approve budget (special meeting)
- (h) Approve shared staff agreements
- (i) Review KASB recommended policy changes (2<sup>nd</sup> reading)

**AJOURN**

Vance Fisher moved and Barb Alpers seconded the motion to adjourn the meeting at 8:27 p.m.

YES: 7            NO: 0            MOTION CARRIED

APPROVED AND SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
BOARD CLERK

# Board of Education Yearly Appointments & Designations

<u>Appointment / Designation</u>	<u>2016-17 (past)</u>	<u>2017-2018</u>
Board Clerk	Alisa Fisher	Alisa Fisher
Board Treasurer	Marla Irvine	Marla Irvine
Deputy Clerk	Marla Irvine	Marla Irvine
Person Responsible for Gate Receipts	Travis Olive	Travis Olive
Truancy Officers	Josh Meyer, Travis Olive	Josh Meyer, Travis Olive
Attendance Hearing Officer	Josh Meyer	Josh Meyer
Hearing Officer for Free/Reduced Meals	Josh Meyer	Josh Meyer
Food Service Representative	Josh Meyer	Josh Meyer
KPERS Representative	Alisa Fisher, Josh Meyer	Alisa Fisher, Josh Meyer
Freedom of Information Officer	Josh Meyer	Josh Meyer
Compliance Coordinator for Federal Programs & Laws	Alisa Fisher	Alisa Fisher
Coordinator for Homeless Programs		Josh Meyer
High School Activity Fund Treasurer	Zoe Staub	Stephanie Smith
Building Principal to the Sick Leave Bank Committee	Travis Olive	Travis Olive
Board Representative to the Goodman Scholarship Committee* (appt. is to change each year)	Darin Brummer	Vance Fisher
Board Representative to the St. John High School Local Scholarship Committee* (appt. is to change each year)	Vance Fisher	Derek Foote
Negotiations Team* (two or three)	Derek Foote, Darin Brummer	Derek Foote, Debby Waddle
Board Representative to the Board of Directors of the SCK Special Education Cooperative*	Debby Waddle, all others alternates	Debby Waddle
Two Members to the Library Interlocal Board*	Carl Behr, Chad Fisher	Carl Behr, Chad Fisher
Board Representative on Local Professional Development Council* (PDC)	Carl Behr	Darin Brummer
Board Representative on the Neighborhood Revitalization Plan committee*	Barb Alpers	Carl Behr
KASB Governmental Relations Network Representative*	Chad Fisher	Chad Fisher
Community Representative to Cornwell Scholarship Committee*	Derek Foote	Debby Waddle
Board Representatives to USD 350 Recreation Commission Board Member* (positions 2015-16 through 2018-19, and 2014-15 through 2017-18)	Donnie Pound (exp 2017-18), Gerald Rutti (exp 2018-19)	Donnie Pound (exp 2017-18), Gerald Rutti (exp 2018-19)
Representatives to The St. John/Hudson Community Educational Foundation (board representatives are President and Vice President, superintendent is ex-officio)	Sheila Witt, Leah Crissman, Nicki Behr, Alisa Fisher	Sheila Witt, Leah Crissman, Nicki Behr, Alisa Fisher, Barb Alpers
Official Newspaper	St. John News	St. John News
School Attorney	Philip Martin	Philip Martin
Official Depository of Funds	SJN Bank of Kansas	SJN Bank of Kansas