

UNOFFICIAL MINUTES OF THE BOARD OF EDUCATION  
ST. JOHN-HUDSON U.S.D. #350  
REGULAR SESSION  
JULY 13, 2015

**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 boardroom on Monday July 13, 2015. The meeting was called to order by President Chad Fisher.

**MEMBERS PRESENT**

Chad Fisher, Barbara Alpers, Carl Behr, Darin Brummer, Vance Fisher, Derek Foote and Debby Waddle.

**STAFF PRESENT**

Josh Meyer, Travis Olive, Rita Suiter and Juliann Owens.

Juliann Owens, Board Clerk swore in the new board members – Darin Brummer, Derek Foote and Debby Waddle

**ELECTION OF BOARD PRESIDENT AND VICE-PRESIDENT**

Barbara Alpers nominated Chad Fisher for board president. Debby Waddle seconded the nomination.

YES: 6            NO: 0            MOTION CARRIED

Chad Fisher was elected 2015-2016 Board President by open ballot.

Carl Behr nominated Barbara Alpers for board vice-president. Vance Fisher seconded the nomination.

YES: 7            NO: 0            MOTION CARRIED

Barbara Alpers was elected 2015-2016 Board Vice-President by open ballot.

**WELCOMED VISITORS**

Carol Riegel.

**ADDITIONS/CHANGES TO THE AGENDA**

Facility Use Request and Contingency Fund Transfer

**APPROVE THE AGENDA**

Barbara Alpers moved and Derek Foote seconded the motion to approve the agenda as amended.

YES: 7            NO: 0            MOTION CARRIED

**APPROVE CONSENT AGENDA**

Minutes of the June 8, 2015 regular meeting	July 1 Cash Balances
Bills for payment	Activity Fund Report
Budget Report	Standard Board Resolutions

Unofficial Minutes of the St. John-Hudson USD 350 Board of Education Meeting held July 13, 2015.

Vance Fisher 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 2015-2016 SCHOOL YEAR**

A number of appointed positions and designations need to be made by the board for the new school year. The chart below identifies the appointments and designations for the previous school year and the recommended changes for the 2015-2016 school year.

Debby Waddle moved and Carl Behr seconded the motion to make the following appointments for the 2015-2016 School Year.

<b><u>Appointment / Designation</u></b>	<b><u>2014-2015 (past)</u></b>	<b><u>2015-2016</u></b>
Board Clerk	Juliann Owens	Juliann Owens
Board Treasurer	Marla Irvine	Marla Irvine
Deputy Clerk	Marla Irvine	Marla Irvine
Person Responsible for Gate Receipts	Mike Borgan	Mike Borgan
Truancy Officers	Mike Borgan, Travis Olive	Mike Borgan, Travis Olive
Attendance Hearing Officer	Josh Meyer	Josh Meyer
Hearing Officer for Free/Reduced Breakfasts and Lunches	Josh Meyer	Josh Meyer
Food Service Representative	Josh Meyer	Josh Meyer
KPERS Representative	Juliann Owens, Josh Meyer	Juliann Owens, Josh Meyer
Freedom of Information Officer	Josh Meyer	Josh Meyer
Compliance Coordinator for Federal Programs & Laws	Josh Meyer	Juliann Owens
High School Activity Fund Treasurer	Zoe Staub	Zoe Staub
Building Principal to the Sick Leave Bank Committee	Mike Borgan	Travis Olive
Board Representative to the Goodman Scholarship Committee* (appt. is to change each year)	Stan Woodward	Darin Brummer
Board Representative to the St. John High School Local Scholarship Committee* (appt. is to change each year)	Stan Woodward	Vance Fisher
Board Representative to the Board of Directors of the SCK Special Education Cooperative*	Chad Fisher, all others alternates	Debby Waddle, all others alternates
Two Members to the Library Interlocal Board*	Vance Fisher, Tom Garner	Carl Behr, Chad Fisher
Board Representative on Local Professional Development Council* (PDC)	Tom Garner	Carl Behr
Board Representative on the Neighborhood Revitalization	Carl Behr	Barbara Alpers

Plan committee*		
KASB Governmental Relations Network Representative*	Chad Fisher	Chad Fisher
Community Representative to Cornwell Scholarship Committee*	Bill Milton	Derek Foote
Board Representatives to USD 350 Recreation Commission Board Member* (multi-year appt)	Donnie Pound, Gerald Rutti	Donnie Pound, Gerald Rutti
Representatives to The St. John/Hudson Community Educational Foundation (board representatives are President and Vice President)	Pete Witt, Leah Crissman, Nicki Behr, Juliann Owens, Tom Turner	Sheila Witt, Leah Crissman, Nicki Behr, Juliann Owens,
Official Newspaper	St. John News	St. John News
School Attorney	Philip Martin	Philip Martin
Official Depository of Funds	St. John National	SJN Bank of Kansas

YES: 7      NO: 0      MOTION CARRIED

**ESTABLISH PETTY CASH LIMITS**

Vance Fisher moved and Derek Foote seconded the motion to approve the petty cash limits as presented.

High School Activity Fund - \$300.00    Central Office Petty Cash Fund - \$500.00

YES: 7      NO: 0      MOTION CARRIED

**ESTABLISH BANKING DESIGNATION**

Vance Fisher moved and Debby Waddle seconded the motion to designate American State Bank and SJN Bank of Kansas as depositories for USD 350 funds.

YES: 6      NO: 0      ABSTAIN: 1-Chad Fisher      MOTION CARRIED

**ESTABLISH BOARD MEETING DATES**

This item is for clarification and adjustment of the regular board meeting dates established by resolution. Below is a list of the recommended dates:

**Date:**

- |                    |   |
|--------------------|---|
| August 10, 2015    | February 8, 2016                                    |
| September 14, 2015 | March 7, 2016 (1 <sup>st</sup> Monday-spring break) |
| October 12, 2015   | April 11, 2016                                      |
| November 9, 2015   | May 9, 2016   |
| December 14, 2015  | June 13, 2016                                       |
| January 11, 2016   | July 11, 2016 (next fiscal year)                    |

Derek Foote moved and Barbara Alpers seconded the motion to approve the meeting dates as listed.

YES: 7      NO: 0      MOTION CARRIED

**AUDIT ENGAGEMENT LETTERS**

The district uses Vonfeldt, Bauer, & Vonfeldt, Chtd. as the district’s financial auditing firm. There are two letters presented here for board approval. One is for auditing services and another for non-auditing services (consulting, etc.)

Darin Brummer moved and Vance Fisher seconded the motion to approve the audit engagement letters as presented.

YES: 7            NO: 0            MOTION CARRIED

**CAPITAL IMPROVEMENTS PLAN**

The superintendent has been working on the district’s capital improvement plans for some time now. A draft was included in the board packet. The plan will be presented for approval when the budget for 2015-2016 has been approved.

**2015-2016 BUDGET**

The district is much later than usual in the budget planning process because of drastic changes in school finance. The computer software used by school districts as not been released as of today. Mr. Meyer provided the board with estimated mil rates based on changes in assessed property values for discussion.

The budget hearing will be held at the August meeting and the budget will be formally approved at that time.

**FOOD SERVICE FEES**

The fee schedule has been updated to include increases to meal prices for the 2015-2016 school year.

Derek Foote moved and Darin Brummer seconded the motion to approve the amended fee schedule as presented to include the change in meal prices.

YES: 7            NO: 0            MOTION CARRIED

**BOARD POLICY BOOK**

Each year the board policy book is updated with recommendations from attorneys at KASB. The recommended changes were included in the board packet. The document provided explains each policy changes and the edits are highlighted in red within the actual policy wording. It is recommended that the board adopt changes as presented except for Policy EDDA, Policy IHF and Policy IKA. Policy EDDA is recommended using the language for option 2. At this time, the district does not provide transportation in the summer, but this wording allows the district the option to do so if it makes sense. Policy IHF- Graduation requirements are contained in the student handbook and should not be listed here. Policy IKA is not recommended for adoption at this time. Mr. Meyer will provided additional information on this policy during his administrator’s report.

Vance Fisher moved and Debby Waddle seconded the motion to approve the policy changes as presented.

YES: 7            NO: 0            MOTION CARRIED

**SALE OF PICKUP**

It is recommended that the board approve the bid of \$300 from Oscar Portillo to purchase the blue maintenance pickup.

Carl Behr moved and Derek Foote seconded the motion to approve the bid the bid of \$300 for the sale of the maintenance pickup

YES: 7            NO: 0            MOTION CARRIED

**LIBRARY DIRECTOR**

The board will be asked to approve the resignation of Christie Snyder later in the meeting. The board should discuss how the district should fill that position. Input from the city library board will be sought as well.

**FACILITY USE REQUEST**

The Stafford County Bulldog football teams have requested use of the practice field and the football field for the upcoming season. Mr. Meyer recommendation is to allow the use without charge.

Carl Behr moved and Vance Fisher seconded the motion to approve Stafford County Bulldogs facility use request free of charge.

YES: 7            NO: 0            MOTION CARRIED

**TRANSFER OF CONTINGENCY RESERVE FUNDS**

Mr. Meyer is recommending re-allocating the contingency funds to other funds in the district and is requesting authorization to make the transfers.

Barbara Alpers moved and Derek Foote seconded the motion to approve transfer of funds

YES: 7            NO: 0            MOTION CARRIED

**COMMUNICATIONS**

**BOARD MEMBERS ACTIVITIES AND REPORTS**

None.

**ADMINISTRATIVE REPORTS**

Mr. Meyer reported on upgrades to classroom technology with the purchase of additional iPads and laptops. He shared with the board information on the proposed changes to graduation requirements to include a financial literacy course and the letter sent in lieu of the proposed change recommending the course at this time. He then updated the board on planned changes to the enrollment process by mailing complete packets out to families ahead of time to try and speed the process. He also updated the board on bus maintenance and summer maintenance projects and then provided board members with a new handbook to aid them in their roles as board members.

## **EXECUTIVE SESSION ITEMS**

### **DISCUSS PERSONNEL**

#### **EXECUTIVE SESSION – PERSONNEL AND NEGOTIATIONS**

Barbara Alpers moved and Vance Fisher seconded the motion to recess to executive session at 8:31 p.m. in the boardroom for the purpose of discussing personnel matters for non-elected personnel; and that the board return to open session at 8:41 p.m. in the boardroom. The executive session is required to protect the privacy interests of identifiable individuals. The Superintendent was asked to be in attendance.

YES: 7            NO: 0            MOTION CARRIED

The board returned to open session at 8:41 p.m. in the boardroom.

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

The board returned to open session at 8:43 p.m.

Carl Behr moved and Darin Brummer seconded the motion to extend the executive session for 2 minutes.

The board returned to open session at 8:46 p.m.

## **CLOSING BUSINESS ITEMS**

### **RESIGNATIONS-CONTRACTS**

Mr. Meyer presented a contract for the hire of Gerry Carter as Industrial Arts teacher.

Debby Waddle moved and Vance Fisher seconded the motion to approve the hire of Gerry Carter as Industrial Arts Teacher.

YES: 7            NO: 0

Mr. Meyer presented the resignation of Christie Snyder as Library Director.

Derek Foote moved and Barbara Alpers seconded the motion to approve the resignation of Christie Snyder as Library Director effective July 31, 2015.

YES: 7            NO: 0

Mr. Meyer presented a contract to hire Ruben Martin as JH Football coach.

Darin Brummer moved and Carl Behr seconded the motion to approve the hire of Ruben Martin as JH Football coach.

YES: 7            NO: 0

## **FUTURE AGENDA ITEMS**

- a) Ratify negotiated Agreement
- b) Approve staff pay raises
- c) Approve Library budget

Unofficial Minutes of the St. John-Hudson USD 350 Board of Education Meeting held July 13, 2015.

- d) Approve special education cooperative assessments
- e) Approve Capital Improvements plan
- f) Budget Hearing –Approve Budget
- g) Approve shared staff agreements
- h) Board goals-establish for the year
- i) Approve staff handbooks

Barbara Alpers moved and Vance Fisher seconded the motion to adjourn the meeting at 8:49 p.m.

YES: 7            NO: 0            MOTION CARRIED

APPROVED AND SIGNED THIS   11th   DAY OF   August   2014

\_\_\_\_\_  
PRESIDENT

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

## **Attachment A**

### **RESOLUTION 2016-1**

**Be it resolved that the Board of Education of USD. No 350 adopt a school term of 1116 hours as an alternative to 186 school days for the 2015-2016 school year.**

### **RESOLUTION 2016-2**

**Be it resolved that the Board of Education of USD No. 350 authorizes the use of signature stamps and approve the facsimile waiver for the President, Board Clerk, Board Treasurer, Superintendent, Principals, and Athletic Director for the 2015-2016 school year.**

### **RESOLUTION 2016-3**

**Be it resolved that all policy statements found in the minutes of the Board of Education of USD No. 350 prior to June 30, 2015 be rescinded, with the exception of rental fees, student fees, and student handbooks as previously approved, and that the Board adopt the current policy manual as recommended by the Superintendent of Schools to govern this school district during the 2015-2016 school year, subject to periodic review, amendment and revision by the Board of Education.**

### **RESOLUTION 2016-4**

**Be it resolved that the Board of Education of USD No. 350 approve the payment of utility bills and other bills that have a financial penalty to avoid fees for late payments and payments to local vendors when needed by the board treasurer prior to regular board meetings.**

### **RESOLUTION 2016-5**

**Be it resolved that the Board of Education of USD No. 350 approve required transfers to special funds as needed and approved by the superintendent during the 2015-2016 school year.**

### **RESOLUTION 2016-6**

**WHEREAS, The Board of Education of Unified School District No. 350, Stafford County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities, and**

**WHEREAS, Kansas law authorizes the establishment of school activity funds;**

**THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 350, Stafford County, Kansas, that an activity fund designated as the Student Activity fund is created for the purpose of receiving and expending funds for student activities including athletics, music, forensics, dramatics and other board approved student extra-curricular activities. The fund shall be administered by the high school principal. The high school secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded or insured by the school district.**



Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202 (d) and the provisions of K.S.A. 12-105(b) shall not apply.

Adopted this 13th day of July, 2015, by the Board of Education of Unified School District No. 350, Stafford County, Kansas.

**RESOLUTION 2016-7**

WHEREAS the Board of Education of Unified School District No. 350, Stafford County, Kansas, has determined that the financial statements and financial report for the 2015-2016 school year to be prepared in conformity with the requirements of K.S.A. 1981 Supp. 74-1120a as amended by S.B. 531 enacted by the 1982 Session of the Kansas Legislature are not relevant to the requirements of the cash basis and budget laws of this state are of no significant value to the Board, the Unified School District, or the members of the general public of the district; and

WHEREAS there are no revenue bond ordinances or resolutions or other ordinances or resolutions of said district which require financial statements and financial reports to be prepared in conformity with said act for the school year 2015-2016.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District No. 350, Stafford County, Kansas, in regular meeting duly assembled the 1st day of July, 2014, that the said Board request the Director of Accounts and Reports to waive the requirements of said law as they apply to the Unified School District for the school year 2015-2016 and;

BE IT FURTHER RESOLVED that the said Board shall cause its financial statements and financial reports of the said municipality to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.

Adopted this 13th day of July, 2015, by the Board of Education of Unified School District No. 350, Stafford County, Kansas.

**RESOLUTION 2016-8**

WHEREAS, the Board of Education of Unified School District No. 350, Stafford County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

**WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and**

**WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;**

**NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 350, Stafford County, Kansas, that the board shall exercise the power granted by law and by this resolution.**

**Adopted by the Board of Education of Unified School District 350, Stafford County, Kansas, this 1st day of July, 2014.**

#### **RESOLUTION 2016-9**

**Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 350, Stafford County, Kansas, at its regular meeting held July 13th, 2015, established the following meeting schedule for regular board of education meetings to be held during the 2015-2016 school year:**

**Hour of commencing the meeting: 7:00 p.m.**

**Day of the week the meeting will be held: Monday**

**Week of the month the meeting will be held: Second**

**Meeting place: Ida Long Goodman Library or as designated by published agenda**

**If the established meeting date falls on a legal holiday or a holiday specified by the board of education, such regular meeting will be held the following Tuesday, unless otherwise specified, commencing at 7:00 p.m. If the established meeting is cancelled because of an emergency, within 24 hours of such cancellation, the board shall establish and give notice of the new meeting date and time.**

**The board of education reserves the right to adjourn any regular meeting to another time and place.**

#### **RESOLUTION 2016-10**

**Be it resolved that the Board of Education of USD No. 350 approves setting the mileage reimbursement rate to match that as set by the state of Kansas.**

#### **RESOLUTION 2016-11**

**Be it resolved that the Board of Education of USD No. 350 approves setting the substitute teacher pay rate at \$95 per day for the 2015-2016 school year.**