

UNOFFICIAL MINUTES OF THE BOARD OF EDUCATION
ST. JOHN-HUDSON U.S.D. #350
REGULAR SESSION
JULY 14, 2014

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 14, 2014. The meeting was called to order by President Chad Fisher.

MEMBERS PRESENT

Chad Fisher, Stan Woodward, Barbara Alpers, Carl Behr, Vance Fisher, and Bill Milton.

STAFF PRESENT

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

ELECTION OF BOARD PRESIDENT AND VICE-PRESIDENT

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

YES: 6 NO: 0 MOTION CARRIED

Chad Fisher was elected 2014-2015 Board President by open ballot.

Stan Woodward nominated Barbara Alpers for board vice-president. Bill Milton seconded the nomination.

YES: 6 NO: 0 MOTION CARRIED

Barbara Alpers was elected 2014-2015 Board Vice-President by open ballot.

WELCOMED VISITORS

Carol Riegel.

ADDITIONS/CHANGES TO THE AGENDA

Shared teaching staff agreements

APPROVE THE AGENDA

Stan Woodward moved and Barbara Alpers seconded the motion to approve the agenda as amended.

YES: 6 NO: 0 MOTION CARRIED

APPROVE CONSENT AGENDA

Minutes of the June 2, 2014 regular meeting	Activity Fund Report
Bills for payment	Acceptance of Gifts and Donations
Budget Report and July 1 Cash Balances	Standard Board Resolutions

Vance Fisher moved and Carl Behr seconded the motion to approve the consent agenda as presented.

YES: 6 NO: 0 MOTION CARRIED

Unofficial Minutes of the St. John-Hudson USD 350 Board of Education Meeting held July 14, 2014.

PATRON COMMENTS

None.

BUSINESS ITEMS**ORGANIZATION FOR 2014-2015 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 2014-2015 school year.

Vance Fisher moved and Bill Milton seconded the motion to make the following appointments for the 2014-2015 School Year.

<u>Appointment / Designation</u>	<u>2013-2014 (past)</u>	<u>2014-2015</u>
Board Clerk	Juliann Owens	Juliann Owens
Board Treasurer	Marla Irvine	Marla Irvine
Deputy Clerk		Marla Irvine
Person Responsible for Gate Receipts	Mike Burgan	Mike Burgan
Truancy Officers	Mike Burgan, Travis Olive	Mike Burgan, 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	Josh Meyer
High School Activity Fund Treasurer	Susan Lewis	Zoe Staub
Building Principal to the Sick Leave Bank Committee	Mike Burgan	Travis Olive
Board Representative to the Goodman Scholarship Committee* (appt. is to change each year)	Barb Alpers	Stan Woodward
Board Representative to the St. John High School Local Scholarship Committee* (appt. is to change each year)	Bill Milton	Stan Woodward
Board Representative to the Board of Directors of the SCK Special Education Cooperative*	Chad Fisher, all others alternates	Barbara Alpers
Two Members to the Library Interlocal Board*	Vance Fisher, Tom Garner	Vance Fisher, Tom Garner
Board Representative on Local Professional Development Council* (PDC)	Barb Alpers	Tom Garner
Board Representative on the Neighborhood Revitalization Plan committee*	Tom Garner	Carl Behr
KASB Governmental Relations Network Representative*	Carl Behr	Chad Fisher
Community Representative to Cornwell Scholarship Committee*	Barb Alpers	Bill Milton

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	Pete Witt, Leah Crissman, Nicki Behr, Juliann Owens, Tom Turner
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: 5 NO: 0 Abstain: 1 MOTION CARRIED

ESTABLISH PETTY CASH LIMITS

Stan Woodward moved and Barbara Alpers seconded the motion to approve the petty cash limits as presented.

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

YES: 6 NO: 0 MOTION CARRIED

ESTABLISH BANKING DESIGNATION

Barbara Alpers moved and Carl Behr seconded the motion to designate American State Bank and SJN Bank of Kansas as depositories for USD 350 funds.

YES: 5 NO: 0 Abstain: 1 MOTION CARRIED

RATIFY LEASE PURCHASE AGREEMENT

In a past meeting, the Board authorized the superintendent to execute and sign the Lease-Purchase Agreement for the facilities improvements. The Board’s attorney has reviewed this agreement and his letter of observation is included in this copy. Since this is such an important document, it is recommended that the Board officially ratify this agreement.

Carl Behr moved and Barbara Alpers seconded the motion to approve the Lease-Purchase Agreement as presented.

YES: 6 NO: 0 MOTION CARRIED

AUDIT ENGAGEMENT LETTERS

In a past meeting, the Board chose Vonfeldt, Bauer, & Vonfeldt, Chtd. as the district’s financial auditing firm. They are asking that the Board approve the letters of engagement for this audit. There are two letters; one for auditing services and another for non-auditing services (consulting, etc.)

Vance Fisher moved and Stan Woodward seconded the motion to approve the audit engagement letters as presented.

YES: 6 NO: 0 MOTION CARRIED

RESOLUTION TO EXPEND CONTINGENCY FUNDS

Mr. Meyer requested that a resolution be approved to allow the expenditure of \$20,000 of contingency funds to pay a portion of June salaries. This is necessary to keep cash balances in other funds at acceptable levels. See Attachment A for resolution.

Stan Woodward moved and Vance Fisher seconded the motion to expend \$20,000 of contingency reserve to pay a portion of June salaries.

YES: 6 NO: 0 MOTION CARRIED

RESOLUTION FOR 33% LOCAL OPTION BUDGET

The recent LOB election allows the board to set the Local Option Budget (LOB) at 31% of the general fund. New legislation allows the Board to move that up to 33% for one year. It is recommended that the maximum LOB be set at 33% of the general fund for the 2014-15 school year.

Stan Woodward moved and Barbara Alpers seconded the motion to approve resolution #2015-13 for the Local Option Budget as presented.

YES: 6 NO: 0 MOTION CARRIED

APPROVE BUDGET FOR PUBLICATION

The 2014-15 budget has been included in the board packet for review. The budget is estimated high to reduce the need to republish later in the year. The LOB has been increased and the capital outlay fund has been decreased. Overall, this budget keeps the mil levy within one mil of the past year’s budget – a total increase of 0.777 mils. It puts us in good position to fill our budget gap and turn around the trend of reducing our cash balance. It also provides resources to meet our capital improvement needs. This will publish in the St. John News for one week. The Board will then hold a budget hearing at the August 11th regular meeting to allow for public comment. After the hearing, the Board will approve the final budget.

Stan Woodward moved and Carl Behr seconded the motion to approve the budget for publication as presented.

YES: 6 NO: 0 MOTION CARRIED

BOARD OF EDUCATION DISTRICTS

The Board has discussed the possibility of changing the structure of the BOE districts within school district boundaries. Currently there are 3 districts with 2 members and 1 at-large position. Information about the districts was included in the board packet. State law limits the way boards of education may organize voting districts. There are four different ways:

 All positions are at-large; 2 districts with 3 positions in each district plus 1 at-large; 3 districts with 2 positions in each district plus on at large (This is the current structure.); or 6 districts with 1 position in each district plus 1 at-large

The board may change member districts and change boundaries at their discretion. However, any change cannot be made within 90 days of a regular election. The filing deadline for BOE elections is in

mid-January. It is recommended if a change is warranted, the decision be made no later than the October board meeting. Mr. Meyer was directed to do some additional research on the issue and bring the item back to the board at the August 11 meeting.

SHARED STAFF AGREEMENTS

Mr. Meyer presented the shared teaching agreements for the elementary counselor and a High School Spanish teaching for the 2014-2015 school year.

Barbara Alpers moved and Stan Woodward seconded the motion to approve the shared teaching agreements with USD 349 for the elementary counselor and Spanish teacher.

YES: 6 NO: 0 MOTION CARRIED

COMMUNICATIONS

BOARD MEMBERS ACTIVITIES AND REPORTS

Chad Fisher attend the SCK-SEC board meeting and discussed their budget.

ADMINISTRATIVE REPORTS

Mr. Meyer reported to the board on the construction project. Gary Sechrist will be here to do goal setting with the board at the August meeting. The meeting will start at 6:00 p.m. State assessments will not be released for the 2013-2014 school year. Roofing maintenance needs to continue to deal with leaks. Safe Routes to Schools will not be pursued.

EXECUTIVE SESSION ITEMS

DISCUSS PERSONNEL

EXECUTIVE SESSION – PERSONNEL AND NEGOTIATIONS

Vance Fisher moved and Barbara Alpers seconded the motion to recess to executive session at 8:54 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 9:04 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: 6 NO: 0 MOTION CARRIED

The board returned to open session at 9:04 p.m. in the boardroom.

Vance Fisher moved and Stan Woodward seconded the motion to extend the executive session for 5 minutes.

The board returned to open session at 9:09 p.m.

Stan Woodward moved and Carl Behr seconded the motion to extend the executive session for 5 minutes.

The board returned to open session at 9:15 p.m.

CLOSING BUSINESS ITEMS

RESIGNATIONS-CONTRACTS

Unofficial Minutes of the St. John-Hudson USD 350 Board of Education Meeting held July 14, 2014.

TEACHERS' NEGOTIATED AGREEMENT

The board's negotiating team and the teachers' team has come to an agreement on negotiations this year. The salary increase amounts to about \$500 for all teachers. Those who are eligible will be granted salary increases for experience and education. The total salary increase is about 1.9% on average.

Vance Fisher moved and Bill Milton seconded to approve the teachers' negotiated agreement for the 2014-15 school year as presented.

YES: 6 NO: 0 MOTION CARRIED

PAY RAISE FOR CLASSIFIED STAFF AND ADMINISTRATORS

It is recommended to give a pay raise for classified staff and administrators equal to the percentage increase for teachers. Contracts for administration were in prior meetings with salary amounts to be determined.

Barbara Alpers moved and Carl Behr seconded the motion to approve a 1.9% increase for classified staff and administrators.

YES: 6 NO: 0

FUTURE AGENDA ITEMS

- a) Budget Hearing –Approve Budget
- b) Staff Handbooks
- c) Approve library budget
- d) Approve special education cooperative assessments
- e) Board goal-setting
- f) Review KASB recommended policy changes (1st reading)

Barbara Alpers moved and Bill Milton seconded the motion to adjourn the meeting at 9:18 p.m.

YES: 6 NO: 0 MOTION CARRIED

APPROVED AND SIGNED THIS 11th DAY OF August 2014

PRESIDENT

BOARD CLERK

Attachment A

RESOLUTION 2015-1

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 2014-2015 school year.

RESOLUTION 2015-2

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 2014-2015 school year.

RESOLUTION 2015-3

Be it resolved that all policy statements found in the minutes of the Board of Education of USD No. 350 prior to June 30, 2014 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 2014-2015 school year, subject to periodic review, amendment and revision by the Board of Education.

RESOLUTION 2015-4

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 2015-5

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 2014-2015 school year.

RESOLUTION 2015-6

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 1st day of July, 2014, by the Board of Education of Unified School District No. 350, Stafford County, Kansas.

RESOLUTION 2015-7

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 2014-2015 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 2014-2015.

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 2014-2015 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 1st day of July, 2014, by the Board of Education of Unified School District No. 350, Stafford County, Kansas.

RESOLUTION 2015-8

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 2015-9

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 1, 2014, established the following meeting schedule for regular board of education meetings to be held during the 2014-2015 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 2015-10

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 2015-11

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 2014-2015 school year.

RESOLUTION 2015-12

Be it resolved that the Board of Education of USD No. 350 approves expending \$20,000 of contingency reserve to pay a portion of June 2014 salaries.

BOARD OF EDUCATION
Unified School District No. 350
Stafford County, Kansas

RESOLUTION 2015-13 – Local Option Budget

Be it resolved that the Board of Education of Unified School District No. 350, Stafford County, Kansas, shall be authorized to adopt a local option budget in the 2014-15 school year in an amount not to exceed 33% of the amount of state financial aid determined for the current school year pursuant to K.S.A. 72-6433(e)(2). This resolution shall expire on June 30, 2015.