

APPROVED

Holton USD #336
Board of Education --First Regular Meeting
June 15, 2009, 6:00 p.m.

MEMBERS PRESENT: Keith Eubanks, Brent Nelson, Steven Bowser, Todd Holaday, and Shelby Patch.

MEMBERS ABSENT: Jay Watkins, Russ McKinney

President Nelson called the meeting to order at 6:01 p.m.

A motion was made by Member Patch and seconded by Member Bowser to approve the amended agenda of the June 15, 2009 regular board meeting. Motion carried, 5-0.

A motion was made by Member Holaday and seconded by Member Eubanks to approve the minutes of the May 11, 2009 regular board meeting and the May 13th special board mtg. Motion carried, 5-0.

A motion was made by Member Holaday and seconded by Member Bowser to approve the warrant numbers 46782 through 46967 and the June, Old July, Old Aug and summer payroll as presented. Motion carried, 5-0.

COMMUNICATIONS:

Scott Misenhelter presented the board with a potential option on getting new grade schools built. He has contacted Senator Pat Roberts office and found out some information concerning a S-11-21 School Building Fairness Act Grant headed up by a Senator Harkins. This may be some money available to school districts that don't have big industries paying into the tax base. It is something that the board may want to look into. He also said there is a Green bill still in committee that may also be an additional avenue for funding of updating and replacing buildings. He said that the board needs to get both sides of the bond issue going because we cannot afford to sit stagnant.

NEW BUSINESS:

1. EMC Building Security Assessment Report

Cindy Hower introduced the Consulting Engineer, Larry Readout, from EMC Insurance Companies. He proceeded to go over the findings from his security assessment conducted throughout the district on May 12th and 13th. He brought along booklets to handout to board members which detailed his findings. He listed positives and areas of needed improvement.

The positive security measures noted were:

- a) Administrative assistants are very knowledgeable and experienced.
- b) Visitor program in place
- c) Signage on exterior doors directing visitors
- d) Building entrance monitoring capability
- e) Security drills being conducted
- f) Kansas State Patrol Tipline promoted with posters
- g) General knowledge of emergency procedures.

He keyed in on 5 specific areas of needed improvement:

a) **Building Access Control**

Currently the buildings use keys and there are an unknown number of keys in district and community. There is no written key-control program for the district. Keys to buildings and vehicles were not secured. Door props used on some doors so wouldn't shut and lock and other doors mechanically weren't working correctly to shut and lock. Many were not locked at all.

District has a visitor program but not enforced consistently throughout district. Staff members do not have photo id badges to distinguish them from visitors. Suggest the district go to an electronic access control system that would replace all exterior and some interior locks. Designate one entrance to each building for visitors and then possibly two entrances for teachers and staff.

Access control AI phone for visitors to limit entrance to facility would be a good addition to limit unknown access.

b) **Building Entrance Monitoring**

Have monitors at some facilities but poor visual images that don't allow staff to be able to distinguish faces. Some monitors in the buildings were not even on at the time of the walk through. Building main offices have a poor visual sight to front doors and entrance routing needs to be changed so all visitors must funnel through office. Current building layouts may make this hard to achieve but needs to be addressed if district were to build or remodel facilities.

c) **Crisis Response**

Would like to see three lock down levels implemented and in place. Written program along with training in a crisis situation for everyone involved needs to be completed.

Full /Internal – Emergency where there is a major issue in the building that needs lockdown.

Partial/External – Maybe a jailbreak or something in the community that might affect recess or leaving the building.

Clear Hall/Classroom hold- Medical issue in the hallway of student or staff member, drug dogs locker check etc.

Administration need to determine a method of communication if something were to occur in the building and need to communicate with staff outdoors either monitoring recess, physical education or with a class. Using coded announcements is discouraged due to people not familiar with code in the building such as substitutes and visitors. Need to be clear and precise with message. All classrooms need to be able to be locked from the inside. Currently some have locks and some don't. Some teachers keep doors locked during class time and some don't. Subs should have a key while they are teaching for the day and then required to turn in key at end of day. Noticed some of the windows to classrooms are covered in paper. This is discouraged so if police are doing a sweep of the building they can see into the room to clear it. The windows are small enough that you can get the kids to somewhere in the room so as not to be seen from the hallway by an intruder if need be.

Outside entrances need to be clearly marked so emergency staff can be directed to the proper entrance.

d) **Staff Interaction**

Some staff visited with him and were more than willing to share information to security questions without knowing or asking who he was. Staff was very friendly and helpful to him during walk through. Only asked by one teacher throughout the entire district if he had checked in at the main office.

Multiple issues of security noted internally during walk through. Cash, purses, keys, electrical panels and student medications not secured. Closets, storage rooms, boiler rooms and staff lounges were not secured leaving multiple temporary hiding places. Laptop computers were seen throughout the buildings that were not secured, creating the opportunity for theft of the device as well as any confidential information on them. Unattended computers were logged on and not password-locked, allowing unauthorized access to the school's server and the user's personal information.

e) **Exterior Deterrents**

A few things to keep in mind for the outside of the buildings is the surrounding landscaping of buildings. Bushes should be no more that 3 ft tall, the less landscaping close to the building the better so there is nowhere for intruders to hide. Trees should be trimmed up at least 7 ft to allow a good sight line for law enforcement officers patrolling area. Trash receptacles should be at least 25 ft from any entrance so that they cannot be used to hold open doors or used for hiding weapons.

Lights on outside of buildings should be bright and not a faded yellow. They should also be on a light pole so the light is pointed at the building entrance rather than on the building facing out. This allows better illumination of the buildings entrances.

Larry commented that Holton School District has an average security base, which certainly has the potential to be developed into a high-quality, comprehensive security program that emphasizes the safety and security of all students and staff. He said that even though there are a number of opportunities for improvement, some of the most important components of a quality security program are in place, like a highly supportive administrative staff who place the safety and security of students and staff as top priority; well-maintained physical buildings; and conscientious staff members willing to learn and develop new skills.

OLD BUSINESS:

1. Use of facilities:

Dr. Karleskint said at the last meeting he presented a Draft building usage outline to the board. They had asked him to put it up on the district web site and have hard copies for patrons. Both were done and he received a few phone calls clarifying some of the information. There is some wording that has been cleaned up for the final draft.

Since that time two issues have occurred at the high school. First was a senior prank that resulted in no damages but just drove home the fact of our lack of security in the building. The second was a break-in/walk-in of the counselor's offices, which resulted in the theft of some cash and files disturbed. A master key was used to get access. Since then locks have been changed on the main office and the counselor's office. Currently there are 28 areas of access into the building and that is only including doors not windows. This just goes along to support the information EMC presented earlier.

Dr. Karleskint asked the board how to proceed. The board asked him to bring the finalized copy to the June 29th meeting.

2. Student Accident Insurance

Two bids were received by the Jim Gill Agency with the Maksin Group and the other was Student Assurance Services. The board discussed selecting a plan with a \$100 deductible or a \$50 deductible.

A motion was made by Member Holaday and seconded by Member Patch to approve the bid for \$12,622.50 with \$100 deductible through the Jim Gill Agency with the Maksin Group. Motion carried, 5-0.

NEW BUSINESS:

2. Big Smiles Program

Dr. Karleskint provided board members with a flyer about an in-school oral health program. Due to the fact that our district is around 40% Free and Reduced students he felt this might be a beneficial program for our kids. It is no cost to the district and is funded by grants, corporate sponsorships and Medicaid reimbursement. It occurs 2-4 days out of the year depending on how many students sign up. Parental consent forms

are sent home and those that wish to sign up can. All work is done in the school building and time out of class is minimal.

A motion was made by Member Holaday and seconded by Member Patch to approve bringing the Big Smiles program to Holton USD 336. Motion carried, 5-0.

3. Sports Medicine Services Agreement

Two bids were received from Midwest Sports Medicine and Holton Community Hospital. After discussion by the board they felt they were comfortable with the current services and since both bids were comparable they would elect to stay with Holton Community Hospital.

A motion was made by Member Bowser and seconded by Member Patch to approve the contract with Holton Community Hospital for \$1,500 for sports clinics with additional costs at \$27.00/hour plus travel mileage to be paid for provision of services at sporting events. Motion carried, 5-0.

4. Out of District Release

Patron request regarding out-of-district school attendance - Deanna Johnson is requesting her daughter attend USD 337 since she is greater than 10 miles from the USD 336 school building in which she would attend and closer to the Royal Valley school building.

A motion was made by Member Holaday and seconded by Member Bowser to accept the out-of-district attendance request. Motion carried, 5-0.

5. Salary Protection – Renewal of policy with Standard Insurance Company with the same continued coverage and services through July 1, 2012.

A motion was made by Member Holaday and seconded by Member Bowser to approve Standard Insurance renewal of policy. Motion carried, 5-0.

6. Handbooks

Colorado had only one policy change that is state recommended on child with fever over 99.6 must be gone from school fever free for 24 hrs (without medication) before they can return. All other changes are name or date change updates.

Central had no changes.

HMS is adding the following to the eligibility procedures on page 17:

- On Friday of each week a projected list of students who are failing a class/classes will be generated.
- On the following Monday a list of students who are failing class/classes will be generated.

- The students will be notified on Monday of the ineligibility. Ineligibility will be from Tuesday at 8:00 a.m. until the following Tuesday at 8:00 a.m.

HMS is adding Internet Capable Electronic Devices- Page 20:

Any device that can access the Internet (including phones) during the school day and is not authorized will be subject to the following:

1st Offense: The device will be confiscated until parent or guardian retrieves it from the office. Detention.

2nd Offense: The device will be confiscated for the remainder of the school year and the student is suspended from school.

A motion was made by Member Bowser and seconded by Member Patch to approve student handbook changes as presented. Motion carried, 5-0.

7. Software Maintenance Agreement

Contracts presented from Management Advisory Computer Systems for Off-site backup, MAPP Software Support and Student Activity Support for the 09-10 School Year

A motion was made by Member Holaday and seconded by Member Bowser to approve contracts presented for computer software support and backup by MACS for \$4,775. Motion carried, 5-0.

8. KASB Member Dues

KASB board of directors voted to freeze membership dues at the 08-09 rates. There will be no increase for 09-10 school year.

A motion was made by Member Holaday and seconded by Member Patch to approve KASB membership dues of \$9,187.00 for the 09-10 school year. Motion carried, 5-0.

9. Building Maintenance Report

Recirculation lines at the HS are completed. Need to order some more emergency lighting ballasts and get them installed. There is still one item (6-15) on the fire inspector list that needs to be completed which entails placement of smoke detection in the ductwork at the high school. The HS would like to do a small amount of remodeling on Bob Phillips old room. Jason Larison will be utilizing the space for classes. Adding a sheetrock wall to enclose some of the tools and equipment and cutting a hole in the cement wall to make an access from room to room. One will be utilized as a classroom with the other as a hands-on workspace. The garbage disposal at the HS needs replaced. The HMS walk in fridge is having problems. Colorado and Central had to change out some sinks in the kitchen due to the health inspector. The stove at Colorado died. It is an original and they think the walls were built around it so it has to be disassembled to be removed from the building.

Dr. Karleskint just wanted to make the board aware of all of the items that are in the process of being done.

10. Curriculum Update

Dr. Karleskint informed the board of some textbook purchases for the HMS for 7th grade math that will allow the transition from Everyday Math used through 6th grade to bridge the gap to the 6-12 Math program. He would also like to purchase some Language Arts materials for 3,4,5 grades. Since we haven't purchased any significant textbook materials for a couple of years it is time to update these areas.

A motion was made by Member Bowser and seconded by Member Patch to approve the purchase of the Transitional Math series for 7th grade at \$6,961.50 and the Language Arts materials for 3,4,5 at \$16,307.84. Motion carried, 5-0.

11. Budget Update

Currently closing out the school year paying bills and remaining payrolls. We are able to pay bills and get current funds back up to starting amounts for the new year. District is expecting more cuts next year just like we had this year. Will have final numbers for year end at the June 29th meeting.

12. Special Education Update

The cooperative is entering into a contract agreement with Southeast Kansas Education Service Center for the services of Ann Powell a hearing impaired teacher for a student in the 09-10 school year.

Project Plus contract distributed for the purchase of seven spots for the 09-10 school year.

A motion was made by Member Bowser and seconded by Member Patch to approve the Project Plus contract as presented for \$134,498 for the school year 2009-2010. Motion carried, 5-0.

8:30 President Nelson called a 10-minute break to resume at 8:40.

A motion was made by Member Patch and seconded by Member Bowser that Holton USD #336 recess to executive session at 8:41 p.m. for 20 minutes returning to regular session at 9:01 p.m. for the purpose of discussing:

- a. Matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s). Motion carried, 5-0.

Dr. Karleskint remained in executive session with the board.

Returned to regular session at 9:01 p.m.

A motion was made by Member Bowser and seconded by Member Holaday that Holton USD #336 recess to executive session at 9:03 p.m. for 5 minutes returning to regular session at 9:08 p.m. for the purpose of discussing:

a. Discuss negotiations. To protect the public interest in negotiating a fair and equitable contract. Motion carried, 5-0.

Dr. Karleskint remained in executive session with the board.

Returned to regular session at 9:08 p.m.

PERSONNEL:

1) New employment

A motion was made by Member Holaday and seconded by Member Patch to approve contracts for Gary Cross; KSD para for 09-10 School Year and approve additional ESY/Jumpstart/Summer school staff on list provided. Motion carried, 5-0.

2) Resignations

A motion was made by Member Holaday and seconded by Member Bowser to approve resignations from Terri Robbins; Colo SE Para, Chris Fletcher; Ast Technology Director and Pat Krogman; Colo para. Motion carried, 5-0.

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| June 29, 2009 -5:30 p.m. | Education Foundation Board Meeting |
| June 29, 2009 -6:00 p. m. | Board of Education Meeting, second regular meeting |
| August 4, 2009 - | Enrollment |
| August 19, 2009 - | 1st Day of School |

No further action taken.

President Nelson adjourned the meeting at 9:17 p.m.

Minutes as recorded by:

Dee Folk
Board Clerk, Board of Education, Holton USD #336
515 Pennsylvania, Holton, KS 66436