

APPROVED

Key: A.I. – Action Item
I.I. – Information Item

UNIFIED SCHOOL DISTRICT NO. 336
BOE – First Regular Meeting
Monday July 13, 2015, 6:00 p.m.

MEMBERS PRESENT: Mike Ford, Bob Phillips, Orin Marshall, Rex Frazier, Allen Arnold, Shelby Patch, Carl Matousek (arrived 6:04)

MEMBERS ABSENT:

President Patch called the meeting to order at 6:00 p.m.

1. A.I. Adopt the agenda as prepared or amended.

A motion was made by Member Arnold and seconded by Member Phillips to approve the agenda of the July 13, 2015 regular board meeting. Motion carried, 6-0.

2. A.I. Administer the Oath of Office to all Board Members.
3. A.I. Elect President and Vice President

Election of President.

President Patch opened the floor for nominations for board president.

Member Phillips moved to nominate Mike Ford and Member Marshall seconded the nomination. Member Patch moved that nominations cease and Member Arnold seconded the nomination. Motion carried, 7-0.

President Patch called for a vote on the nomination of Mike Ford for board president. Motion carried, 7-0.

President Ford presiding.

Election of Vice-President.

President Ford opened the floor for nominations for vice-president.

Member Phillips moved to nominate Allen Arnold and Member Marshall seconded the nomination. Member Phillips moved that nominations cease. President Ford called for a vote on nomination of Allen Arnold for vice-president. Motion carried, 7-0.

Member Patch moved that we take a 5 minute recess for the newspaper picture of new years board with Holton Recorder 6:10-6:15 p.m. Member Frazier seconded the motion. Motion carried, 7-0.

4.A.I. Appoint Governmental Relation Representative

President Ford asked for a volunteer for our district Governmental Relation Representative.

Bob Phillips nominated Rex Frazier and Shelby Patch seconded the nomination. Motion carried 7-0.

5.A.I. Consent Agenda:

1. Approve minutes from June 22, 2015 board meeting.
2. Approve payment of warrant numbers 58316 through 58411 for the amount of \$475,541.24
3. Approve July Payroll for the amount of \$107,631.37
4. Moved to 20. A)
5. Resignations:
 - a. Angie Suther - SPED IRC Axtell,
 - b. Sam Kimmi – SPED Para Cent
6. Retirement:
 - a. Kathi Kimmi – Dec 18, 2015, Secretary High School
 - b. Randel Gier – July 31, 2015, Central Elem Custodian
7. Contracts:
8. Deputy Clerk – **Hailey Mattox and Deborah Michael**
9. Board Treasurer – **Jenny Lancaster**
10. Board Clerk – **Dee Folk.**

11. Official TV & radio station - **WIBW**.
12. Authorized Representative for School Nutrition Programs as determining official – **Hailey Mattox**.

13. Hearing officer for free and reduced meal application appeals – **Rod Wittmer**
14. District Auditor – **Jim Long**
15. Approval of Freedom Information Officer – **Dennis Stones**
16. Declaration of official depository (KSA-9-1401) – **Denison State Bank**
17. District checking account – **Denison State Bank**
18. Activity and petty cash account – **Holton National Bank**
19. Official newspaper – **Holton Recorder**.
20. Designate truancy officer for the school year (KSA-72-1113) – **Building Principles**
21. District KPERS representative – **Dee Folk**
22. Holton Special Education Coop representative – **Dennis Stones**
23. Appointment of School Attorney – **KASB Services**
24. Designate a coordinator for homeless children duties – **Dennis Stones**
25. Compliance Coordinator for Federal anti-discrimination laws – **Joe Kelly**
26. Approval of resolution stating that USD 336 will be in compliance of all Health Education and Wellness (HEW) regulations for non-discrimination.
27. Approval of a 1,116 hour calendar (KSA-72-1106).
28. Approval of wavier of requirements for generally accepted accounting principles(GAAP) (KSA-75-1120a).
29. Adoption of early payment policy (KSA-12-105(b)) and approve transfer of funds for PLE and adult gratis meals.
30. Approval of Child Nutrition & Wellness Program Agreement for 2015-2016.
31. Appointment of Superintendent as official officer for all state reports, federal reports, and homeless student liaison.
32. Approve district mileage at \$.56 per mile.
33. Establish Petty cash funds: BOE \$1500.00 per year and \$400.00 per year for each building.
34. Approval of cell phone policy reimbursements. Current reimbursement is \$60.00 per month.

A motion was made by Member Patch and seconded by Member Arnold to approve the consent agenda line items 1-34 as listed. Motion carried, 7-0.

6. I.I. Building Reports

Rod Wittmer – Let BOE know that we had a drum and bugle core here from Wisconsin for the day. They utilized our facilities for a stop over and practice day on their way to Great Bend for National competition.

Old Business:

7. I.I. Executive session

Noe was here to give us an update of work on elementary site. They have poured a couple of foundations and completed the footings for the FEMA shelter. They are also working on a couple of spot footings and completion of the storm sewer. The mason will be starting the elevator shaft this week. They are tearing up the existing Colorado street from 5th to 6th St. They are 2 weeks behind due to all the rain but expect to make it up during the steel structure erection and the masonry work. The steel structures are still at least a month out from starting. Supt Stones shared with the BOE the traffic flow plan for the upcoming school year during all of the construction. He will be meeting with Sheriff Tim Morse about the plan tomorrow. Maps and instructions will be handed out with Colorado elementary enrollment packets, distributed at enrollment, placed on website and in newspaper. They will also have postings at various locations for patrons to see.

8. A.I. Holton High School advertisement fundraiser.

Principal Wittmer distributed to the BOE an example of the new types of advertising that will be utilized for this upcoming school year. They will continue with the normal fall and winter sports program ads but have added the ability for businesses and patrons to purchase spots for banners and gymnasium window decals along with sports program ads. For additional information contact Rod Wittmer or Jason Schroeder at HHS.

A motion was made by Member Phillips and seconded by Member Arnold to approve the new advertising campaign as presented. Motion carried, 7-0.

9. A.I. Maintenance updates and current projects.

Maintenance Director Porter said all four buildings should be complete on summer cleaning projects by next two weeks. End of July the crew will be painting the HS gym and 4 rooms at the MS.

Supt Stones presented a spreadsheet with a list of projects from this summer and projected vs. actual costs on each one. Principal Wittmer still said he is talking to vendors on various projects. He is trying to get similar bids on projects and that is proving to be a challenge.

10. A.I. Approval of policies CA, CB, CD, CE, CEA, CEC, CED, CEI, CEJ, CL, CMA, CN, CO, CYA.

A motion was made by Member Patch and seconded by Member Phillips to approve the policies as presented with all recommended changes by KASB. Motion carried, 7-0.

New Business:

11. A.I. Approval of signature facsimiles for board president and the Superintendent.

A motion was made by Member Frazier and seconded by Member Arnold to approve the signature facsimiles for President Ford and Supt Stones. Motion carried, 7-0.

12. A.I. Appoint Holton Education Foundation Board of Directors for 2015-2016 – **USD 336 Board President-Mike Ford, USD 336 Vice President-Allen Arnold, Rod Wittmer, Dennis Stones, Dee Folk, Holton PTO President, Holton High School Alumni President.**

A motion was made by Member Patch and seconded by Member Phillips to approve the Holton Ed Foundation BOD for 2015-2016 school year. Motion carried, 7-0.

13. A.I. Rescind all policy statements found in the minutes of this Board of Education and adopt the student handbooks and the policy manual as presented by the superintendent.

A motion was made by Member Phillips and seconded by Member Patch to approve rescinding all policy statements and handbooks and manuals and readopt for the upcoming 2015-2016 school year. Motion carried, 7-0.

14. A.I. Establish substitute teacher pay – currently pay is \$90.00 per day.

Supt Stones would like to recommend that the BOE approve long-term paid subs pay be determined by using the base salary of the current negotiated salary schedule. Long-term pay begins after 5 consecutive days of subbing for the same teacher.

A motion was made by Member Patch and seconded by Member Phillips to approve substitute teacher pay of \$90.00/day for the 2015-2016 school year and the new base salary calculation for LT substitutes. Motion carried, 7-0.

15. A.I. Renew extended contracts:

- a. Librarians – extend 10 days
- b. Guidance Counselors – extend 20 days
- c. Career Pathways:
 - FACS – extend 5 days
 - Power, Structural & Technical Systems (Agriculture) – extend 10 days
 - Horticulture Pathways (Horticulture) – extend 10 days
 - Business Finance Pathway (Business) – extend 5 days
 - Business & Technology Pathway (Computers/Tech) – extend 5 days
 - Communication Technology Pathway (Journalism/Graphic Arts) – extend 4 days
- d. Stipends for SPED Speech \$1500 and SPED Psychologists \$3000.

A motion was made by Member Phillips and seconded by Member Patch to approve the extended contract days as presented. Motion carried, 7-0.

16. A.I. Approval of destruction of records; resolution enclosed.

A motion was made by Member Arnold and seconded by Member Frazier to approve the resolution presented for the destruction of records as presented. Motion carried, 7-0.

17. A.I. Discussion of the 2015-2016 budget and set the official hearing date for Monday, August 10, 2015, at 6:05 p.m.

Supt Stones notified the BOE that the state is really late this year. Usually the budget documents are out second week of June and budget meetings are third week of June. This years budget documents have not been released to school districts yet and we will be attending the budget meeting this coming Friday. The biggest differences that we will see with the block grant is that all of the money will flow thru the general fund so it is going to look very inflated. In fact we are getting less money this year but in the past it was distributed to individual funds instead of all input into the general fund. Once we have attended our meeting we will have a better understanding to discuss at next BOE meeting.

A motion was made by Member Patch and seconded by Member Arnold to set the official hearing date for Monday, August 10, 2015, at 6:05 p.m. Motion carried, 7-0.

18. A.I. Presentation of district unencumbered cash balances.

Handout on year-end unencumbered cash balances was presented to BOE.

A motion was made by Member Frazier and seconded by Member Arnold to approve the year-end unencumbered cash balances as presented. Motion carried, 7-0.

19. I.I. KASB Board Policy Recommendations and PDC manual for review for August meeting.

Information was handed out to BOE members. The BOE members asked that future policies be sent to them electronically to review so we don't have to continue using so much paper.

20. A.I. Non-elected personnel – executive session

A motion was made by Member Patch and seconded by Member Arnold that Holton USD #336 recess to executive session at 8:08PM for 22 minutes

returning to regular session at 8:30PM 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, 7-0.

Dennis Stones and Joe Kelly remained in executive session with the board.

Returned to regular session at 8:30pm with no decisions made.

A motion was made by Member Frazier and seconded by Member Phillips

that Holton USD #336 recess to executive session at 8:30PM for 15 minutes returning to regular session at 8:45PM for the purpose of discussing:

- b. Matters pertaining to non-elected personnel in order to protect the privacy interests of the individual(s). Motion carried, 7-0.

Dennis Stones remained in executive session with the board.

Shelby Patch exited executive session at 8:40p.m. and returned at 8:43p.m.

Returned to regular session at 8:45pm.

20. A) A.I.

New Employment:

- a. Krista Bruggeman – HS Language Arts Teacher
- b. Tina Haefke – SPED Assistant Director
- c. Lane Lassiter- Asst MS Football coach

A motion was made by Member Patch and seconded by Member Frazier to

approve new hires listed above and a contract offer to Tina Haefke as Asst Director Sped Cooperative for \$70,000 salary for the 15-16 school year. Motion carried, 7-0.

Summary of offer to Tina Haefke: \$70,000 salary; \$60/mo cell phone stipend; health insurance for Employee/Child \$880/mo.; 3 days personal leave annually; 10 days sick leave annually accumulative to 75 days; \$500/yr annuity; group life and Salary Protection coverage to the negotiated base for a total contract of 240 days for the 15-16 school year.

21. A.I. Approve transportation director changes

Due to Asst Supt Kelly needing to free up some of his time so he may concentrate on more Asst Superintendent job responsibilities, Supt Stones is recommending that the Transportation Director job duties be transitioned to Jason Schroeder for the 15-16 SY.

A motion was made by Member Patch and seconded by Member Arnold to approve Jason Schroeder as the new transportation director for SY15-16 with a \$5,000 stipend. Motion carried, 7-0.

22. A.I. Negotiations – executive session

A motion was made by Member Frazier and seconded by Member Arnold that Holton USD #336 recess to executive session at 8:50p.m. for 20 minutes returning to regular session at 9:10 p.m. for the purpose of discussing:
a. Discuss negotiations. To protect the public interest in negotiating a fair and equitable contract. Motion carried, 7-0.

Dennis Stones and Joe Kelly remained in executive session with the board.

Returned to open session at 9:10p.m with no decisions being made.

A motion was made by Member Patch and seconded by Member Phillips that Holton USD #336 recess to executive session at 9:10p.m. for 5 minutes returning to regular session at 9:15 p.m. for the purpose of discussing:
a. Discuss negotiations. To protect the public interest in negotiating a fair and equitable contract. Motion carried, 7-0.

Dennis Stones and Joe Kelly remained in executive session with the board.

Returned to open session at 9:15p.m with no decisions being made.

Bids received on the electrical and furnish/installation work to be done at the HS on the kitchen water heater were:

Electric:	Furnish/Installation
Riley Electric - \$827.00	Arnold's Refrigeration - \$2,005.44
McManigal Electric - \$1,546.00	Custom Sheetmetal & Roofing - \$3,300

A motion was made by Member Phillips and seconded by Member Arnold to approve bids from Riley Electric and Arnold's Refrigeration. Motion carried, 7-0.

23. A.I. Adjourn

President Ford adjourned the meeting at 9:20 p.m.

IMPORTANT DATES:

7-27-15	BOE Mtg 6:00p.m.
8-6-15	Enrollment 7:00a.m. to 6:00p.m.
8-10-15	BOE members meet and greet new teacher 5:30-6:00pm, BOE Meeting 6:00p.m.
8-14-15	New Teachers Report
8-17-15	Staff Development Day – Certified
8-18-15	Teacher Work Day
8-19-15	First day school for PK-9
8-20-15	First day school for 10-12

Minutes as recorded by:

Deirdré (Dee) Folk
Clerk, Board of Education, Holton USD #336
515 Pennsylvania Ave, Holton, KS 66436