

APPROVED

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

**UNIFIED SCHOOL DISTRICT NO. 336**  
**BOE – First Regular Meeting**  
**Monday July 9, 2018, 6:00 p.m.**

**MEMBERS PRESENT:** Mike Ford, Christina Murphy, Orin Marshall, Allen Arnold, Shelby Patch, Carl Matousek

**MEMBERS ABSENT:** Rex Frazier

1. Vice-President Matousek called the meeting to order at 6:00 p.m.
2. A.I. Elect President and Vice President

Election of President.

Vice President Matousek opened the floor for nominations for board president.

Member Ford moved to nominate Shelby Patch and Member Murphy seconded the nomination.

Vice-President Matousek called for a vote on the nomination of Shelby Patch for board president. Motion carried, 6-0.

President Patch presiding.

Election of Vice-President.

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

Member Murphy moved to nominate Arnold and Member Marshall seconded the nomination.

President Patch called for a vote on nomination of Arnold for vice-president. Motion carried, 6-0.

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

**A motion was made by Member Arnold and seconded by Member Ford to approve the amended agenda of the July 9, 2018 regular board meeting. Motion carried, 6-0.**

4. Public comments:

None at this time.

5.A.I. Consent Agenda:

- A. Approve minutes for the June 25, 2018 regular board meeting.
- B. Approve payment of warrant numbers 63,285 through 63,345 for the amount of \$222,994.96 and payroll for July in the amount of \$106,475.72.
- C. Donations: None
- D. Personnel:
  - a. New Hires:
    - i. Debbie Harn, 3<sup>rd</sup> grade teacher HES
    - ii. Brooke Stallbaumer, 4<sup>th</sup> grade teacher HES
    - iii. Haleigh Bradley, SPED IRC Teacher- RV Elem
    - iv. Jennifer Fund - HES SE para
    - v. Cheryl Copeland - HHS SE para
  - b. Transfers:
    - i. none
  - c. Resignations:
    - i. Beth Calhoon – HHS SPED Para
  - d. Still to recruit/hire –
    - i. Fd Svc – driver & mail delivery
    - ii. SPED Para Holton and Onaga
    - iii. Possible RE paras for Holton
- E. Appoint Clerk of the Board – **Dee Folk**
- F. Appoint Deputy Clerk – **Hailey Mattox**
- G. Appoint District Treasurer - **Deborah Michael**
- H. Appoint Group Health Administrator – **Hailey Mattox**
- I. Appoint Food Service Representative – **Mike Adkins**
- J. Appoint Food Service Determining Official – **Hailey Mattox**
- K. Appoint Food Service Hearing Official – **Rod Wittmer**
- L. Appoint Freedom of Information Officer – **Bob Davies**
- M. Appoint Civil Rights Coordinator – **Bob Davies**
- N. Appoint School Attendance/Truancy Officer – **Rod Wittmer, Michael Kimberlin, & Karen Williams (building principals)**
- O. Appoint District migrant liaison with Greenbush – **John Apel**
- P. Appoint KPERS Representative – **Dee Folk**
- Q. Appoint Holton Special Education Coop Representative – **Bob Davies**
- R. Appoint Homeless/Migrant Coordinator – **Bob Davies & Traci Frazier**
- S. Appoint Compliance Coordinator for Federal Anti-Discrimination Laws – **Bob Davies**
- T. Appoint official officer for all state reports and federal reports – **Bob Davies**
- U. Adopt Home Rule Resolution – **Resolution 001 enclosed.**
- V. Appoint School Attorney – **KASB Staff Attorneys**
- W. Appoint District Auditor – **Jim Long**
- X. Appoint District Paper for School Notices – **The Holton Recorder**
- Y. Appoint Official TV station – **WIBW 13**

- Z. Appoint Official Radio Station – **WIBW 94.5**
- AA. Declaration of official depository – **Denison State Bank**
- BB. Declaration of District Checking Account – **Denison State Bank**
- CC. Declaration of Activity and Petty Cash Accounts for all buildings
  - a. District office – **Girard National Bank**
  - b. Holton High School – **Farmer State Bank**
  - c. Holton Middle School – **Denison State Bank,**
  - d. Holton Elementary School – **Denison State Bank**
- DD. Adopt Resolutions to Establish Petty Cash Limits
  - a. District office – **Resolution 002 enclosed - \$1,500**
  - b. Holton High School – **Resolution 003 enclosed - \$400**
  - c. Holton Middle School – **Resolution 003 enclosed - \$400**
  - d. Holton Elementary School – **Resolution 005 enclosed - \$400**
- EE. Adopt Activity Fund Resolutions
  - a. Holton High School – **Resolution 006 enclosed**
  - b. Holton Middle School – **Resolution 007 enclosed**
  - c. Holton Elementary School – **Resolution 008 enclosed**
- FF. Authorize Early Payment of Claims (KSA 12-105(b)) – **This will authorize the district to pay bills prior to a board meeting, which, in some cases, allows for discounts and/or to avoid late fees.**
- GG. Reading of the Minutes – **minutes will not be read (unless requested by a majority of the board).**
- HH. Adopt Mileage reimbursement rate – **We will reimburse at the state rate that increased from 53.5 cents per mile to 54.5 cent per mile.**
- II. Approval of signature facsimiles for Board President and Superintendent.
- JJ. Approval of Child Nutrition and Wellness Program Agreement for 2018-2019 – **This means that we are compliant with this program.**
- KK. Approval of a 1,116 hour calendar (KSA 72-1106)
- LL. Resolution to waive the annual requirements of **General Accepted Accounting Principles (GAAP)** and fixed asset accounting (KSA 75-1120a) – **Resolution 009 enclosed**
- MM. Resolution to Rescind all policy statements found in the minutes of the board of education and adopt the policy manual and student handbooks for 2018-2019 – **Resolution 010 enclosed**
- NN. Resolution for Destruction of Records – **Resolution 011 enclosed**
- OO. Resolution to establish regular meeting dates – **Resolution 012 enclosed**
- PP. Approval of Cell Phone Policy reimbursements – **\$60.00 per month**
- QQ. Appoint Holton Educational Foundations Board of Directors for 2018-2019 – **USD #336 Board President – Shelby Patch, USD #336 Board Vice-President – Allen Arnold, Holton PTO President, Holton High School Alumni President, Rod Wittmer, Bob Davies, and Dee Folk.**
- RR. Dairy milk bid – **See Attached**
- SS. Establish Substitute teacher pay – **\$90 per day**
- TT. Renew Extended Contracts and Stipends:
  - a. District innovations teacher (formerly Communications resource specialist and before that the librarian) – **extend 10 days**

- b. Guidance counselors (4 people total) – **extend 20 days**
  - c. Career Pathways
    - i. Power, structural, & technical systems (Agriculture) pathway – **extend 10 days**
    - ii. Horticulture pathways (Horticulture) – **extend 10 days**
    - iii. Business Finance pathway (Business) – **extend 5 days**
    - iv. Business Technology pathway (Computers/Technology) – **extend 5 days**
    - v. Communications technology pathway (Journalism) – **extend 4 days**
    - vi. Communication graphic arts pathway (Graphic Arts) – **extend 4 days**
    - vii. Speech Pathologist (SPED)– extend 6 days
    - viii. Psychologist – extend 10 days
  - d. SPED
    - i. Speech Pathologist – **\$1,500**
    - ii. Psychologist – **\$3,000**
- UU. The Holton Special Education Cooperative for the Jackson Heights, face-to-face Speech pathologist services, is needing to approve a contract with RESTORE (This actually stands for something, hence the capitalization) based out of Hiawatha. This will run in conjunction with teletherapy services. Your approval will establish the contract with RESTORE for Speech Language Pathology services for the 18-19 school year (the contract is separate in from of your place here at the table).

**A motion was made by Member Marshall and seconded by Member Matousek to approve the consent agenda as listed. Motion carried, 6-0.**

## 6. A.I. Reports

- A. Teletherapy – Amy Haussler handed out brochures and introduced Patty Carter from Greenbush. She informed the BOE that they had two Speech Language Pathologists leave and she has been unsuccessful in hiring replacements. That leaves us with trying a new avenue for this school year. We will be contracting with Greenbush to provide teletherapy for our students here in Holton. We will have an on-site speech therapist who will be meeting one day a week with our EC kids and those with extreme speech problems. All other students will have a para onsite working with them on teletherapy sessions with a licensed speech pathologist from Greenbush. Patty presented a video of what these online services would be and exactly what our students will be experiencing. She also answered a few questions. Director Haussler said that she will continue to search for applicants for the SLP positions but that the financial competition in this area is tough and there aren't as many graduating to fill the positions needed.
- B. Maintenance
 

Mike Porter provided the BOE with a list of projects he has completed and what is currently in motion.

C. Superintendent

Supt Davies provided the BOE with the final fund balances for the district. He also informed the BOE that there is a new law on emergency preparedness drill for the district that now totals 16 for each school year. Four fire drills, three tornado drills and nine crisis drills. They have yet to come out with any specific stipulations just the number of each drill to be completed.

**Old Business:**

7. I.I. Food Service Policy – adult gratis meals (first reading)

Supt Davies presented to the BOE wording from the KSDE Food Service Facts Book and it deals with adult meals. We need to better define who receives a free meal from the school building and if this qualifies to come from food service accounts. Adult meals ineligible to come from food service must come from another fund (such as the general fund) and must have a paper trail showing the transfer of funds into food service.

*Proposal:*

*Free breakfast and/or lunch will be allowed for the following adults directly involved in the operation of lunch/breakfast programs. This includes persons responsible for*

- *Preparing the food*
- *Menu planning*
- *Purchasing*
- *Kitchen cleanup*
- *Service of the meals*

*In addition to the food service staff,*

- *Adults who scan students and adults (one person per shift) will also be allowed a free meal.*
- *Adults who supervise (and monitor) students in the dining area will also be allowed a free meal with the following stipulations: up to five people in the high school per day (one for breakfast and four for lunch), five people in the middle school per day (one for breakfast and four for lunch), and seven people in the elementary school per day (one for breakfast and six for lunch). These people must be in the dining area to supervise within 3 minutes of the start of the shift and will stay until the end of the shift.*
- *Custodial staff designated to clean up the dining area (one custodian per building) will also be allowed a free meal.*

*Supervisors, directors, principals, superintendents, teachers, paraprofessionals, etc., who do not perform one or more of the duties outlined above will be expected to pay for their meals. There is no transferring of free meals to anyone for any reason. Any adults not paying for meals or making sure they are accounted for with the person in charge of scanning meal purchases will face disciplinary action. Adults who scan adults are in charge of making sure*

*adult meals are categorized properly and charged to the proper fund. Employees may charge up to \$20.00 district wide. Employees charging over \$20 will face disciplinary action. All employee accounts will be paid in full by the 25<sup>th</sup> of each month and before checking out for the summer or face disciplinary action. While we have no problem with allowing employees to eat the school meals, this is a privilege, not a right.*

*Substitute teachers who work a full day will be given a free lunch and the funding for this will be transferred out of the general fund as an adult gratis meal.*

*Visitors and/or volunteers to a building that the principal deems as such, can be given a free meal, at the principal's discretion, that will come out of the school's building budget. Principals can request meals be moved from their building fund to district funds monthly.*

*We will discuss this at the next BOE meeting and adopt something in our August meeting.*

#### 8. A.I. Fees Payment Policy

Supt Davies wanted to present to the BOE a policy on priority of school fees payments. We have allowed people to designate where to place payments when they come to pay fees. Moving forward this can only be addressed through a district policy. *We need to prioritize where fees are placed in student accounts so that we can have a better chance at collecting all fees.*

*Recommended Priority:*

- 1. Lunch fees*
- 2. Prior year fees*
- 3. Current year CTE (Ag, Art, FACS), Band (uniform and instrument rental), and AP course test fees*
- 4. MS PE Uniform fee*
- 5. Textbook fees*
- 6. HS Laptop computer insurance/MS technology fee*
- 7. Student activity fee*
- 8. Optional fees (Sport passes, class dues, yearbook, pictures, club dues, MS calculator, Elementary milk ticket)*

Supt Davies asked that the BOE review this policy and he would answer any questions they may have. Supt Davies said we could approve this at the August meeting if they wanted to wait. After a short discussion the BOE wished to go ahead and make a motion.

**A motion was made by Member Marshall and seconded by Member Murphy** to approve the recommended priority policy of school fees payments as listed. Motion carried, 6-0.

#### 9. A.I. Facilities

Supt Davies said after last months BOE meeting and discussion he is providing what the BOE requested.

*Big issues to tackle:*

- *Central school*
- *Strategic plan*
- *Bus rotation*
- *Safe and orderly schools*

*Below is a list of things we are working on (or finished) at the present:*

- *Tuckpointing and outside sealing at HHS*
- *Sign at Central*
- *LED lights in HHS cafeteria*
- *LED lights in HHS secondary gym*
- *Sealing the Elementary annex*

*Below are things in the works:*

- *Meandering path*
- *District-wide Surveillance Camera system*
- *HMS Cafeteria upgrades*
  - *New legs on counter*
  - *Grease trap installation*
  - *Tilt Skillet*
  - *New Stove top*
  - *Booster heater*
  - *New electric hook up for new dual mobile bar*
- *HHS Cafeteria upgrades*
  - *Walk in cooler*
- *Elementary freezer and refrigerator sensor*
- *Computer upgrades for staff*
- *Access points upgrades*

*Below are things to address next:*

- *HVAC at HHS*
- *Parking lot*
- *District-wide electronic door lock system*
- *Elementary Playground additions*
- *Football bleacher upgrade (or fixing) at HHS*
- *Football press box*
- *OWL's project*
- *Bus purchase*

*Below are things to prep for next year:*

- *Sealing HHS (the rest of the building)*
- *Bus barn improvements*

**A motion was made by Member Murphy and seconded by Member Matousek** to approve that we officially move the district maintenance office and operations to the north end of the fresh start building (formerly known as the fair building). Motion carried, 6-0.

**New Business:**

10.I.I. Classified Handbook

Supt Davies informed the BOE that we are trying to update the classified handbook as the current handbook was adopted in 1998 (20 years old). Supt Davies passed out the handbook we will be altering this year. Goal is to have the new one available to hand out for the August in-service day for all classified staff.

11. A.I. SPED

While we did approve stipends for special education for hard to recruit and retain School Psychologist and School Speech personnel, it has come up numerous times during Holton Special Education Cooperative monthly meetings that these hard to fill positions need a boost in the stipend to hire and retain personnel within our cooperative. Supt Davies just wanted the BOE to be aware that this is something that the Sped Cooperative is considering.

President Patch called for a 10-minute break at 7:20. 7:30 returned to regular session.

12. A.I. non-elected personnel – executive session

**A motion was made by Member Marshall and seconded by Member Matousek**

that Holton USD #336 recess to executive session at 7:30PM for 30 minutes returning to regular session at 8:00PM for the purpose of discussing:

- a. Discuss Individual employee's hiring pursuant to non-elected personnel exception under KOMA. Motion carried, 6-0.

Bob Davies & Dee Folk remained in executive session with the board.

Returned to regular session at 8:00pm with no decisions made.

**A motion was made by Member Ford and seconded by Member Arnold**

that Holton USD #336 recess to executive session at 8:00PM for 20 minutes returning to regular session at 8:20PM for the purpose of discussing:

- b. Discuss Individual employee's hiring pursuant to non-elected personnel exception under KOMA. Motion carried, 6-0.



Bob Davies & Dee Folk remained in executive session with the board.

Returned to regular session at 8:20pm with no decisions made.

13. A.I. Action derived from executive session.

**A motion was made by Member Marshall and seconded by Member Matousek**  
to approve a \$60.00 cell phone stipend for Mike Myers. Motion carried, 6-0.

14. I.I Topics for next meeting July 23<sup>rd</sup>

Second reading of food service policy  
Facilities  
Budget Hearing Info  
Approve Ace program  
Approve Mentors 18-19 SY

15. A.I. Adjourn

President Patch adjourned the meeting at 8:21p.m.

**IMPORTANT DATES:**

July 23	Regularly schedule Board of Education meeting – 6 p.m.
July 30	Community Forum - What to do with Central School
August 2	All School Enrollment
August 10	New teacher orientation
August 13	First ½ day with teachers
August 13	Regularly schedule Board of Education meeting – 6 p.m.
August 14	District wide staff in-service
August 16	First day for Prek-9 students
August 17	First day for 10-12 students

Minutes as recorded by:

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