

APPROVED

Key: A.I. – Action Item

I.I. – Information Item

**UNIFIED SCHOOL DISTRICT NO. 336**

**BOE – First Regular Meeting**

**Monday, November 12<sup>th</sup>, 2018 @ 6:00 p.m.**

**Members Present:** Orin Marshall, Allen Arnold, Carl Matousek,  
Rex Frazier, Mike Ford, Christina Murphy, Shelby Patch

**Members Absent:** None

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

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

**A motion was made by Member Allen and seconded by Member Marshall** to approve the agenda as prepared. Motion carried, 7-0.

2.I.I. Public comments: None

**3. A.I. Consent Agenda:**

- A. Approve minutes for the October 8, 2018, regular board meeting.
- B. Approve payment of warrant numbers 63790 through 63941 for the amount of \$589,574.88 and October payroll in the amount of \$1,149,827.34.
- C. Donations and grants:
  - a. LICT Corporation - \$225.00 grant awarded for charitable contributions recommended by Christopher York.
  - b. Anonymous Memorial Donation of \$50.00 in Memory of Millie Zirger
  - c. Carl D. Perkins Reserve grant – for Holton FCCLA/FACS written by Amy Oldehoeft - \$3,000.
  - d. School and Home Partnership donation for supplies \$181.32
- D. Personnel
  - a. New Hires:
    - i. Tammy Force – SPED Paraprofessional Royal Valley
    - ii. Camilla Karns – SPED Secretary
    - iii. Jessica Bachamp-SPED JHES
    - iv. Sherri Brunkow-SPED Onaga
    - v. Secoyah Ross-SPED RVES
    - vi. MacKenzie Bell-SPED RVHS
  - b. Resignations:
    - i. Tammy Force – SPED Para Royal Valley

- ii. Brandi Wesley – SPED Para Onaga
  - iii. Darla Haverkamp – SPED Para Royal Valley
  - iv. Pamela Appelhans-SPED RVHS
  - v. Nathan Shields-Asst. HHS Wrestling Coach
- c. Transfers:
  - i. None
- d. Still to recruit/hire –
  - i. Coaches and sponsors
    - 1. HS track assistant
    - 2. Asst. HHS Wrestling Coach
- E. Bid for snow removal from G&T Service (Galen Monaghan and Travis Patch – same as last year) at the rates listed in the attachment (there are different rates for different amounts of removal).
- F. Bid for cabinets at the elementary to decrease clutter and organize some of the spaces in the back offices using bond money from Eubanks Custom Woodworks for \$9,781.60 - See attachment
- G. Bid for office room dividers for the elementary back office space using bond money from Navrat for \$5,995 - See attachment
- H. Sale of Computers – we are trying to again dispose of some excess property and Tom is recommending to try to sell this in the community - See attachment
- I. Federal requirement to implement policy to wire money agreement. Approving the consent agenda allows us to continue wiring money as we have in the past as we sign new agreements to follow specific guidelines to make sure we are in compliance – See attachment
- J. Thank you notes – See attachments
  - a. Doris Yonke to the board
  - b. Kris Suarez to the board
  - c. Annalyss Phillips for the Reba Banka Depree Scholarship \$300.00

**A motion was made by Member Marshall and seconded by Member Ford** to approve the consent agenda as presented. Motion carried, 7-0.

#### 4. A.I. Reports:

##### A. New Elementary Parking Lot

Mr. Corbin Pfrang from CES group presented an outline for the initial plan for the parking lot to gain some feedback from the board. The next step would be to make some adjustments as needed to the outline and move forward in December.

##### B. Insurance

Mrs. Cindy Hower presented the district renewal information for insurance to the board. Everything is looking good and she would like to

get a new proposal for the cyber policy. Cindy will present this new proposal at next months meeting.

C. Maintenance

Mr. Michael Porter presented the bids for the bus barn.

Concrete	
Eisenbarth	\$4,258.00
Spray Foam Insulation	
ADA Distributing	\$6,702.50
HVAC	
McElroys	\$14,920.00
Electrical Service	
Riley Electric	\$4,780.00
Other Cost	
C.C. pad for condensation units	\$400.00
New walls & insulation	\$2,500.00
New electrical	\$850.00
New doors X 3	\$1,200.00

**A motion was made by Member Marshall and seconded by Member Frazier** to approve all bids for the bus barn for \$35,610.50. Motion carried, 7-0.

Air Filter Plus	\$1,780.00
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This is a 4 year service agreement that includes the installation and disposal of all air filters.

**A motion was made by Member Frazier and seconded by Member Marshall** to approve the service agreement for Air Filter Plus for \$1,780.00. Motion carried, 7-0.

D. Principals

Mr. Kimberlin would like to thank School and Home Partnership for the check in the amount of \$181.32 to purchase school supplies. Mr. Kimberlin also presented to the board that he would like to update the Ineligibility policy in order to give the students a better opportunity to bring their grades up.

**A motion was made by Member Marshall and seconded by Member Frazier** to approve the donation from School and Home Partnership for \$181.32. Motion carried, 7-0.

**A motion was made by Member Marshall and seconded by Member Ford** to approve the change of the Ineligibility Policy. Motion carried, 7-0.

Mrs. Williams says that she is very pleased with the turn out for the Parenting/Classroom Management Course offered at the elementary school. She had 23 staff members and a handful of community members attend. She is hoping for an even better attendance for the next one.

Mr. Wittmer gave a student update on the FFA National Convention and OSHA10 certification. FFA member Bridget Kucan wrote about the experience she and her fellow FFA members had while at the National Convention. Mr. Wittmer would like to thank the Denison State Bank for paying for the FFA member meal on the way home. Student Oliva Mulenga was selected as the new Area 3 President for the Kansas Association for Youth. Journalism classes had a former Holton student, Kelcie Matousek, a junior photography major at KU, for two Fridays in a row to share information with the classes on techniques to use when photographing events and preparing photos in Photoshop. Mr. Wittmer would also like to thank Erika Allen for helping Mr. Smale prepare for the musical this year.

Mr. Bechard has been approached by parents and community members regarding using a portion of the fresh start building for an indoor sports facility. This is just an idea and in the very beginning stages of planning.

#### E. Superintendent

Superintendent Davies gave an update on our ACT data and information. The trend in scores is slowly declining and he would like to start looking at curriculum and how we can help guide our students for the ACT. The District Site Council was not very well attended.

Grow in Kansas-Strategic Growth Initiative-Superintendent Davies has been attending the economic development for about a year now. The purpose of this is to find out what do we want in our community.

### **OLD BUSINESS:**

#### **5. Facilities**

The interview committee (Allen, Carl, and Rex) will have met and will be bringing a recommendation to the board concerning the RFP process and the selected Energy Service Companies (ESCOs) in helping the district plot out the next steps in financing and working through the best way to help us with the hardest part of the facility portion of our strategic plan.

In September 2018, Holton USD 336 issued a Request for Proposal and Qualifications to solicit Energy Service Companies (ESCOs) in accordance with Kansas Statute KSA 75-37,125. A total of 2 ESCOs submitted and the selection committee on Thursday night before the board meeting will scored all proposals after an interview process. At the meeting, the group will share the selection committee's results for scoring each ESCO.

The interview committee recommends the Board of Education select Trane ESCO as Holton USD 336's Energy Services Company.

Others things to discuss/update -

- Track maintenance
- Football front stairs to the field is done
- Elementary Blue water – Update-entering a tolling agreement
- Central school – Looking for a realtor - again

**A motion was made by Member Murphy and seconded by Member Marshall** to move to select Trane as Holton USD 336's Energy Services Company in accordance with statute KSA 75-37,125 and that an Investment Grade Audit agreement is entered into contingent upon legal review by KASB. Motion carried, 7-0.

## **6. Job Descriptions**

Debbie has revised the job descriptions from the last meeting and the attached job descriptions are ready for your perusal. Thank you, Shelby for some of the legal and doctor language we were lacking with the physical aspect of our descriptions.

Will approve at next meeting.

## **7. BOE retreat II**

So far, the topics to discuss at our retreat include the following:

- Review of where we have been and where we want to go
- What do we want our schools to look like?
- Strategic planning
- District goal setting

- Kansas Education Systems Accreditation (KESA) process

If we can solidify a date, we can get this rolling.

## **NEW BUSINESS:**

### **8.Capital Outlay**

We are in year 4 of a 5 year referendum for the board to have the authority to set the capital outlay levy to 8 mills (maximum). We have to get this redone sooner than later. Will proceed with decision at the December meeting.

### **9.Personal or Sick**

We are struggling with some decision on what constitutes a sick day and what constitutes a personal day. Superintendent Davies would like to form a committee to look at what separates a sick day from a personal day.

Break at 8:04 for 10 minutes.

### **10. I.I. Executive session to discuss non-elected personnel.**

**A motion was made by Member Marshall and seconded by Member Frazier** that Holton USD #336 recess to executive session at 8:10PM for 20 minutes returning to regular session at 8:30PM for the purpose of discussing:

- a) Employee's individual performance pursuant to non-elected personnel exception under KOMA. Motion carried, 7-0.

Superintendent Davies, Karen Williams, and Chris Kasson remained in executive session with the board.

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

**A motion was made by Member Arnold and seconded by Member Frazier** that Holton USD #336 recess to executive session at 8:30PM for 20 minutes returning to regular session at 8:50PM for the purpose of discussing:

- a) Employee's individual performance pursuant to non-elected personnel exception under KOMA. Motion carried, 7-0.

Superintendent Davies, Karen Williams, and Chris Kasson remained in executive session with the board.

Returned to regular session at 8:50pm with no decisions made.

**A motion was made by Member Matousek and seconded by Member Murphy** that Holton USD #336 recess to executive session at 8:50PM for 20 minutes returning to regular session at 9:10PM for the purpose of discussing:

- a) Employee's individual performance pursuant to non-elected personnel exception under KOMA. Motion carried, 7-0.

Superintendent Davies, Karen Williams, and Chris Kasson remained in executive session with the board.

Returned to regular session at 9:10PM with no decisions made.

**A motion was made by Member Marshall and seconded by Member Arnold** that Holton USD #336 recess to executive session at 9:10PM for 26 minutes returning to regular session at 9:36PM for the purpose of discussing:

- a) Employee's individual performance pursuant to non-elected personnel exception under KOMA. Motion carried, 7-0.

Superintendent Davies, Karen Williams, and Chris Kasson remained in executive session with the board.

Returned to regular session at 9:36PM with no decisions made.

11. I.I. Executive session to discuss student concerns

**A motion was made by Member Marshall and seconded by Member Arnold** that Holton USD #336 recess to executive session at 9:36PM for 4 minutes returning to regular session at 9:40PM for the purpose of discussing:

- b) Confidential student information pursuant to the exception relating to actions adversely or favorably affecting a student (or students) under KOMA. Motion carried, 7-0.

Superintendent Davies remained in executive session with the board.

Returned to regular session at 9:40PM with no decisions made.

12. A.I. Decisions from executive sessions

**A motion was made by Member Ford and seconded by Member Matousek** to approve Erika Allen as the Assistant Musical Director. Motion carried, 7-0.

16. I.I. Topics for next meeting December 10<sup>th</sup>.

17. A.I. Adjourn

President Patch adjourned the meeting at 9:42PM.

Minutes as recorded by:

Hailey Mattox, Deputy Clerk  
Holton USD #336  
515 Pennsylvania Ave, Holton, KS 66436

**Important Dates/Information:**

November 21-23	No school – Thanksgiving break
December 10	Regular BOE meeting – 6 p.m.
December 20	End of 2 <sup>nd</sup> quarter/1 <sup>st</sup> semester
Dec. 21 – Jan. 2	No school – Winter break
January 3	School Resumes
January 14	Regular BOE meeting – 6 p.m.
January 21	No school – Staff Development 8:00 a.m. – 3:00 p.m.
January 30	HS only – No School – HHS Host FBLA District Conference
February 11	Regular BOE meeting - 6 p.m.
February 18	No school – Staff Development 8:00 a.m. – 3:00 p.m.
February 20	PT Conferences - 4:00 p.m. – 8 p.m.
February 21	PT Conferences - 4:00 p.m. – 8 p.m.
February 22	No School – Teacher comp day
February 27	HS only – No School – HHS Host League forensics