

APPROVED

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

**UNIFIED SCHOOL DISTRICT NO. 336**  
**BOE – First Regular Meeting**  
**Monday, June 10th, 2019 @ 6:00 p.m.**

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

**Members Absent:**

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 Frazier and seconded by Member Arnold** to approve the agenda as amended. Motion carried, 7-0.

2.I.I. Public comments:

Tracy Hill was the spokesperson for the bus driver staff. They want to bring to the attention of the BOE some safety concerns at the elementary. They are concerned with the timing of the release of the walking students who are walking North of the elementary building. There are no sidewalks on 6<sup>th</sup> street or on Colorado and Dakota that many of the walkers take. The students are running across the road and during inclement weather they are slipping and sliding on the snow mounds that they have to walk on in the place of sidewalks. They are also having trouble maneuvering the busses around the cars lined up for parents picking up their students on the North side of the elementary building. Congestion on Dakota with staff parking on both sides is also creating a bottleneck of traffic. They would like to suggest that the walking students be released after the busses are gone from the building. Also encourage the parents to not pick up their kids on the North side but to use the South side as it is intended. They would also like to see the placement of signs that only allow parking on one side of the narrow streets. This way the bus traffic has ample room to move through the streets safely.

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

- A. Approve minutes for the May 13, 2019, regular board meeting.
- B. Approve payment of warrant numbers 64626 through 64742 for the amount of \$389,073.94  
Approve April payroll in the amount of \$1,148,117.35.
- C. Personnel

- a. New Hires:
  - i. Nate Cunningham – Summer Landscaping help
  - ii. Rafe Folk – Summer Technology help
  - ii. Heather Ent – High School Asst. Secretary/Receptionist
  - iii. Serena Kent – School Social Worker
  - iv. Leslie Speer – Elementary School Teacher
  - v. Bailey Schmitz – HSEC, Early Childhood, Sabetha
  - vi. Jeri Baker – HSEC/Holton High School
  - vii. Emmy McManigal – Head 7th grade volleyball
  - viii. Hailey Bluml – Asst. MS Volleyball
  - ix. Mikayla Booth – Asst. MS Volleyball
  - x. Melody Davies – MS STUCO (second position)
  - xi. Melody Davies – MS Yearbook
  - xii. Kurt Haussler - HS Head Girls Basketball
  - xiii. Chris Boswell - HS Asst. Boys Basketball
  - xiv. Connor Bechard - Head Girls Golf
  - xv. John Deitrich - Head 8th Girls Basketball
  - xvi. Jason Larison - Head 7th Girls Basketball
  - xvii. Erika Allen - Asst. 8th Girls Basketball
  - xviii. Annie Brock- HS School Play Co-Sponsor
  - xix. Shannon Wittmer - HS School Play Co-Sponsor
  - xx. Shellby Dunn – HSEC School Psychology Paraprofessional – Districts
  - xxi. Ginger Gudenkauf – HSEC Paraprofessional – Sabetha HS
  - xxii. Katie Lemus – HSEC Paraprofessional – Holton HS
  - xxiii. Jennifer Marten – HSEC Paraprofessional – Onaga GS
- b. Retirements:
  - i. Carol Hummel – HES Title 1 reading specialist
- c. Non-Renewals:
  - i. Winter Ramos, Food Service, Holton Elementary School
  - ii. Sara Anderson, Food Service Driver, High School
  - iii. Stormy Hitchcock, HSEC Para, Sabetha High School
  - iv. Yvonne Blaske, HSEC Para, Onega Elementary School
- d. Resignations:
  - i. Dena Swisher, HSEC/Holton High School
  - ii. Jordan Wolf, HSEC IRC Facilitator, JH High School
  - iii. Brooke Stallbaumer, 4<sup>th</sup> Grade Elementary School Teacher
  - iv. Tammy Bussen, HSEC Para, RV Middle School
  - v. Darin Stous, 5<sup>th</sup> Grade Elementary School Teacher
- e. Transfers:
  - i. Sandy Wichman from: HES Custodian  
to: HES Food Service Cook
  - ii. Greg Henry from: HHS Custodian  
to: HES Custodian
  - iii. Stacey Fannin from: HSEC CAPS program facilitator  
to: MS/HS IRC teacher – JH

- iv. Conner Bechard from: HSEC Gifted program facilitator  
to: HS Social Studies/PE teacher
- v. Keri Miller from: 4<sup>th</sup> Grade Elementary School Teacher  
To: HSEC Gifted program facilitator
- f. Still to recruit/hire –
  - i. 4 Elementary teachers
  - ii. MS Assistant Secretary/Receptionist
  - iii. AM/PM Route Bus Driver & PM Route Bus Driver
  - iv. HS Asst. Football Coach
  - v. HS Girls Asst. Basketball Coach x2
  - vi. HS Head Track Coach
  - vii. MS Asst. Track Coach
  - viii. MS Asst. KAYS sponsor
  - ix. HSEC HS Special Education teacher – Royal Valley
  - x. HSEC Special Education teacher – HES
  - xi. HSEC Special Education teacher – Onaga
  - xii. HSEC School Psychologist
  - xiii. HSEC Social Worker for PDT team
- D. Transportation Requests: (See attached sheets)
  - i. FCCLA Take AIM Leadership Training – Manhattan August 25 and 26 (overnight).
  - ii. FFA Chapter Officer Training at R.S Ranch in Rock Springs, Junction City, July 1-3 (overnight and over 90 miles).
- E. Thank you's
  - i. Dale Allen, thanking the board for the retirement reception.
  - ii. Jean Holt, thank you for the sympathy card & gift card.
  - iii. Faith Little, Recipient of the Brooke Scholarship.
- F. Greenbush Crisis Response - Tier 1 enrollment for 2018-2019 for \$750.00 (saves us \$2,050) and enroll for 2019-2020 Tier 1 for the same amount of \$750.00 (see attached).
- G. Preschool assurances.
- H. Teacher of Visually Impaired (TVI) agreement for special education services. Signature required.
- I. Drivers Education instructor approval form.

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

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

##### A. Investment Grade Audit

Keven Ward and Adam Johnson from Trane came and did a power point review over the HVAC project. Listed out the project projected costs and answered a few questions.

## B. Transportation

Supt Davies and Transportation Director Binkley met with Sheriff Gakle and representative of the street dept, Brett Summers, to discuss some of the proposals about signage for the roads surrounding the school and traffic flow etc. The next city commissioner meeting is July 1<sup>st</sup> and the district will need to take a proposal for them to consider.

**A motion was made by Member Marshall and seconded by Member Arnold** to approve Supt Davies and Director Binkley to attend the city commissioner meeting and propose information as presented. Motion carried, 7-0.

## C. Maintenance

Maintenance Director Porter informed the BOE that the bus barn insulation in the ceiling and walls is being completed. The underground electricity is done and they are finishing up some of the other electrical in the building. Custodial staff is busy knocking out the summer cleaning in the buildings.

## D. Curriculum

Paula Hough did not have anything written to give to the BOE. She will give that next month. She is currently working with the PDC committee on some changes along with the science K-12 committee and a few others to ramp up for the new year. Hard working committees that are learning a lot about each other and how they can impact each other in their curriculum development.

## E. Principals

Karen Williams – Nothing to report in addition to her building report.

Carolyn Cochren said she has enjoyed having the curriculum meetings at the Fresh Start building and spending more time with Paula on her projects.

Michael Kimberlin said he has eight kids doing credit recovery in summer school. He has been able to use Odysseyware that Caroline had to help some of the students with their work and they really seem to like it.

Rod Wittmer said they are working around the ongoing construction at the high school. They are having lots of camps. New this year is the KSHSAA dead week for the first week of July. Bike Across Kansas is this coming weekend so getting situated for it. Karen Beightel is working diligently to get year-end reporting completed.

F. HSEC Director

Director of Special Education, Amy Haussler, informed the BOE that the district was just notified that there was a decrease in the categorical aid we are receiving this year. We are losing \$45,000 in our June state aid payment. We are looking at another \$25,000 loss for the 19-20 school year. She also addressed some of her concerns about the movement of her itinerant staff from the annex building if we move the pre-school to the annex. She also shared some of her ideas about the need for some renovations at the district office to make space for one of our new Sped Coop administrators. She also expressed a concern for meeting and training space along with curriculum director Hough. She threw out the idea that if we added on to the west at the district office we could add additional office and meeting/training space if we are planning to stay in the building.

G. Superintendent

Superintendent Davies had multiple items to cover.

Bond process-Met with Dale Dennis and went through the hearing for the bond. They asked us some questions to see what we would be utilizing the bond money for and our current debt and our plans for the near future.

Safe Schools grant – we have applied for a grant to help us with some part of our camera system in the buildings, replacing door lock readers at the HS & MS and linking these with the camera systems and an intruder alert system.

Student lunch balances – Updating the BOE after the implementation of the Fd Service policy for this year our negative lunch balances for end of year.

HES	\$3,951.95	HHS	\$58.74
HMS	\$ 187.93	Employees	\$41.20

Mentor Stipends – we have been notified that we are receiving \$1,000 state aid for each of our three mentors. They are given \$500.00 through the year and would like permission to pay them the additional \$500.00 we have received.

**A motion was made by Member Matousek and seconded by Member Frazier to approve the payment of an additional \$500 to each of our three mentors for the 18-19 SY. Motion carried, 7-0.**

H. BOE Candidates for upcoming elections.

*Position 1 – Rex Frazier & Jennifer Taylor*

*Position 2 – Orin Marshall*

*Position 3 – Shelby Patch & Jennifer Willcott*

*Position 7 – Dena Swisher*

5. A.I. **OLD BUSINESS:**

A. Facilities

- BOE facility meeting?
  - Possible dates
    - Thurs., June 13
    -

**A motion was made by Member Matousek and seconded by Member Marshall** to approve a facility meeting this Thursday, 6 p.m. at HHS commons. Motion carried, 7-0.

- Elementary preschool – Itinerant HSEC staff – Annex still waiting to hear back from fire marshal. Discussed a few potential movements
- Summer HVAC – BOE were given an update from Trane, discussed some clarification on the bond instead of saying buildings – specify HHS & HMS
- Parking lot – Still have not received a return call from them. Supt Davies called and emailed with no response.
- Elementary blue water (Copper) -
- Fresh Start Building – Member Arnold presented some information on the building along with the turf that is being proposed.

B. HSEC starting paraprofessional salaries

Back in December we presented some information on a starting salary matrix for the cooperative classified staff. Here is some additional information and they would like to move forward with this.

**A motion was made by Member Matousek and seconded by Member Marshall** to allow the HSEC to implement retroactively and from here forward, their starting salary matrix for paraprofessionals in the cooperative. Motion carried, 7-0.

C. Job Descriptions

Administrative job descriptions were in last month's agenda (you asked that we not give them to you again yet I didn't want to confuse you more than I already may have) and Debbie says we have a few from January or February that we have not approved yet so those are enclosing as well. At the next meeting on June 24<sup>th</sup>, I will be asking that you take action on all the job descriptions below:

- *Superintendent*
- *Asst. Principal Fresh Start Program*
- *Director of Curriculum and Instruction*
- *High School Principal*
- *Asst. HS Principal/Athletic Director*
- *Middle School Principal*
- *Elementary School Principal*
- *Asst. Elementary Principal*
- *Maintenance Director*
- *Technology Director*
- *Network Administrator*
- *Technology Facilitator*
- *School Nurse*
- *MS Business & Web Design Teacher*
- *MS Computer Teacher*
- *MS Language Arts Teacher*
- *K-5<sup>th</sup> Grade Teacher*
- *Accounts Payable Clerk*
- *Payroll Clerk Assistant*
- *HS Assistant Secretary*
- *HS Head Secretary*
- *HS Counselor Secretary*
- *MS Head Secretary*
- *MS Assistant Secretary*

D. Potential new positions

Library Paraprofessional

Library Technician

Technology Integration Specialist/Library Media Center Supervisor

District Information Specialist (separate from Current High School Head Secretary position)

\*New – Reading/Instructional Coach

\*New – Transportation Director/Secretary to A.D. (separate from HS Counselor Secretary position)

\*New – Ideas on Social Worker (not a job description yet but ideas leading toward a job description)

Potential job descriptions for positions were handed out to BOE member for review.

6.A.I. **NEW BUSINESS:**

A. Elementary Behaviors

Member Matousek read to the board a letter on the urgency of the BOE to address some of the behavioral issues at the elementary that would allow the teachers and administration to get back to doing the jobs they should be doing instead of spending the majority of their time dealing with behaviors. What can the BOE do to help fix this problem we are currently faced with? Who can we get to help us with this process and make a difference in lives of these troubled kids.

#### B. Bus and Vehicle usage

Supt Davies - We have been utilizing a form since before I arrived that requires BOE approval for trips over 90 miles, overnight stays, and community service. Four years ago, the KSHSAA allowed summer, non-school affiliated sport teams, at the school district's discretion, to utilize school transportation for camps, leagues, competitions, and training. This is not covered by the KSHSAA catastrophic insurance so all risk goes to the school. Many schools let their coaches use school vehicles in the summer we are told to transport students to these many events. It appears we have been allowing some coaches who have asked to utilize school vehicles and at this point, I'm not sure if this was ever discussed by the board of education.

I also think we should be looking at a bus use policy for usage by outside groups that helps the board of education make a determination for groups who reside in our district requesting to use school buses/vehicles (like 4-H, the library, etc.).

BOE would like Director Binkley and AD Bechard to come up with a new policy and form and present to the BOE for the new school year.

#### C. BOE policy revisions

Attached are the KASB policy revisions for this summer. Usually twice a year they offer revisions they think we should adopt. Tonight this is a first reading and we will look at this again on June 24 and then approve them in July.

#### D. Social Media

At the April meeting, I was asked to look into a social media policy and after a few e-mails I found that we already have a social media policy IIBGC – Staff Online Activities. It was presented to the BOE.

9:05 break for 5 min. Returned to regular session at 9:10pm.

#### 7.A.I. Executive session

A. Executive session to discuss non-elected personnel.

**A motion was made by Member Frazier and seconded by Member Marshall that**



Holton USD #336 recess to executive session at 9:10PM for 5 minutes returning to regular session at 9:15PM for the purpose of discussing:

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

Superintendent Davies, Kristi Watkins, Jay Watkins, Katrina Barrow, Kim Bear and Jennifer Willcott remained in executive session with the board.

Returned to regular session at 9:15PM with no decisions made.

**A motion was made by Member Matousek and seconded by Member Marshall** that Holton USD #336 recess to executive session at 9:15PM for 10 minutes returning to regular session at 9:25PM for the purpose of discussing:

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

Superintendent Davies, Kristi Watkins, Jay Watkins, Katrina Barrow, Kim Bear and Jennifer Willcott remained in executive session with the board.

Returned to regular session at 9:25PM 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 9:25PM for 10 minutes returning to regular session at 9:35PM for the purpose of discussing:

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

Superintendent Davies, Kristi Watkins, Jay Watkins, Katrina Barrow, Kim Bear and Jennifer Willcott remained in executive session with the board.

Returned to regular session at 9:35PM with no decisions made.

**A motion was made by Member Marshall and seconded by Member Matousek** that Holton USD #336 recess to executive session at 9:35PM for 10 minutes returning to regular session at 9:45PM for the purpose of discussing:

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

Superintendent Davies, Kristi Watkins, Jay Watkins, Katrina Barrow, Kim Bear and Jennifer Willcott remained in executive session with the board.

Returned to regular session at 9:45PM with no decisions made.

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

Holton USD #336 recess to executive session at 9:50PM for 10 minutes returning to regular session at 10:00PM for the purpose of discussing:

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

Superintendent Davies remained in executive session with the board.

Returned to regular session at 10:00PM with no decisions made.

**A motion was made by Member Ford and seconded by Member Marshall** to extend regular session for 30 minutes at 10:00 p.m. Motion carried, 7-0.

**A motion was made by Member Frazier and seconded by Member Marshall** that Holton USD #336 recess to executive session at 10:00PM for 10 minutes returning to regular session at 10:10PM for the purpose of discussing:

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

Superintendent Davies remained in executive session with the board.

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

**A motion was made by Member Ford and seconded by Member Frazier** that Holton USD #336 recess to executive session at 10:10PM for 15 minutes returning to regular session at 10:10PM for the purpose of discussing:

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

Superintendent Davies & Principal Kimberlin remained in executive session with the board.

Returned to regular session at 10:25PM with no decisions made.

**A motion was made by Member Ford and seconded by Member Frazier** that Holton USD #336 recess to executive session at 10:25PM for 5 minutes returning to regular session at 10:30PM for the purpose of discussing:

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

Superintendent Davies & Principal Kimberlin remained in executive session with the board.

Returned to regular session at 10:30PM with no decisions made.

**A motion was made by Member Ford and seconded by Member Frazier** to extend regular session for 30 minutes at 10:30 p.m. Motion carried, 7-0.

**A motion was made by Member Frazier and seconded by Member Ford** that Holton USD #336 recess to executive session at 10:30PM for 5 minutes returning to regular session at 10:35PM for the purpose of discussing:

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

Superintendent Davies remained in executive session with the board.

Returned to regular session at 10:35PM with no decisions made.

- B. Executive session to discuss student concerns

Nothing to discuss.

- C. Executive session for discussion on negotiations

**A motion was made by Member Arnold and seconded by Member Matousek** that Holton USD #336 recess to executive session at 10:35PM for 5 minutes returning to regular session at 10:40PM for the purpose of discussing:

- a. The exception for employer-employee negotiations under KOMA. Motion carried, 7-0.

Bob Davies remained in executive session with the board.

Returned to regular session at 10:40pm with no decisions made.

**A motion was made by Member Ford and seconded by Member Murphy** that Holton USD #336 recess to executive session at 10:40PM for 5 minutes returning to regular session at 10:45PM for the purpose of discussing:

- b. The exception for employer-employee negotiations under KOMA. Motion carried, 7-0.

Bob Davies remained in executive session with the board.

Returned to regular session at 10:45pm with no decisions made.

- D. Executive session to discuss business privilege.

Nothing to discuss.

E. Decisions from executive sessions

None

8. I.I. Topics for next meeting June 24th, 2019

*TAP program*

*Bond*

*Credits*

9.A.I. Adjourn

President Patch adjourned the meeting at 10:46PM.

Minutes as recorded by:

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

**Important Dates/Information:**

June 24                      Regular BOE meeting – 6 p.m.

July 8                         Anticipated Regular BOE meeting – 6 p.m.