

APPROVED

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

UNIFIED SCHOOL DISTRICT NO. 336
BOE – First Regular Meeting
Monday, June 24th, 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 Arnold and seconded by Member Marshall to approve the agenda as amended. Motion carried, 7-0.

2.I.I. Public comments:

Amber Keithley asked for some clarification on the reasoning behind the holding of walkers an extra 10 minutes for the next school year. After much discussion and questioning on the safety of our students as well as our bus drivers abilities to maneuver the buses during after school release the BOE hoped that they were able to clear up some of the questions.

3. AI. Consent Agenda:

- A. Approve minutes for the June 10, 2019, regular board meeting and June 13, 2019 special board meeting.
- B. Approve payment of warrant numbers 64743 through 64802 for the amount of \$117,629.54.
- C. Approve payroll
 - a. May payroll - \$1,148,117.35
 - b. June payroll - \$1,157,073.49
 - c. July certified staff and 10 month classified staff (to close out this fiscal year) - \$999,644.19
 - d. August certified staff and 10 month classified staff (to close out this fiscal year) - \$745,804.94
- D. Personnel:
 - a. New Hires:
 - i. Holly Wendorff, Holton Elementary teacher
 - ii. Tori Mace, HES IRC teacher
 - iii. Judith Benton, RVHS IRC teacher
 - iv. Leslie Speer, HS Asst. Girls Basketball

- v. Cameron Karn, HS Asst. Football Coach
- b. Retirements:
 - i. Susan Guffey, Paraprofessional HES
- c. Non-Renewals:
 - i. Jessica Bachamp – HSED Paraprofessional JH (Position eliminated)
- d. Resignations:
 - i. Ruth Oom, HSEC Paraprofessional Sabetha Elementary
 - ii. Susan LaMastus, HSEC Paraprofessional HHS
 - iii. Serena Kent, Social Worker - Holton
- e. Still to recruit/hire –
 - i. 3 Elementary teachers
 - ii. MS Assistant Secretary/Receptionist
 - iii. AM/PM Route Bus Driver & PM Route Bus Driver
 - iv. HS Head Cross Country
 - v. HS Girls Asst. Basketball Coach
 - vi. HS Head Track Coach
 - vii. MS Assistant Girls Basketball
 - viii. MS Head Track Coach
 - ix. MS Asst. Track Coach
 - x. MS Asst. KAYS sponsor
 - xi. HSEC School Psychologist
- E. Next regular BOE meeting will be Monday, July 8, 2019, at 6 p.m. followed by Monday, July 29, 2019, at 6 p.m.

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

4. A.I. Reports:

A. Maintenance

Director Porter let the BOE know there are a couple of trees that have died and we need to get removed. Mick Tree Service will remove both trees for \$525. He will be getting an additional 4 signs for the upper HES parking lot to make more handicap spots. We will need these when we do the additional parking lot north of the maintenance building. Working on painting the transportation building. Had issues with water coming in along a beam on the third floor at the HS when we had that driving rain the other day. Director Porter, Supt Davies and Mark Aeschliman met with an architect, Mr. Simms and discussed what options we have in our different areas. Partner Engineering and Science, Inc provided a quote do site assessments at Central school and the maintenance building. This would include Phase 1 site assessments, Asbestos screenings and property condition reports.

A motion was made by Member Marshall and seconded by Member Arnold to approve site assessments at Central and Maintenance buildings for \$8,400. Motion carried, 7-0.

B. Curriculum

Dr. Hough provided the BOE with a handout and discussed all of the trainings coming up this summer and ones that have been completed. Looking forward to the start of the year kick off on August 8th.

C. Summer School

Principal Kimberlin said he had 8 in his summer school group and he is down to five. They are working really hard on credit recovery. Principal Williams has 71 in summer school. She has had a few less due to pink eye and camps but finishing strong. The students are receiving math and reading instruction daily along with independent reading.

D. Superintendent

1. Bond update-provided BOE with the bond wording changes
2. Tentative BOE Dates for next year and new guidelines from new law for BOE meetings.

A motion was made by Member Marshall and seconded by Member Ford to approve July 8th and July 29th BOE meetings for 2019. Motion carried, 7-0.

3. Online enrollment update- Forging ahead with all the approvals and staff training sessions set up for later in July.
4. Finance- provided BOE with the final audited legal max letter with budget reductions for the 2018-2019.
5. Van- Robert Baum Motors has a 2017 Dodge Caravan with 20,063 miles for \$19,800 that we would like to purchase after Jack Martin has an opportunity to inspect it.

Principal Wittmer had a trip request for Decca to attend a national conference in Dallas, TX. It will be Debbie Harshaw and a couple of Holton students. Scholarships are offered and so they will only need the use of a van and fuel.

A motion was made by Member Marshall and seconded by Member Ford to approve the use of a van and fuel for the Decca trip. Motion carried, 7-0.

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

A. Facilities

- BOE facility meeting follow up- need timeline to follow, dollar figures for projects, need to add bus, roof, technology, track, vehicles, buses, mowers & equipment along with list of things from last year's BOE retreat that need to be included.
- Elementary preschool – Itinerant HSEC staff – Annex- Fire Marshall is leading us to believe that we will be grandfathered in but have nothing in writing stating we can go ahead with the transition.

A motion was made by Member Ford and seconded by Member Marshall to approve HES Pre-school center upon written approval of fire marshall. Motion carried, 7-0.

- Summer HVAC – Attached is the latest update from Trane
- Parking lot – New information, BOE would like to get full bids and will decide what we don't want after we get the costs on the different sections.
- Elementary blue water (Copper) – new report from GSI included

B. Elementary Behaviors

Principal Williams presented to the BOE a HES 5 yr. school management plan that was in place when she arrived at HES. She went over the layout and explained to all present what has been done, what is being done and what the scope of the plan is.

Principal Williams said she would like to find a couple of volunteers that would be morning greeters for the students as they get to school.

C. Job Descriptions

The following job descriptions are ready for approval (They were distributed at the last meeting and a copy will be available at the meeting):

- 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-5th Grade Teacher
- Accounts Payable Clerk
- Payroll Clerk Assistant
- HS Assistant Secretary
- HS Head Secretary
- HS Counselor Secretary
- MS Head Secretary
- MS Assistant Secretary

Discussion on Maintenance Director position needs additional information regarding ability to terminate employees. Will hold back this job description until changes are made.

A motion was made by Member Marshall and seconded by Member Ford to approve listed job descriptions as presented minus Maintenance Director. Motion carried, 7-0.

D. Potential new positions

Library Paraprofessional

Library Technician

Technology Integration Specialist/Library Media Center Supervisor

Reading interventionist/Instructional Coach

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

Transportation Director/Secretary to A.D. (separate from HS Counselor Secretary position)

Ideas on Social Worker (not a job description yet but ideas leading toward a job description)

Attached are potential job descriptions for positions we do not have or are looking to change.

Superintendent's recommendations:

- I would like to Transfer Lori Jacobs from ESL paraprofessional to Elementary Library Technician,
- Transfer Shannacy Schimmel from Elementary library paraprofessional to MS/HS Library Technician.
- Transfer Karen Beightel from HS Head Secretary to new position of District Information Specialist (She will train her replacement in the HS office),
- Transfer Ginger Binkley from HS Counselor Secretary to new part-time Activities Director Secretary (with still doing Transportation Director job – she will train her replacement in the Counselor’s office).
- I would like to advertise for the Reading Interventionist/Instructional Coach (replaces reading specialist), HS Head Secretary, HS Counselor secretary, and ESL paraprofessional.

A motion was made by Member Marshall and seconded by Member Ford to approve the job descriptions and movements as presented. Motion carried, 7-0.

E. Transportation

Bids are in for the two size buses.

Supt Davies would like for the BOE to approve the 59 passenger International bus from Midwest Transit in the amount of 84,535.00 taken from this year’s (2018-2019 school year) capital outlay budget. And the 71 passenger International bus from Midwest Transit in the amount of 87,807.00 and we take this out of the next year’s (2019-2020 school year) capital outlay budget.

A motion was made by Member Frazier and seconded by Member Marshall to approve the purchase of the two buses as listed above for \$84,535 and \$87,807 as presented. Motion carried, 7-0.

F. Board policy revisions

Last meeting I attached the entire KASB policy revisions for this summer. Attached are the quick changes for the policies. Usually twice a year they offer revisions they think we should adopt. Tonight this is a second reading and we will approve them in July.

6.A.I. NEW BUSINESS:

A. TAP program

Attached is the information from Wichita State University that explains the TAP program and the KSDE information about the license. The four we have hired this year have all

been in our classrooms as paras so are familiar with our ways and we will be assigning them mentors and the principal will be working very close with them as well. We are hoping to have an instruction coach for peer support as well.

B. Safe and supportive schools grant

Supt Davies handed out to the BOE the grant application that he submitted for the matching grant from the state. Some of the things that we would like to use it for is securing locks to have one system to manage and a safe/defend system that would set off a district wide panic button that was thumb print specific. Also more cameras for the buses along with audio on the buses. We currently also have no audio in the buildings and that would be nice.

C. Transfers

We would like to have permission to finish out the year and do what we normally do in making sure everything is balanced and we roll over the funds.

9:00 break for 10 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 Murphy and seconded by Member Arnold that Holton USD #336 recess to executive session at 9:10PM for 20 minutes returning to regular session at 9:30PM for the purpose of discussing:

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

Superintendent Davies remained in executive session with the board.

Karen Williams and Chris Kasson entered executive session at 9:15.

Returned to regular session at 9:30PM with no decisions made.

E. Decisions from executive sessions

None

8. I.I. Topics for next meeting July 8th, 2019

Admin Job Descriptions
Bond
Facilities

9.A.I. Adjourn

President Patch adjourned the meeting at 9:35PM.

Minutes as recorded by:

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

Important Dates/Information:

July 8	Anticipated Regular BOE meeting - 6:00 p.m.
July 15-Aug. 2	AC Shutdown at HHS
July 22	Tentative date to open up online enrollment to the public
July 29	Anticipated Regular BOE meeting - 6:00 p.m.
August 1 p.m.	Enrollment at Holton Elementary School (onsite) 7:00 a.m. – 6:00
August 8-9	New teachers report
August 12	District Staff in-service 8:00 a.m. -3:30 p.m.
August 12	Anticipated Regular BOE meeting - 6:00 p.m.
August 13	Teacher work day
August 14	First day of School - PreK-12 th grade