

UNIFIED SCHOOL DISTRICT NO. 410
(Durham-Hillsboro-Lehigh)

REGULAR BOARD MEETING
Monday, December 10, 2012
7:00 pm

USD 410 District Office Conference Room
416 S. Date
Hillsboro, KS 67063

Agenda—Regular Board Meeting
USD 410 District Office Conference Room
December 10, 2012, 7:00 p.m.

- A. Meeting called to order
- B. Approval of regular and consent agenda
 - (November Regular Board Meeting Minutes – Appendix A)
 - (PAT Donations – Appendix B)
- C. Citizen’s open forum
- D. Principal Reports
- E. Executive Session for Personnel
 - 1. Superintendent Evaluation
 - 2. Discussion of Resignations, Contracts, and Work Agreements
- F. Personnel
 - 1. Resignations
 - a. Keith Goossen – Facilities / Transportation Director
 - 2. Contracts
 - a. Malinda Just – Asst. Track Coach
 - b. Don Ratzlaff – Asst. Track Coach
 - 3. Work Agreements
 - a. Keith Goossen – Head of Maintenance
 - b. Nancy Hofer – ESOL Aide
- G. Action/Discussion Items
 - 1. Transportation and Facilities Director Position
 - 2. Athletic Facility Water Well and Pump
 - 3. Common Core Standards Resolution (**Appendix C**)
- H. Reports
 - a. College and Career Readiness Update
 - b. Educator Evaluation Committee Update
 - c. Special Board Meeting
 - 2. TEEN (**Appendix D**)
 - 3. MCSEC (**Appendix E**)
 - 4. Business Manager (**Financials**)
- I. Communications
- J. Adjournment

Annotated BOE Agenda December 10, 2012

A. Meeting Called to Order

B. Approval of Regular and Consent Agenda

Consent Agenda

The U.S.D. 410 Board of Education uses the consent agenda as a way to operate more efficiently. Items on the consent agenda are routine in nature and generally do not require discussion by the board. Prior to approval of the consent agenda, board members may request that items be removed and placed on the regular agenda.

1. Board Meeting Minutes (Appendix A)

Minutes from the November 10 regular BOE meeting are included as **Appendix A**.

➤ **Recommended Action**

Motion to approve the November regular board meeting minutes.

2. Disposal of Equipment

We are working to dispose of the surplus 200 mini laptops that were first purchased for use in the summer of 2008 for our high school 1-1 initiative. Brad Just is working to dispose of these in partnership with Friesen Technology Services (FTS). FTS will market and sell the laptops and USD 410 will receive 50% of all profits. There is no expense to the district for this agreement.

➤ **Recommended Action**

Motion to approve the November regular board meeting minutes.

3. Donations

From:

Appendix B

Sunset Equities, Inc. – Wendy’s (\$140.40)

Greg Washmon (\$25)

Lumber Yard (\$219.80)

To:

PAT

Hillsboro Chess Guild

FFA

HHS BEST Robotics Team

➤ **Recommended Action**

Motion to accept donations as listed.

➤ **Recommended Action for Regular and Consent Agenda:**

Motion to approve the regular agenda.

Motion to approve the consent agenda.

C. Citizen's Open Forum

This is an open forum where patrons have the opportunity to speak and/or present to the board items that are otherwise not on the agenda. It is recommended the board not take any immediate action relating to issues presented in citizens open forum.

D. Quarterly Principals' Reports

Mr. Brown, Mr. Heinrichs, and Mr. Yoder will be here to present their second quarterly building report to the board. Now that our first academic quarter is complete and the fall sports season is behind us, it is a good opportunity for them to share information about achievements and challenges that occurred during the past three months.

E. Executive Session for Personnel

Motion for the Board to go into executive session at _____ for the purpose of discussing matters related to personnel and the Board return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

1. Superintendent Evaluation
2. Discussion of Resignations, Contracts, and Work Agreements

F. Personnel

1. Resignations
 - a. Keith Goossen – Facilities / Transportation Director
 2. Contracts
 - a. Malinda Just – Asst. Track Coach
 - b. Don Ratzlaff – Asst. Track Coach
 3. Work Agreements
 - a. Keith Goossen – Head of Maintenance
 - b. Nancy Hofer – ESOL Aide
- **Recommended Action**
Motion to approve resignations, contracts, and work agreements as presented

G. Action/Discussion Items

1. Transportation and Facilities Director Position

If Keith Goossen is approved as “Head of Maintenance” I am recommending elimination of the Transportation and Facilities Director Position. This position was responsible for overseeing all aspects of our facilities, grounds, and transportation, including the supervision of 22 employees that work in these areas. The supervision of employees will fall to building principals and the superintendent as follows: building custodians and substitute custodians would be supervised by principals; bus drivers, substitute bus drivers, and maintenance personnel, including the head of maintenance and the second maintenance position (Harris Ewert), would be supervised by the superintendent. The clerical duties that remained from the director position would

fall to a newly created “Transportation and Maintenance Secretary.” The job description for this new position will be shared with the board during the meeting Monday evening. It is anticipated that by distributing the supervision duties to existing administration and hiring a person to do the clerical work will save the district around \$25,000 a year in personnel costs.

➤ **Recommended Action**

Motion to eliminate the position of “Facilities and Transportation Director” create a new position titled, “Transportation and Maintenance Secretary.”

2. Athletic Facility Water Well and Pump

Tabor College and USD 410 have partnered in the creation of a new water well and the purchase and installation of a new water pump to serve our field even area south of Joel H. Wiens Stadium. Jerry and Max will be here to discuss this process with the board. It is anticipated that our portion of these expense for this replacement would be around \$8,500. We have not yet been billed for this project but we wanted to inform the board of the need to complete this.

➤ **No Action Requested**

3. Common Core Standards Resolution (Appendix C)

In the spring of 2012, our board of education, faculty, and administration publicly acknowledged the need to make the shift from the old state standards of learning to the new Common Core State Standards (CCSS). CCSS are evidence-based standards and include both content and application of knowledge through higher-order skills. We believe these skills are essential learning for our students. We also believe that to achieve these skills requires an unwavering focus on instruction to the CCSS.

We believe it is imperative to maintain that focus in order that our students will receive maximum benefit from CCSS instruction and learning. This spring’s state assessments are aligned to the “old” state standards; yet, we are committed to not waiver from our focus on CCSS. We realize this may negatively affect the results of our performance on the upcoming state assessments this spring, which are aligned to the “old” state standards.

➤ **Recommended Action**

Motion to approve the Common Core State Standards Resolution as shown in **Appendix C**.

H. Reports

1. Superintendent
 - a. College and Career Readiness Update
 - b. Educator Evaluation Committee Update
 - c. Special Board Meeting, December 19, 5:30 p.m., District Office Conference Room
2. TEEN (**Appendix D**)
3. MCSEC (**Appendix E**)
4. Business Manager (**Financials**)

I. Communications

J. Adjournment

Executive Session Motions (if needed at any time in the meeting)

1. Personnel

Motion for the Board to go into executive session at _____ for the purpose of discussing matters related to personnel and the Board return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. Negotiations

Motion for the Board to go into executive session at _____ for the purpose of discussing matters related to negotiations and the Board return to open meeting at _____ in this room. The executive session is required to protect the board's negotiating interests.

3. Student(s)

Motion for the Board to enter into executive session at _____ for the purpose of discussing matters related to students and the Board return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. Attorney/Client

Motion for the board to go into executive session for the purpose of consultation with the district's attorney; and the board return to the open meeting at _____ o'clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. Transactions Related to Real Property

Motion that the board go into executive session for the purpose of discussion related to the transaction of real property and the Board return to open meeting at _____ p.m. in this room. This executive session is required to protect the district's financial interest and bargaining position.

**UNIFIED SCHOOL DISTRICT NO. 410
Durham-Hillsboro-Lehigh**

**MINUTES – REGULAR BOARD MEETING
U.S.D. 410 District Office Conference Room
November 12, 2012 7:00 p.m.**

Members Present:

Eddie Weber	Gary Andrews	Rod Koons
Chad Nowak (arrived at 7:12 p.m.)	Mark Rooker	Joe Sechrist

Members Absent:

Deb Geis

Administrators:

Steve Noble

Others:

Jerry Hinerman, Clerk	Keith Goossen	Sarah Buerhle
Ashlee Gann	Sandy Arnold	Brad Just
Tom Storrer	Aleen Ratzlaff	Ben Kleine

A. Meeting Called to Order

Eddie Weber called the meeting to order at 7:00 p.m.

B. Approval of Regular and Consent Agenda

Gary Andrews moved to approve the regular agenda and the consent agenda with the addition of Item G1c Marcia Findeiss – ESOL Aide to the regular agenda. Motion seconded by Mark Rooker. Carried 5-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the October 8, 2012, regular board meeting
2. Motion to approve the minutes of the October 17, 2012, special board meeting
3. Motion to accept the following donations:
Donations of books and games to be used by the Marion County Parents as Teachers Program

A donation of a 2004 Ford Freestar Minivan from Artesian Honey to be used by the Marion County Parents as Teachers Program

A donation of \$50.00 from Max Heinrichs to be used by the Hillsboro High School Project Management class

A donation of \$50.00 from Jantz Construction to be used by the Hillsboro High School Project Management class

A donation of \$50.00 from Dyck Construction to be used by the Hillsboro High School Project Management class

A donation of \$50.00 from Panzer Chiropractic to be used by the Hillsboro High School Project Management class

A donation of \$50.00 from The LumberYard to be used by the Hillsboro High School Project Management class

A donation of \$50.00 from Salem Home to be used by the Hillsboro High School Project Management class

A donation of \$219.80 of lumber from The LumberYard to be used by the Hillsboro High School BEST Robotics Team

4. Motion to approve the following Hillsboro High School/Hillsboro Middle School Activity Fund Accounts:

Athletics Gate Receipts Clearing
Athletics Entry Fees Clearing
Athletics Donations Clearing

5. Motion to authorize the custodian of records to destroy records as identified by state law K.S.A. 72-5369 and K.S.A. 72-5370
6. Motion to approve the disposal of district cell phones not in use and not in association with any current phone plan.

C. Learning Showcase

D. Citizen's Open Forum

E. Action/Discussion Items

1. 2011 – 2012 Financial Audit Report
2. FACT Report

Chad Nowak arrived at 7:12 p.m.

3. Out-of-State Conference Request
Rod Koons moved to approve the request for Sandy Arnold to attend the American Volleyball Coaches' Association Convention in Louisville, Kentucky with the Board paying for Mrs. Arnold's convention registration and providing a vehicle and fuel to and from Louisville. Motion seconded by Mark Rooker. Carried 4-2.
4. USD 410 Technology Plan
Joe Sechrist moved to approve the technology plan as presented. Motion seconded by Gary Andrews. Carried 6-0.
5. Don's Heating and Air Proposal
Mark Rooker moved to request bids for a plan to replace HVAC equipment that has exceeded its median service life and to request bids for air conditioning the high school and middle school gyms. Motion seconded by Rod Koons. Carried 6-0.
6. State of the District Report
7. USD 410 Board of Education Goals
Chad Nowak moved to approve the USD 410 Board of Education Goals as presented. Motion seconded by Gary Andrews. Carried 6-0.

8. KASB Delegate
Gary Andrews moved to appoint Chad Nowak as the USD 410 Board of Education representative at the KASB Delegate Assembly on Sunday, December 2, 2012, at 8:30 a.m., in Topeka.
9. KASB Delegate Information
10. Community Foundation Fund(s)

F. Executive Session for Personnel

Eddie Weber moved that the Board go into executive session with the Superintendent and the Supervisor of Buildings, Grounds, and Transportation at 9:22 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 9:35 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

Eddie Weber moved that the Board go into executive session with the Superintendent and the Supervisor of Buildings, Grounds, and Transportation at 9:35 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 9:50 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

Eddie Weber moved that the Board go into executive session with the Superintendent and the Supervisor of Buildings, Grounds, and Transportation at 9:50 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 10:05 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

The Supervisor of Buildings, Grounds, and Transportation left the executive session at 9:53 p.m.

Regular Session

G. Personnel

1. Resignations
 - a. Donna Dalke – Hillsboro High School Secretary
 - b. Tim Isaac – USD 410 Maintenance Worker and Bus Driver
 - c. Marcia Findeiss – Hillsboro Elementary School and Hillsboro Middle School ESOL Aide
Rod Koons moved to approve the resignations of Donna Dalke from her position as Hillsboro High School Secretary, Tim Isaac from his position as USD 410 Maintenance Worker and Bus Driver, and Marcia Findeiss from her position as Hillsboro Elementary School and Hillsboro Middle School ESOL Aide. Motion seconded by Gary Andrews. Carried 6-0.
2. Contracts
 - a. Erin Carr – Assistant Middle School Girls' Basketball Coach
Gary Andrews moved to approve the issuance of a contract to Erin Carr to serve as Assistant Middle School Girls' Basketball Coach. Motion seconded by Joe Sechrist. Carried 6-0.

3. Work Agreements
 - a. Amanda Marla – Special Education Bus Driver
 - b. Carolyn Brazil – Hillsboro High School SecretaryJoe Sechrist moved to approve the adjustments of schedule lengths for Special Education Bus Driver Amanda Marler (1:30 Additional Per Day) and Carolyn Brazil (Additional 24:00 Hours Per Week). Motion seconded by Chad Nowak. Carried 6-0.

H. Executive Session for Negotiations

Eddie Weber moved that the Board go into executive session with the Superintendent at 10:10 p.m. for the purpose of discussing matters relating to negotiations and that the Board return to open meeting at 10:15 p.m. in this room. The executive session is required to protect the board's negotiating interests. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

I. Reports

1. Superintendent
 - a. College and Career Readiness Update
 - b. Kansas Educator Evaluation Protocol (KEEP)
 2. TEEN
 3. MCSEC
 4. Business Manager
- Gary Andrews moved to approve the payment of bills totaling \$497,803.04 and the following financial reports. Motion seconded by Joe Sechrist. Carried 6-0.
- Electronic Funds Transfer Report
 - High School/Middle School Activity Account Report
 - High School/Middle School Activity Account Bank Reconciliation
 - Elementary School Activity Account Report
 - Elementary School Activity Account Bank Reconciliation
 - District Cash Summary Report
 - District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
 - District Revenue Budget Report
 - District Expense Budget Report
 - Report of Transfers

J. Communications

K. Adjournment

President Eddie Weber declared the meeting adjourned at 10:30 p.m.

Jerry Hinerman, Clerk

Marion County Parents as Teachers
 Donation Inventory
 Month of November 2012

Date Received	Items	Quantity	Other Info.
11/9/12	Board Books	59 books	Hillsboro Wendy's
11/26/12	6 Bandanas	6	Laura Barr
	Material	several yards	Laura Barr
11/27/12	Infant Carseat	1	Jennifer James

USD 410 Moving Forward: Staying focused on common core instruction throughout the state testing season (January - May 2013)

In the spring of 2012, our board of education, faculty, and administration publicly acknowledged the need to make the shift from the old state standards of learning to the new Common Core State Standards (CCSS). CCSS are evidence-based standards and include both content and application of knowledge through higher-order skills. We believe these skills are essential learning for our students. We also believe that to achieve these skills requires an unwavering focus on instruction to the CCSS.

We believe it is imperative to maintain that focus in order that our students will receive maximum benefit from CCSS instruction and learning. This spring's state assessments are aligned to the "old" state standards; yet, we are committed to not waiver from our focus on CCSS. We realize this may negatively affect the results of our performance on the upcoming state assessments this spring, which are aligned to the "old" state standards.

By signing below, our board, administration, and faculty are expressing our commitment to the new CCSS and will not refer to the "old" state assessment results from the spring of 2013 in any manner going forward.

Eddie Weber, BOE President

Gary Andrews, BOE Vice-president

Deb Geis, BOE Member

Rod Koons, BOE Member

Chad Nowak, BOE Member

Mark Rooker, BOE Member

Joe Sechrist, BOE Member

Dr. Steve Noble, Superintendent

Greg Brown, Middle School Principal

Max Heinrichs, High School Principal

Evan Yoder, Elem. School Principal

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
November 14, 2012, Regular Board Meeting Minutes
U.S.D. 408 Marion – Florence District Office
6:00 p.m.

Members Present:

Mark Rooker, Chairperson
Brent Methvin

Jan Helmer
Barry Peter

Anna Gustafson

Others Present:

Brandi Hendrix, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Rooker called the meeting to order at 6:06 p.m.

2. Approval of Agenda

Anna Gustafson moved to approve the agenda. Motion seconded by Jan Helmer. Carried 5-0.

3. Approval of Minutes

Barry Peter moved to approve the minutes of the October 17, 2012, regular board meeting. Motion seconded by Jan Helmer. Carried 5-0.

4. Approval of Payment of Bills and Financial Reports

Anna Gustafson moved to approve the payment of bills totaling \$11,981.03 and the November 14, 2012, Income and Expenses reports. Motion seconded by Brent Methvin. Carried 5-0.

5. Business Items

a. 2010 – 2011 Audit Report

Mark Rooker moved to approve the 2010 – 2011 Audit Report as presented. Motion seconded by Brent Methvin. Carried 5-0.

6. Other/Discussion

- a. TEEN Mashup Information
- b. TEEN Classes

7. Next Meeting

Mark Rooker moved to approve date, time, and location of the next TEEN Board Meeting as December 19, 2012, at 6:00 p.m. at the U.S.D. 408 Marion – Florence District Office. Motion seconded by Brent Methvin. Carried 5-0.

8. Adjournment

Mark Rooker adjourned the meeting at 6:43 p.m.

Jerry Hinerman, Clerk

Marion County Special Education Cooperative #617
Board of Directors Regular Meeting
November 19, 2012
(These minutes are unofficial until approved by the Board)

Members Present

Debra Geis, Presiding
Kelly Booton
Terry Deines
Lyle Leppke
Anthony Zappone (arrived at 7:26 p.m.)

Members Absent

Others Present

Dr. David Sheppard, Director
Rebecca Savage, Clerk
Kristi Lackey
Jane Wiens

- I. Call to Order
Debra Geis called the meeting to order at 7:06 p.m. in the MCSEC Conference Room, 1500 E. Lawrence, Marion, KS.

- II. Adoption of Agenda
Lyle Leppke moved to adopt the agenda. Motion seconded by Kelly Booton.
Carried 4 - 0

- III. Consider Consent Agenda
 - A. Approve Minutes of October 15, 2012 Regular Meeting (attachment A)

 - B. Classified Resignations/Terminations/Retirements
 - 1. Melisa Burnett
 - 2. Sharon Matz

 - C. Classified Staff Appointments
 - 1. Amy Flaming
 - 2. Cristy Miller
 - 3. Alicia Nienstedt
 - 4. Garrett Hiebert

 - D. Certified Staff Appointments
None

 - E. Treasurer's Report and Payment of Bills/Approve Journal Entries—(attachment B)
Payroll in the amount of \$235,902.82, checks associated with payroll in the amount of \$131,921.01, and other payables in the amount of \$54,545.31.

Kelly Booton moved to approve the consent agenda. Motion seconded by Lyle Leppke.
Carried 4 - 0

- IV. Discussion/Action
 - A. Presentation by MCSEC Employee-Kristi Lackey-Student Support Worker, Autism Team

Kristi Lackey presented information on her role as a student support worker.

Anthony Zappone arrived at 7:26 p.m.

Kristi Lackey and Jane Wiens left the meeting at 7:33 p.m.

B. Director/Board Discussion/Comments

1. Facility Update:

A. Miller Construction (attachment C)

Lyle Leppke moved to approve a proposal from Miller Construction for additional work on the East wing project in the amount of \$2,124.62. Motion seconded by Anthony Zappone.

Carried 5 – 0

B. ESG Update/Modern Air (attachment D)

Dr. Sheppard reported that Modern Air made repairs to the existing boiler system to make it functional.

2. Asbestos Sample Information (attachment E)

Dr. Sheppard reported that American Metropolitan Environmental, Inc completed the asbestos inspection of all areas of the building, excluding the East wing, since it has already been inspected.

3. Discussion on Future Meeting Time Changes

Lyle Leppke moved to change the December board meeting start time to 5:00 p.m., and to have the meeting via a telephone conference call. Motion seconded by Terry Deines.

Carried 5 - 0

V. Executive Session if Needed

None needed

VI. Agenda Items for Next Meeting December, 2012

VII. Adjournment

Debra Geis adjourned the meeting at 8:34 p.m.