

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

**REGULAR BOARD MEETING**  
**Monday, January 14, 2013**  
**7:00 pm**

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

**Agenda—Regular Board Meeting**  
**USD 410 District Office Conference Room**  
**January 14, 2013, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of regular and consent agenda
  - (December Regular Board Minutes – Appendix A)**
  - (December Special Board Minutes – Appendix B)**
- C. Citizen’s open forum
- D. Retirement Recognition
  - 1. Donna Dalke
  - 2. Tim Isaac
- E. Stadium Operations Committee Report
- F. Action/Discussion Items
  - 1. KSDE Building Report Cards **(USD 410 District and Building Report Cards 2011-12)**
  - 2. Board Districts & Positions **(Appendix C)**
  - 3. ID Badge Policy **(Appendix D)**
  - 4. Big Fans
- G. Executive Session for Personnel
- H. Personnel
  - 1. Resignations
    - a. Michelle Goldsby (HES Teacher, effective at the end of 2012-13 school year)
  - 2. Contracts
    - a. Steve Noble – Superintendent
- I. Reports
  - 1. Superintendent’s Report
    - a. Board Member Appreciation Week
    - b. Data Quality Certification
    - c. School Funding Lawsuit
  - 1. TEEN Report **(Appendix E)**
  - 2. MCSEC Report **(Appendix F)**
  - 3. Business Manager’s Report **(Financials)**
- J. Approval of payment of bills and financial reports
- K. Communications
- L. Executive Session for Negotiations
- M. Adjournment

## Annotated BOE Agenda January 14, 2014

### 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 December 10 regular BOE meeting are attached.

➤ **Recommended Action:**

Motion to approve the minutes from the December 10 board meeting.

2. Donations

**From:** Rebecca Walsh/State Farm Insurance (\$500)

**To:** HES After School Program

**From:** Hillsboro United Methodist Women (\$150)

**To:** HES After School Program

**From:** Robert and Susan Watson (\$250)

**To:** HES After School Program

➤ **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. Retirement Recognition

The board will recognize the retirements of Donna Dalke and Tim Isaac.

## E. Stadium Operations Committee Report

Mr. Hinerman and Mr. Heinrichs serve on the joint stadium operations committee for Joel H. Wiens Stadium. This is the first of annual reports this committee will provide the board. Information will be shared on the past couple of years of expenditures as well as current operational and budget items.

## F. Action / Discussion Items

1. KSDE District and Building Report Cards (USD 410 District and Building Report Card 2011-12)

The Kansas Report Card is a collection of data compiled annually to provide information not only on a statewide basis but also by district and by building. By providing information on school performance, KSDE supports both school improvement and accountability at the state, district, and building level for educational progress.

➤ *No Action Requested*

2. Board Districts and Positions (Appendix C)

KSA #72-8009 dictates that in a three district method of election, the positions must fall within the districts as follows:

District 1: Positions 1 and 4

District 2: Positions 2 and 5

District 3: Positions 3 and 6

In the spring of 2008 and fall of 2009, the board of education went through a process of re-districting. This changed the board from a six district board and one at-large position to a 3 district board and an at-large position. The three districts include District 1 (rural), District 2 (West and North Hillsboro), and District 3 (East Hillsboro). At that time, positions were numbered according the collective understanding of USD 410, KASB, and the County Clerk's office. With our most recent certification of board positions up for re-election, the county discovered that our positions were incorrectly numbered and have been since the fall of 2009.

Please refer to the Memorandum from the County Clerk's office dated January 9, 2013 found in **Appendix C**. Positions 4, 5, and 6 are up for election this spring. The filing deadline for these positions is January 22, 2013.

➤ *No Action Requested*

3. ID Badge Policy (Appendix D)

The ID badge policy, if approved, will be added to the district emergency operations plan (EOP). See **Appendix D** for a copy of the proposed language.

➤ *Recommended Action:*

Motion to approve the district ID badge policy as presented in **Appendix D**.

4. Big Fans

This is an opportunity for the board to discuss adding big fans to the gymnasiums. This item has been discussed at previous meetings and is still on the table for consideration.

➤ *No Action Requested*

## G. Executive Session - 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.

## H. Personnel

1. Resignations
    - a. Michelle Goldsby – Kindergarten (effective at the end of 2012-13 school year)
  2. Contracts
    - a. Steve Noble – Superintendent (Effective July 1, 2013 and expiring June 30, 2015)
- **Recommended Action**  
Motion to approve resignations as presented  
Motion to approve contracts as presented

## I. Reports

1. Superintendent's Report
2. TEEN Report (**Appendix D**)
3. MCSEC Report (**Appendix E**)
4. Business Manager's Report (**Financials**)

## J. Approval of Payment of Bills and Financial Reports

1. The Board will review financial reports and approve the payment of bills.
  - **Recommended Action:**  
Motion to approve the payment of bills totaling \$ \_\_\_\_\_ and the following financial reports.
    - a. Electronic Funds Transfer Report
    - b. High School/Middle School Activity Account Reports
    - c. High School/Middle School Activity Account Bank Reconciliations
    - d. Elementary School Activity Account Reports
    - e. Elementary School Activity Account and Bank Reconciliations
    - f. District Cash Summary Report
    - g. District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
    - h. District Expense Budget Report
    - i. Report of Transfers

## K. Communications

## **L. Executive Session for 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.

## **M. 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. Acquisition of Property

Motion that the board go into executive session for the purpose of preliminary discussion related to the acquisition 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  
December 10, 2012 7:00 p.m.**

**Members Present:**

<b>Eddie Weber</b>	<b>Gary Andrews</b>	<b>Deb Geis</b>
<b>Chad Nowak</b>	<b>Mark Rooker (arrived at 7:02 p.m.)</b>	
<b>Rod Koons (arrived at 7:04 p.m.)</b>	<b>Joe Sechrist (arrived at 7:52 p.m.)</b>	

**Administrators:**

<b>Steve Noble</b>	<b>Evan Yoder</b>	<b>Max Heinrichs</b>
--------------------	-------------------	----------------------

**Others:**

<b>Jerry Hinerman, Clerk</b>	<b>Keith Goossen</b>	<b>Aleen Ratzlaff</b>
<b>Adam Stewart</b>		

**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. Motion seconded by Deb Geis. Carried 4-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the November 10, 2012, regular board meeting
2. Motion to approve the disposal of 200 surplus mini laptop computers through sale by Friesen Technology Services.
3. Motion to accept the following donations:  
Donations of books, bandanas, material, and a car seat to be used by the Marion County Parents as Teachers Program

A donation of \$25 from Greg Washmon to be used by the Hillsboro High School FFA

Mark Rooker arrived at 7:02 p.m.

Rod Koons arrived at 7:04 p.m.

**C. Citizen's Open Forum**

**D. Principals' Reports**



**E. Executive Session for Personnel**

Eddie Weber moved that the Board go into executive session at 7:44 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:00 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.

Joe Sechrist arrived at 7:52 p.m. and joined the executive session

**Regular Session**

Eddie Weber moved that the Board go into executive session with the Superintendent at 8:00 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:15 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

Eddie Weber moved that the Board go into executive session with the Superintendent at 8:15 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:30 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

**F. Personnel**

1. Resignations
  - a. Keith Goossen – USD 410 Supervisor of Buildings, Grounds, and Transportation  
Rod Koons moved to approve the resignation of Keith Goossen from his position as USD 410 Supervisor of Buildings, Grounds, and Transportation. Motion seconded by Chad Nowak. Carried 7-0.
2. Contracts
  - a. Malinda Just – Assistant Track Coach
  - b. Don Ratzlaff – Assistant Track Coach  
Joe Sechrist moved to approve the issuance of contracts to Malinda Just and Don Ratzlaff to serve as Assistant Track Coaches. Motion seconded by Gary Andrews. Carried 7-0.
3. Work Agreements
  - a. Keith Goossen – Head of Maintenance
  - b. Nancy Hofer – ESOL Aide  
Joe Sechrist moved to approve the hiring of Keith Goossen to serve as Head of Maintenance and Nancy Hofer to serve as and ESOL Aide. Motion seconded by Deb Geis. Carried 7-0.

**G. Action/Discussion Items**

1. Transportation and Facilities Director Position  
Gary Andrews moved to eliminate the position of “Supervisor of Buildings, Grounds, and Transportation” and to create a new position titled “Transportation and Maintenance Secretary.” Motion seconded by Deb Geis. Carried 7-0.
2. Athletic Facility Water Well and Pump

3. Common Core Standards Resolution  
Gary Andrews moved to approve the following Common Core State Standards Resolution.  
Motion seconded by Joe Sechrist. Carried 7-0.

**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.

## H. Reports

1. Superintendent
  - a. College and Career Readiness Update
  - b. Educator Evaluation Committee Update
  - c. Special Board Meeting
2. TEEN
3. MCSEC
4. Business Manager  
Gary Andrews moved to approve the payment of bills totaling \$185,679.49 and the following financial reports. Motion seconded by Chad Nowak. Carried 7-0.
  - 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

**I. Communications**

**J. Adjournment**

President Eddie Weber declared the meeting adjourned at 9:44 p.m.

Jerry Hinerman, Clerk



**MEMORANDUM**

DATE: JANUARY 9, 2013  
TO: USD 410  
FROM: COUNTY CLERK  
RE: SCHOOL BOARD POSITION NUMBERS

KSA #72-8009 dictates that in a three district method of election, the positions must fall within the districts as follows:

District 1: Positions 1 and 4  
District 2: Positions 2 and 5  
District 3: Positions 3 and 6

While we recognize that your division of representation has been correct up to this point, the issue of the numbering does need to be corrected as soon as possible to avoid problems in the future. We will continue to recognize each member's current position number through the end of their term. However, as the terms of those holding office in the current member positions expire, filings will only be accepted according to the district and position numbers required by law.

Positions 4, 5, and 6 are currently up for election. If the current members wish to file for re-election, they will be required to file for the corrected position number for the district in which they reside. Their position numbers will change with their new filing.

Position 2 is currently held by a member living in District 1. This term does not expire until 2015. However, to correct the numbering discrepancy, it is recommended that the person currently holding Position 2 file for Position 4 as it is vacated. If elected, he would resign from Position 2, and the Board could make an appointment from the appropriate district. This would ensure that all of your position numbers are correct moving forward.

Please take appropriate internal action and correct whatever documentation you need to on your side as soon as possible so that the position numbers fall in the correct district. Once you have accomplished the re-numbering, please re-certify the positions currently up for election with the correct geographical description to correspond with the position number. If you have any questions, or need further clarification, please feel free to contact our office.

Thank you for your cooperation.

Identification Badges for USD 410 Employees and Visitors

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the District Office, the building administrator, or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to the District Office who will issue a replacement badge. Badges remain the property of USD 410 and shall be returned to the District Office at the time of resignation, retirement or termination.

All visitors to USD 410 buildings are required to report directly to the building office to receive a visitor badge and sign in to the visitor registry. Visitors shall return the badge and sign out in the office upon departure.

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK  
December 19, 2012, Regular Board Meeting Minutes  
U.S.D. 410 Durham – Hillsboro - Lehigh District Office  
5:00 p.m.**

**Members Present:**

**Mark Rooker, Chairperson  
Brent Methvin (via phone)**

**Jan Helmer (via phone)  
Barry Peter (via phone)**

**Member Absent:**

**Anna Gustafson**

**Others Present:**

**Brandi Hendrix, Director**

**Jerry Hinerman, Clerk**

**1. Call to Order**

Mark Rooker called the meeting to order at 5:05 p.m.

**2. Approval of Agenda**

Jan Helmer moved to approve the agenda. Motion seconded by Brent Methvin. Carried 4-0.

**3. Approval of Minutes**

Brent Methvin moved to approve the minutes of the November 14, 2012, regular board meeting. Motion seconded by Barry Peter. Carried 4-0.

**4. Approval of Payment of Bills and Financial Reports**

Mark Rooker moved to approve the payment of bills totaling \$15,587.83 and the December 19, 2012, Income and Expenses reports. Motion seconded by Jan Helmer. Carried 4-0.

**5. Business Items**

**a. 2011 – 2012 Audit Report**

Jan Helmer moved to approve the 2011 – 2012 Audit Report as presented. Motion seconded by Brent Methvin. Carried 4-0.

**b. Donations for TEEN Mashup**

Barry Peter moved to accept the following donations for the TEEN Mashup. Motion seconded by Jan Helmer. Carried 4-0.

Hamburger buns from Carlson's Grocery

\$100 from Eagle Communications for breakfast items

Wireless Head Set from SKC for a door prize

**6. Other/Discussion**

**7. Next Meeting**

**8. Adjournment**

Mark Rooker adjourned the meeting at 5:17 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617  
Board of Directors Regular Meeting  
December 17, 2012**

(These minutes are unofficial until approved by the Board)

**Members Present**

Debra Geis, Presiding  
Terry Deines  
Lyle Leppke  
Anthony Zappone

**Members Absent**

Kelly Booton

**Others Present**

Dr. David Sheppard  
Rebecca Savage, Clerk

I. Call to Order

Debra Geis called the meeting to order at 5:00 p.m. via conference call which was initiated from the Marion County Special Education Conference Room, 1500 E. Lawrence, Marion, KS. Debra was present in person, with all other members present by telephone.

II. Adoption of Agenda

Lyle Leppke moved to adopt the agenda. Motion seconded by Anthony Zappone.  
Carried 4 - 0

III. Consider Consent Agenda

A. Approve Minutes of November 19, 2012 Meeting (attachment A)

B. Classified Resignations/Terminations/Retirements

1. Jenna Spangler

C. Classified Staff Appointments

1. LeAnn Pankratz—additional 18 hours per week

2. Jenna Spangler

3. Adam Jilka—long term substitute at Marion High School

D. Certified Staff Appointments

None

E. Treasurer's Report and Payment of Bills/Approve Journal Entries—(attachment B)

Payroll in the amount of \$226,869.12, checks associated with payroll in the amount of \$129,197.84, and other payables in the amount of \$65,274.98.

Terry Deines moved to approve the consent agenda. Motion seconded by Anthony Zappone.

Carried 4 - 0

IV. Discussion/Action

A. Facilities Update

1. ESG Planning Committee Meeting



Dr. Sheppard shared information from their December meeting. MCSEC will meet with ESG prior to the MCSEC January board meeting. ESG plans to present at the MCSEC January board meeting.

2. Miller Construction

Dr. Sheppard reported that remodel of the East wing is nearly complete.

V. Executive Session if needed  
None needed.

VI. Agenda Items for Next Meeting January, 2013

- A. Negotiations preparation
- B. ESG visit to Board meeting

VII. Adjournment

Debra Geis adjourned the meeting at 5:16 p.m.