

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

**REGULAR BOARD MEETING**

**Monday, February 11, 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**  
**February 11, 2013, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of regular and consent agenda
  - (January Regular Board Minutes – Appendix A)
  - (PAT Donations – Appendix B)
  - (Vehicle Mileage Report – Appendix C)
- C. Citizen’s open forum
- D. Learning Showcase
- E. Action/Discussion Items
  - 1. Middle School/City Leadership Program
  - 2. MCSEC Report
  - 3. ID Badge Policy (**Appendix D**)
  - 4. 2013-14 Calendar (**Appendix E**)
  - 5. Big Fans
  - 6. Rejection of HVAC Bids
  - 7. Grant Writing Services
- F. Executive Session for Personnel
- G. Resignations
  - 1. Brandi Hendrix – TEEN Director
- H. Work Agreements
  - 1. Tim Isaac – Bus Driver
- I. Contracts
  - 1. Eileen Butler – Walking School Bus Coordinator
  - 2. Doug Dick – Walking School Bus Coordinator
  - 3. Evan Yoder – HES Principal (through June 2015)
  - 4. Greg Brown – HMS Principal (through June 2015)
  - 5. Max Heinrichs – HHS Principal (through June 2015)
- J. Reports
  - 1. Superintendent’s Report
    - a. 2012-13 Audited Enrollment
    - b. 2013-14 Budget Outlook
  - 2. TEEN Report (**Appendix F**)
  - 3. MCSEC Report (**Appendix G**)
  - 4. Business Manager’s Report (**Financials**)
- K. Approval of payment of bills and financial reports
- L. Communications
- M. Executive Session for Negotiations
- N. Adjournment

## Annotated BOE Agenda February 13, 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 January 14 regular BOE meeting are attached.

***Recommended Action:***

- Motion to approve the minutes from the January 14 board meeting.

2. Donations

- |   |                                |
|---|--------------------------------|
| ○ <b>From: (Appendix B)</b>                     | <b>To: PAT</b>                 |
| ○ <b>From: Robert Sextro (\$500.00)</b>         | <b>To: HHS</b>                 |
| ○ <b>From: Anonymous (\$569.64)</b>             | <b>To: HHS</b>                 |
| ○ <b>From: Hillsboro Booster Club (\$1,500)</b> | <b>To: Track Timing System</b> |
| ○ <b>From: Midway Motors (\$900)</b>            | <b>To: 3 FB Game Sponsor</b>   |

***Recommended Action:***

- Motion to accept donations as listed.

3. Vehicle Mileage Report (Appendix C)

➤ ***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. Learning Showcase

## **E. Action / Discussion Items**

1. Middle School/City Leadership Program

Clint Seibl from Hillsboro Development Corporation and Hillsboro Ventures Incorporated, Larry Paine from the City of Hillsboro, and Ashlee Gann from FACT will be here to present a new program to inform and encourage middle school aged students to become involved in their communities through leadership opportunities and partnerships with the city.

➤ *No Action Requested*

2. MCSEC Report

Dr. David Sheppard will be here to share his annual MCSEC report to the board.

➤ *No Action Requested*

3. ID Badge Policy (Appendix D)

State Emergency Operations procedures recommend ID badges for all school employees and visitors. I have attached the second draft of the policy our board will consider at their meeting Monday evening. If approved, the policy will be in effect for all of us beginning Tuesday morning, February 12. The intent of this policy is:

- To provide identification for staff
- To provide identification for our students
- To provide identification for our visitors
- To provide identification for emergency responders

If approved, badges should be worn on the outer most layer of clothing approximately between the shoulders and waist. Carabiners with badges hanging approx. 4 inches below the waist are also acceptable. This is the second reading of the policy proposal.

➤ *Recommended Action*

Motion to approve the ID Badge Policy as indicated in **Appendix D**.

4. 2013-14 Calendar (Appendix E)

A draft of the 2013-14 calendar is included as **Appendix F**. This calendar represents the corresponding dates transferred from our 2013-14 calendar with a few minor adjustments to better fit holiday breaks. This is the first reading for the board and no action is requested. I will request action on the calendar at our March regular meeting.

➤ *No Action Requested*

5. Big Fans

We have received a quote to install 4 large ceiling fans in Robert C. Brown Gymnasium. I will present this quote along with details of the installation and the benefits of this solution. The solution is under \$20,000 so it does not need board approval. This item was requested by the board at the January meeting and therefore, it is placed here for follow-up discussion.

➤ *No Action Requested*

6. Grant Writing Services

Beginning on February 12, 2013, Linda Ogden, formerly our FACT director, will provide Administrative Support and Grant Writing Services for USD 410 individual grants exceeding \$25,000. The services rendered under this agreement must be requested by USD 410 for each individual grant. This effort will begin with an application for a Kansas 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) grant. Traditionally, Kansas 21<sup>st</sup> CCLC funds can be used to offer academic support, enrichment activities, services for parents, etc. during out of school time hours. Due to Kansas receiving the ESEA Waiver, districts/schools that extend their school day, week or year may also use Kansas 21<sup>st</sup> CCLC funds to supplement learning opportunities during the regular school day. At the time of this annotated agenda posting, Mrs. Ogden and I were still reviewing the details of our agreement. I'll have a final contract proposal to present to the board on Monday evening.

As state support for schools has declined, our challenges to fund our programs are ever increasing. This plan to partner with Mrs. Ogden will allow us to have a person focus on obtaining non-traditional funding for programs we deem important for our students.

➤ **Recommended Action**

Motion to approve the contract for Grant Writing Services with Mrs. Linda Ogden as presented

## **F. 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.

## **G. Personnel**

1. Resignations
  - a. Brandi Hendrix
2. Work Agreements
  - a. Tim Isaac – Bus Driver
3. Contracts
  - a. Eileen Butler – Walking School Bus Co-coordinator
  - b. Doug Dick – Walking School Bus Co-coordinator
  - c. Evan Yoder – HES Principal (through June 2015)
  - d. Greg Brown – HMS Principal (through June 2015)
  - e. Max Heinrichs – HHS Principal (through June 2015)

➤ **Recommended Action**

Motion to approve resignations as presented

Motion to approve work agreements as presented

Motion to approve contracts as presented

## H. Reports

1. Superintendent's Report
  - a. 2012-13 Audited Enrollment
  - b. 2013-14 Budget Outlook
2. TEEN Report (**Appendix G**)
3. MCSEC Report (**Appendix H**)
4. Business Manager's Report (**Financials**)

## I. 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

## J. Communications

We received a thank you card from Mr. Keith Bray. Mr. Bray was a superintendent in this district many years ago. Mr. Bray turned 90 a few weeks ago and we had sent him a birthday card. Penny Funk alerted me to Mr. Bray's connection to this district. I believe he served as superintendent in late '60s and/or early '70s.

## K. 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  
January 14, 2013 7:00 p.m.**

**Members Present:**

<b>Eddie Weber</b>	<b>Gary Andrews</b>	<b>Deb Geis</b>
<b>Chad Nowak</b>	<b>Rod Koons (arrived at 7:10 p.m.)</b>	
<b>Mark Rooker (arrived at 7:10 p.m.)</b>	<b>Joe Sechrist (arrived at 7:10 p.m.)</b>	

**Administrators:**

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

**Others:**

<b>Jerry Hinerman, Clerk</b>	<b>Donna Dalke</b>	<b>Tim Isaac</b>
<b>Vera Isaac</b>	<b>Rachel Hunter</b>	<b>Malinda Just</b>

**A. Meeting Called to Order**

Eddie Weber called the meeting to order at 7:03 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 H3a Work Agreement for Karen Goossen – Transportation and Maintenance Coordinator and Item H4 Pay Rate Adjustment. Motion seconded by Deb Geis. Carried 4-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the December 10, 2012, regular board meeting and the December 19, 2012, special board meeting.
2. Motion to accept the following donations:  
Donation of \$500 from Rebecca Walsh/State Farm Insurance to be used by the Hillsboro Elementary School After School Program  
  
Donation of \$150 from Hillsboro United Methodist Women to be used by the Hillsboro Elementary School After School Program  
  
Donation of \$250 from Robert and Susan Watson to be used by the Hillsboro Elementary School After School Program

**C. Citizen’s Open Forum**

**D. Retirement Recognition**

1. Donna Dalke
2. Tim Isaac

**E. Athletic Facility Operations Management Committee Report**

Rod Koons, Mark Rooker, and Joe Sechrist arrived at 7:10 p.m.



**F. Action/Discussion Items**

1. KSDE Building Report Cards
2. Board Districts and Positions  
Rod Koons moved to follow K.S.A. 72-8009 using a three-district method of election with positions as follows. Motion seconded by Gary Andrews. Carried 7-0.

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

3. ID Badge Policy  
The Board took no action on the ID Badge Policy as presented.
4. Big Fans

**G. Executive Session for Personnel**

Eddie Weber moved that the Board go into executive session 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.

The Board had the Superintendent join the executive session at 8:18 p.m.

**Regular Session**

Eddie Weber moved that the Board go into executive session with the Superintendent at 8:30 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:35 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

Eddie Weber moved that the Board go into executive session with the Superintendent at 8:35 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:45 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**

**H. Personnel**

1. Resignations
  - a. Michelle Goldsby – Kindergarten Teacher  
Joe Sechrist moved to approve the resignation of Michelle Goldsby from her position as Kindergarten Teacher at Hillsboro Elementary School effective at the end of the 2012 – 2013 school year. Motion seconded by Mark Rooker. Carried 7-0.
2. Contracts
  - a. Steve Noble – Superintendent  
Mark Rooker moved to approve the extension of Steve Noble's contract to serve as Superintendent through June 30, 2015. Motion seconded by Chad Nowak. Carried 7-0.

3. Work Agreements
  - a. Karen Goossen – Transportation and Maintenance Coordinator  
Gary Andrews moved to approve the hiring of Karen Goossen to serve as Transportation and Maintenance Coordinator. Motion seconded by Joe Sechrist. Carried 7-0.
4. Pay Rate Adjustment  
Gary Andrews moved to increase the pay rate for the bus mechanic position to \$20.00 per hour. Motion seconded by Rod Koons. Carried 7-0

**I. Reports**

1. Superintendent's Report
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report

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

Gary Andrews moved to approve the payment of bills totaling \$381,163.23 and the following financial reports. Motion seconded by Mark Rooker. 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

**K. Communications**

**L. Executive Session for Negotiations**

Eddie Weber moved that the Board go into executive session with the Superintendent and the Clerk of the Board at 9:10 p.m. for the purpose of discussing matters relating to negotiations and that the Board return to open meeting at 9:15 p.m. in this room. The executive session is required to protect the board's negotiating interests. Motion seconded by Chad Nowak. Carried 7-0.

**Regular Session**

**M. Adjournment**

President Eddie Weber declared the meeting adjourned at 9:23 p.m.

Jerry Hinerman, Clerk

Marion County Parents as Teachers  
Donation Inventory  
Month of January 2013

Date Received	Items	Quantity	Other Info.
1/8/13	stickers	Envelope full	Joyce Barkman
	3 hole punch	1	"

Appendix C

U.S.D. 410 Mileage 2012-2013

Bus #	Purpose	Year/Make/Engine	Mileage (1/1/13)	1st Sem. Mileage (12 -13)	1st Sem. Mileage (11-12)	1st Sem. Mileage (10-11)	Total Miles 2012-13
<b>78 Passenger Buses:</b>							
9	Activity	2000 Thomas (Diesel)	116,681	3,576	3,617	3,830	7,280
<b>65 Passenger Buses:</b>							
8	Route/Act	2009 IC (Diesel)	59,968	6,761	5,165	4,198	11,152
<b>47 Passenger Buses:</b>							
3	Preschool/Spec Ed	2004 Freightliner (Diesel)	128,674	2,665	8,042	7,238	16,244
7	Activity	2008 Thomas (Diesel)	45,453	2,490	2,779	2,484	4,172
17	Route	2008 Thomas (Diesel)	55,467	7,379	6,060	2,377	12,578
18	Activity	2009 IC (Diesel)	53,835	1,930	2,465	5,200	4,120
25	Spare	1995 Ford (Diesel)	166,422	132	496	33	753
27	Spare	1997 Ford (Diesel)	162,453	190	96	48	135
34	Route	2005 Bluebird (Diesel)	95,610	5,017	4,163	4,056	9,771
35	Route	2006 Bluebird (Diesel)	96,609	3,799	5,832	7,241	12,272
38	Spare	1999 Ford (Diesel)	149,627	673	1,557	449	2,674
44	Route	2005 Bluebird (Diesel)	101,300	5,098	5,185	5,668	10,555
<b>20 Passenger Buses:</b>							
00	Spec. Ed	2000 Chev. (Diesel)	129,300	7,468	8,122	811	16,600
21	CHUMS/PATHS	2000 Chev. (Diesel)	122,289	640	1,509	2,861	3,669
26	S Kdg Route	2007 Bluebird (Diesel)	91,826	1,500	2,301	1,503	4,998
32	N Kdg Route	2002 Chev. (Diesel)	88,808	530	2,716	2,614	5,416
36	Activity	2007 Bluebird (Diesel)	86,075	1,162	554	10,905	1,432
<b>Total Bus Miles</b>					<b>60,659</b>	<b>61,516</b>	<b>123,821</b>
<b>Vans/Suburbans/Excursions</b>							
03	Driver's Ed	2003 Ford Mini Van	92,362	1957	2761	2439	5,569
04	Route/Ken	1994 Ford (NewOD193050)	143,366	610	4047	2814	6,502
1	Activity	2011 Chev. Suburban	22,854	8606	7652		6,596
2	Activity	2002 Ford Excursion	161,103	9,161	5,890	8,083	9,964
12	Activity	2002 Dodge Van	114,393	2,991	2,892	1,400	3,557
16	Sp. Needs	2006 Ford Van	31,272	999	1,190	1,398	2,159
20	Food Sev/Activity	2000 Chev. Suburban	157,816	1,534	3,957	7,329	3,957
<b>Total Van Miles</b>					<b>28,389</b>	<b>23,463</b>	<b>38,304</b>
<b>Total Student Transportation Miles</b>					<b>89,048</b>	<b>84,979</b>	<b>162,125</b>
<b>Pickups/Vans</b>							
24	Maintenance	2004 GMC Pick-up	41,090	1,892	2,314	1,722	2,715
5	Maintenance	1995 Ford Van	184,168	404	204	297	252
15	Maintenance	1995 Ford Van	182,032	1,576	644	449	832
4	Food Service/Spare	1994 Chev Suburban			781	164	1,149
<b>School Owned Cars:</b>							
038	Staff	2008 Dodge Mini Van	62,933	10,402	7,416	7,862	11,846
048	Staff	2008 Dodge Mini Van	56,058	10,615	10,364	6,018	17,968
06	Staff	2006 Dodge Mini Van	75,622	5,185	5,330	6,493	10,986
02	Staff	2002 Chev. Car	102,883	4,397	2,834	1,028	3,733
014	PAT	White Van - Donation	133,098	1,318			
018	PAT	1998 Ford	205,991	1,588	2,043	3,362	4,417
028	PAT	1998 Ford	179,130	2,442	5,049	3,320	6,859
08	PAT	1998 Chev. Mini Van	162,132	5,454	6,569	3,565	7,906
<b>Total Non-Student Miles</b>					<b>43,548</b>	<b>34,280</b>	
<b>Total Miles All Vehicles</b>					<b>132,596</b>	<b>119,259</b>	<b>162,125</b>

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 during the school day, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. Carabiners may be used to attach a badge at the waist as long as the badge does not hang more than 4” below the waist. Administrators will also be required to wear ID badges after school as event supervisors for home and away events.

If an employee comes to work without the permanent badge, a visitor badge should be used. 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 sign out in the office upon departure.

Appendix E



# U.S.D. 410

## Durham-Hillsboro-Lehigh

# 2013-14

Class in Session  
 Prof. Development & Work Day (No Classes)  
 School not in Session

July 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						0 Days

August 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						7 Days

September 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20 Days

October 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21 Days

November 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18 Days

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15 Days

**August**  
 19-21 Staff Development Days  
 22 1st Day of Classes

**September**  
 2 Labor Day (No Classes)

**October**  
 18 End of First Quarter  
 21 Staff Development & Work Day (No Classes)  
 25 No School

**November**  
 27-29 Thanksgiving Break (No classes)

**December**  
 20 End of First Semester  
 23-31 Christmas Break (No Classes)

**January**  
 1 New Year's Day (No Classes)  
 2 No School  
 3 Staff Development & Work Day (No Classes)  
 20 Staff Development/TEEN Inservice Day (No Classes)

**February**  
 Parent Teacher Conferences/Parent Involvement Nights  
 28 No School

**March**  
 6 End of Third Quarter  
 7 Staff Development & Work Day (No Classes)  
 17-21 Spring Break (No Classes)

**April**  
 18 Good Friday (No Classes)  
 21 No School  
 25 No School

**May**  
 21 End of Second Semester  
 22 Staff Development & Work Day (No Classes)

1st Quarter	41	days		
2nd Quarter	40	days		
Semester			81	days
3rd Quarter	42	days		
4th Quarter	45	days		
Semester			87	days

<u>Certified Teacher Contract</u>			
Student Contact Days		168	
Staff Development & Work Days		8	
*Trade Off		2	
<b>TOTAL</b>		<b>178</b>	

January 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						19 Days

February 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						19 Days

March 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						15 Days

April 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						19 Days

May 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						15 Days

June 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						0 Days

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK  
January 16, 2013, 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 6:03 p.m.

**2. Approval of Agenda**

Anna Gustafson moved to approve the agenda. Motion seconded by Brent Methvin. Carried 5-0.

**3. Approval of Minutes**

Brent Methvin moved to approve the minutes of the December 19, 2012, regular board meeting. Motion seconded by Barry Peter. Carried 5-0.

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

Anna Gustafson moved to approve the payment of bills totaling \$14,295.50 and the January 19, 2013, Income and Expenses reports. Motion seconded by Jan Helmer. Carried 5-0.

**5. Business Items**

a. 2013 – 2018 Interlocal Agreement

**6. Other/Discussion**

- a. TEEN Mashup Update
- b. TEEN Website
- c. Other

**7. Next Meeting**

**8. Adjournment**

Mark Rooker adjourned the meeting at 6:47 p.m.

Jerry Hinerman, Clerk

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK  
January 31, 2013, Regular Board Meeting Minutes  
U.S.D. 410 Durham – Hillsboro - Lehigh District Office  
5:00 p.m.**

**Members Present:**

Mark Rooker, Chairperson (via phone)  
Anna Gustafson (via phone)  
Barry Peter (via phone)

Jan Helmer (via phone)  
Brent Methvin (via phone)

**Others Present:**

Brandi Hendrix, Director

Jerry Hinerman, Clerk

**1. Call to Order**

Mark Rooker called the meeting to order at 5:03 p.m.

**2. Approval of Agenda**

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

**3. Business Items**

Mark Rooker moved that the Board go into executive session with the Clerk of the Board at 5:05 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 5:20 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Barry Peter. Carried 5-0.

**Regular Session**

a. TEEN Executive Director Resignation

Mark Rooker moved to approve the resignation of Brandi Hendrix from her position as Executive Director effective June 30, 2013. Motion seconded by Barry Peter. Carried 5-0.

b. TEEN Executive Director Position Discussion

**4. Other/Discussion**

**5. Next Meeting**

**6. Adjournment**

Mark Rooker moved to adjourn the meeting at 5:31 p.m. Motion seconded by Jan Helmer. Carried 5-0.

Jerry Hinerman, Clerk



Marion County Special Education Cooperative #617  
Board of Directors Regular Meeting  
January 21, 2013

(These minutes are unofficial until approved by the Board)

**Members Present**

Debra Geis, Presiding  
Kelly Booton  
Terry Deines  
Lyle Leppke  
Anthony Zappone

**Members Absent**

**Others Present**

Dr. David Sheppard, Director  
Rebecca Savage, Clerk  
Teri Kramer, ESG  
Adam Phillips, ESG  
Les Hughs, ESG  
Chris Salzman, ESG  
Dwayne Abrahams

**I. Call to Order**

Debra Geis called the meeting to order at 5:36 p.m. in the Marion County Special Education Conference Room, 1500 E. Lawrence, Marion, KS.

**II. Adoption of Agenda**

Anthony Zappone moved to approve the agenda with the clarification of item III-D-1 Jane Wiens to reflect .3FTE, and with the addition of Megan Holt as a classified staff resignation, Item III-B-1. Motion seconded by Lyle Leppke.

**Carried 5 - 0**

**III. Consider Consent Agenda**

A. Approve Minutes of December 17, 2012 Regular Meeting (attachment A)

B. Classified Staff Resignations/Terminations/Retirements  
1. Megan Holt

C. Classified Staff Appointments  
1. Gregg Walker  
2. Paige Barnes

D. Certified Staff Appointments  
1. Jane Wiens--.3FTE  
2. Kristi Lackey--Reduce to .7FTE

E. Treasurer's Report and Payment of Bills/Approve Journal Entries (attachment B)  
Payroll in the amount of \$254,112.22, checks associated with payroll in the amount of \$142,668.64, and other payables in the amount of \$23,814.70.

Lyle Leppke moved to approve the consent agenda as amended. Motion seconded by Anthony Zappone.

**Carried 5 - 0**

**IV. Discussion/Action**

A. Facilities  
Chris Salzman, Teri Kramer, Adam Phillips, and Les Hughs from Energy Systems Group (ESG), addressed the issues with the boiler/chiller system and shared their proposal to correct the issues. (handout)

The ESG team left the meeting at 6:48 p.m.

At 6:48 p.m. Debra Geis called for a five minute break.

At 6:53 p.m. the meeting resumed.

The board discussed the ESG proposal and the boiler/chiller issues.

Dwayne Abrahams left the meeting at 7:57 p.m.

- B. Change March Board Meeting Date Due to Spring Break  
Lyle Leppke moved to change the March Board meeting to March 25th at 7:00 p.m. Motion seconded by Anthony Zappone.

**Carried 5 - 0**

- C. Director/Board Discussion/Comments  
Dr. Sheppard shared information on changes to certified staff evaluations, health care reform, wellness program, TEEN Mashup, his attendance at district board meetings, and revising the Interlocal Agreement.

**V. Executive Session**

- A. Negotiations

Debra Geis moved to go into executive session at 8:32 p.m. for matters relating to employer-employee negotiations with the board members and Dr. David Sheppard present, and to return to open session at 8:47 p.m. in this room. The executive session is required to protect the district's right to the confidentiality of its negotiating position and the public interest. Motion seconded by Lyle Leppke.

**Carried 5 - 0**

At 8:47 p.m. Debra Geis declared the meeting out of executive session.

- B. Personnel

Debra Geis moved to go into executive session at 8:48 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:53 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Lyle Leppke.

**Carried 5 - 0**

At 8:53 p.m. Debra Geis declared the meeting out of executive session.

**VI. Agenda Items for Next Meeting February 18, 2013**

- A. State of the Cooperative

**VII. Adjournment**

Debra Geis adjourned the meeting at 8:54 p.m.