

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

**REGULAR BOARD MEETING**

**Monday, September 8, 2014**  
**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  
September 8, 2014, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of regular and consent agenda
  - (**August Regular Board Minutes – Appendix A**)
  - (**August Special Board Minutes – Appendix B**)
  - (**2014-15 Committees – Appendix C**)
- C. Citizen’s open forum
- D. Quarterly Principal Reports
- E. Action/Discussion Items
  - 1. Out of state trips
    - a. FFA (**Appendix D**)
    - b. HHS Band (**Appendix E**)
  - 2. Tabor Transportation Request
  - 3. PLTW National Summit
- F. Executive Session for Personnel
- G. Personnel
  - 1. Work Agreements
    - a. Michele Melton – Reduce At-Risk Aide from 5.5 hours to 4.0 hours per day
    - b. Charlene Pschigoda – Elimination of Individual Student Bus Route
  - 2. Contract
    - a. Michele Melton – Increase Teaching Contract by .2203 FTE
  - 3. Supplemental Contracts
    - a. Malinda Just – HHS Asst. VB Coach
    - b. Phil Oelke – MS Student Council / Renaissance Sponsor
    - c. Consideration of Additional HS Football Coaching Position
- H. Reports
  - 1. Superintendent
    - a. System for Education Enterprise in Kansas (SEEK)
    - b. Capital Outlay Reauthorization (**Appendix E**)
    - c. Board Method of Election and Voting Plan (**Appendix F**)
    - d. Board Goal Setting
  - 2. TEEN (**Appendix G**)
  - 3. MCSEC (**Appendix H**)
  - 4. Business Manager (**Financials**)
- I. Communications
- J. Executive Session for Students
- K. Adjournment

# Annotated BOE Agenda September 8, 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. August Board Meeting Minutes (Appendix A and B)

Minutes from the August 11 regular BOE meeting are included as **Appendix A**. Minutes from August 18 special board meeting are included as **Appendix B**.

### *Recommended Action*

➤ Motion to approve the August regular and special board meeting minutes.

2. Donations

<b>FROM</b>	<b>AMOUNT</b>	<b>TO</b>
Hillsboro High Athletic Booster Club	\$ 290.00	toward State Team Meals
Hillsboro High Athletic Booster Club	\$ 1,000.00	toward uniform purchase
Anonymous	\$ 50.00	After School Program
Bryce and Sara Wichert	\$ 100.00	After School Program
State of Kansas	\$ 2,250.00	Green Schools Grant
Great Plains Federal Credit Union	\$ 150.00	HES Carnival
Hillsboro State Bank	\$ 50.00	HES Carnival
Central National Bank	\$ 100.00	HES Carnival
Hillsboro High Athletic Booster Club	\$ 900.00	Hud'l Software
Michael and Carolyn Kleiber	\$ 125.00	HES Carnival
Ag-Power	\$ 150.00	HES Carnival
Ag-Power, Inc/Carquest	\$ 75.00	HES Carnival
Ag Service, Inc	\$ 250.00	HES Carnival
Families and Communities Together	\$ 60.00	Preschool Scholarship Donations
Robert Sextro	\$ 250.00	Donation to High School

### ➤ *Recommended Action*

Motion to accept donations as listed.

3. Preschool Tuition Clearing Account

This account will hold the dollars paid by the families of preschool peers during the month. At the end of the month, the elementary school will send these dollars to the district office to be recorded as revenue in the At Risk (4 Yr Old) Fund.

➤ **Recommended Action**

Motion to approve the addition of a Preschool Tuition Clearing Account to the Hillsboro Elementary School Activity Fund

4. 2014-15 Committees (Appendix C)

➤ **Recommended Action**

Motion to approve committee membership

➤ **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 Principal Reports

The principals will be here to report on the beginning of school in each of their buildings. Some of the information might include enrollment figures, new courses, building schedules, and other items of significance. This report from the principals is a report that happens quarterly in the months of September, December, March, and June.

## E. Action / Discussion Items

1. Out of State Trips

Sponsors from the following organizations will be here to present their plans for out of state trips during the 2014-15 school year. No funding for these trips is being requested with the exception of the use of a school vehicle. All expenses, including the driver's cost and fuel, if applicable, is the responsibility of the traveling organization.

- a. FFA (**Appendix D**)
- b. HHS Band (**Appendix E**)

➤ **Recommended Action**

Motion to approve the out of state trips for these organizations

2. Tabor Transportation Request

Tabor College has requested the use of a bus to transport students and at least one sponsor to Missouri Valley College in Marshall, MO on September 13, 2014. The bus would depart at 1:00 pm and return at 1:00 am. Maximum number of passengers allowed is 50. Bus 15, our newest bus, is the bus that would be used. Tabor

reimburses the cost of the bus and driver to USD 410. The amount is \$20.00 / hr. for the driver and \$1.00 / mile round trip for the use of the bus.

➤ **Recommended Action**

Motion to approve the request for transportation for Tabor College as presented

3. PLTW National Summit

I am requesting approval for one administrator and three teachers to attend the Project Lead the Way (PLTW) Summit from November 2-5, 2014, in Indianapolis, Indiana. The PLTW Summit will feature sessions that will be directly applicable their work on PLTW.

The PLTW Summit includes in-depth training sessions, demonstrations of the latest technologies and resources for our Schools, and hands-on workshops. The PLTW Summit will also provide networking opportunities with many of their peers and others committed to preparing students for the global economy. It's a great opportunity for them to gain first-hand insights on PLTW from breakout sessions, keynotes, vendors and sponsors, and one-on-one meetings with PLTW champions and STEM experts.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and meals, during their stay in Indianapolis for the conference. The detailed cost breakdown is listed in the following paragraph.

Here is an approximate breakdown of the conference costs:

- Transportation: \$330 (Fuel Cost = 1300 miles; 15 mpg avg; 88 gallons of fuel; \$3.75/ gallon)
- Hotel: \$1400 (\$175 per night; 2 rooms; 4 nights)
- Meals: \$420 (\$15 per meal; 7 meals per person; 4 people)
- Conference Fee: \$2,380 (\$595.00 X 4 people)
- **Total: \$4,530**

Expenses for the PLTW National Summit will be paid out of CTE and District Professional Development funds. We have budgeted an appropriate amount of dollars for this expense.

The PLTW Summit presents an opportunity for our people to enhance their skills in PLTW and STEM instruction while strengthening contacts in their educational areas. Their attendance at this conference will be a professional investment, which will support streamlined practices, real-world solutions, and a network of peers to call upon.

➤ **Recommended Action**

Motion to approve attendance for 3 teachers and 1 administrator to attend the National PLTW Summit in Indianapolis, IN November 2 – 5.

## F. 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.

## G. Personnel

1. Resignations

- a. Jake Schenk – HMS Head Wrestling Coach; HHS Asst. Wrestling Coach

2. Work Agreements
  - a. Michele Melton Adjustment – Reduce At-Risk Aide 1.5 hours per day
  - b. Charlene Pschigoda – Elimination of individual student bus route
3. Contracts
  - a. Michele Melton – Increase teaching contract by .2203 FTE
4. Supplemental Contract
  - a. Malinda Just – HHS Asst. VB Coach
  - b. Phil Oelke – MS Student Council/Renaissance Sponsor
  - c. Consideration of additional HS FB coaching position

➤ ***Recommended Actions***

- Motion to approve resignations as listed
- Motion to approve work agreements as listed
- Motion to approve contracts as listed
- Motion to approve supplemental contracts as listed

## **H. Reports**

1. Superintendent
  - a. System for Education Enterprise in Kansas – SEEK
  - b. Capital Outlay Reauthorization (**Appendix F**)
  - c. Board Method of Election and Voting Plan (**Appendix G**)
2. TEEN (**Appendix H**)
3. MCSEC (**Appendix I**)
4. Business Manager (**Financials**)

## **I. Communications**

## **J. Executive Session for Students**

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.

## **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. 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  
August 11, 2014 7:00 p.m.**

**Members Present:**

Eddie Weber	Deb Geis	Rod Koons
Chad Nowak	Kim Klein (arrived at 7:05 p.m.)	
Joe Sechrist (arrived at 8:05 p.m.)		

**Members Absent:**

Mark Rooker

**Administrators:**

Steve Noble

**Others:**

Jerry Hinerman, Clerk	Malinda Just	Eliot Sill
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**A. Meeting Called to Order**

President Eddie Weber called the meeting to order at 7:02 p.m.

**B. Approval of Regular and Consent Agenda**

Rod Koons moved to approve the regular agenda and the consent agenda with the addition of Item F3c Leah Rose – Drama Coordinator to the regular 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 July 8, 2014, regular board meeting, and the July 10, 2014, special board meeting
2. Motion to accept the following donations:  
Donations of notebooks, sheet protectors, and formula to be used by the Marion County Parents as Teachers Program

**C. Citizen’s Open Forum**

Kim Klein arrived at 7:05 p.m.

**D. Action/Discussion Items**

1. Faculty Handbooks  
Chad Nowak moved to approve the faculty handbooks as presented. Motion seconded by Deb Geis. Carried 5-0.
2. Immunization Exemption Form  
The Board took no action.
3. ACT Aspire Testing Program  
Rod Koons moved to approve ACT Aspire as the district’s local choice testing program for accreditation and evaluation purposes. Motion seconded by Chad Nowak. Carried 5-0.



## MINUTES

Page 2 of 3

August 11, 2014

### **E. Executive Session for Personnel**

Eddie Weber moved that the Board go into executive session with the Superintendent at 7:50 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 Chad Nowak. Carried 5-0.

#### **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 8:05 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Chad Nowak. Carried 5-0.

#### **Regular Session**

Joe Sechrist arrived at 8:05 p.m.

Eddie Weber moved that the Board go into executive session with the Superintendent at 8:05 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:10 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Chad Nowak. Carried 6-0.

#### **Regular Session**

Eddie Weber moved that the Board go into executive session with the Superintendent at 8:10 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 Chad Nowak. Carried 6-0.

#### **Regular Session**

### **F. Personnel**

#### 1. Resignations

- a. Collette Haslett – Hillsboro High School Assistant Volleyball Coach
- b. Rachel Plenert – Hillsboro Preschool Family Advocate

Deb Geis moved to approve the resignations of Collette Haslett from her position as Hillsboro High School Assistant Volleyball coach and Rachel Plenert from her position as Hillsboro Preschool Family Advocate. Motion seconded by Joe Sechrist. Carried 6-0.

#### 2. Work Agreements

- a. Karen Sites – Hillsboro Preschool Family Advocate (\$9.00 Per Hour)

Joe Sechrist moved to approve the hiring of Karen Sites to work as Hillsboro Preschool Family Advocate for \$9.00 per hour. Motion seconded by Deb Geis. Carried 6-0.

#### 3. Supplemental Contracts

- a. Terry Bebermeyer – Hillsboro High School Musical Assistant Coordinator
- b. Susan Saunders – Hillsboro Middle School Girls' Assistant Basketball Coach
- c. Leah Rose – Hillsboro High School Drama Coordinator

Joe Sechrist moved to approve the issuance of supplemental contracts to Terry Bebermeyer to serve as Hillsboro High School Musical Assistant Coordinator, to Susan Saunders to serve as Hillsboro Middle School Girls' Assistant Basketball Coach, and Leah Rose to serve as Hillsboro High School Drama Coordinator. Motion seconded by Deb Geis. Carried 6-0.

**G. Reports**

1. Superintendent's Report
  - a. Primary Elections
  - b. Back-to-School Events
  - c. Brown Gymnasium Ceiling Fans
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report

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

Chad Nowak moved to approve the payment of bills totaling \$423,201.33 and the following financial reports. Motion seconded by Joe Sechrist. Carried 6-0.

- Electronic Funds Transfer Report (July)
- High School/Middle School Activity Account Report (July)
- High School/Middle School Activity Account Bank Reconciliation (July)
- Elementary School Activity Account Report (June and July)
- Elementary School Activity Account Bank Reconciliation (June and July)
- District Cash Summary Report (June and July)
- District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report (June and July)
- District Revenue Budget Report (June)
- District Expense Budget Report (June)
- Report of Transfers (June and July)

**I. Communications**

**J. Adjournment**

President Eddie Weber declared the meeting adjourned at 8:38 p.m.

Jerry Hinerman, Clerk



## 2014-15 USD 410 Committee Memberships

### Building Improvement Teams

*Principals utilize the entire faculty for Building Improvement Team Meetings*

### Site Councils

<i>HES</i>	<i>HMS</i>	<i>HHS</i>
Newell, Jennifer	Hansch, Jan	Klein, Kathy – President
Acton, Shelly	Werth, Cord	Dalke, Joy– VP
Beavers, Erin	Melton, Michele	Franz, Pam – Treasurer
Bennett, Russell	Tijerina, Jessica	Woelk, Bob – Secretary
Dalke, Jana	Driggers, Jamie	Maxfield, Dana
Denholm, Sharon	Diener, Sharon	Weber, Connie
Dick, Daniel	Suderman, Becky	Koop, Kathy
Dick, DeAnna	Evans, Becky	Kaufman, Sherry
Evans, Becky	Dalke, Joy	Funk, Penni
Frantz, Jessica	Hein, Brandi	
Frye, Asia	Settle, Blythe	
Funk, Leann	Noble, Gita	
Furrer, Juanita	Franz, Scott	
Hamm, Carla		
Hefley, Tracy		
Hein, Brandi		
Hein, Megan		
Hein, Nick		
Jost, Angela		
Jost, Erica		
Just, Malinda		
Loewen, Dionne		
Lucero, Tteena		
Newell, Jennifer		
Plenert, Robin		
Rathbone, Karrie		
Reed, Miranda		
Regier, Katie		
Rempel, Sara		
Suderman, Amy		
Suderman, Nicole		
Thiessen, Carissa		
Tijerina, Jessica		
Utecht, Jill		

Voran, Allison		
Christine Ayers		
Melissa Batteredton		
Erin Bevers		
Jana Dalke		
Carla Hamm		
Brandi Hein		
Brent Huebner		
Melisa Johnson		
Treena Lucero		
Paul Paulus		
Robin Plenert		
Jeanna Rivir		
Rickey Roberts		
Jessica Tiferina		

### Professional Development Council

<i>Name</i>	<i>Position</i>
Dustin Dalke	Chairperson
Greg Brown	Administrative Rep
Eleanor Jost	Elementary School Rep
Darlene Bartel	Middle School Rep
Bob Woelk	High School Rep
Carla Harmon	PDC Transcripts
Steve Noble	Superintendent

### Technology Committee

<i>Name</i>	<i>Position</i>
Debbie Dick	HES Teacher (PreK-2 rep)
Maura Wiebe	HES Teacher (3-5 rep)
Darlene Bartel	HMS Teacher
Dennis Boldt	HHS Teacher
Janet Whisenhunt	HHS Media Center
Greg Brown	Curriculum & Assessment Coordinator
Brad Just	Tech Director
Lena Kleiner	TEEN Director
Jerry Hinerman	Business Manager
Steve Noble	Superintendent
Elizabeth Hill	Business/Community
Mark Rooker	BOE Member
Reece Berens	Junior HHS Student
Emily Sechrist	Senior HHS Student

## Joel H. Wiens Stadium Operations Committee

<i>Name</i>	<i>Position</i>
Jerry Hinerman	Business Manager
Max Heinrichs	HHS Principal

## USD 410 Goal Setting Team

<i>Name</i>	<i>Position</i>
Eddie Weber	BOE President
Mark Rooker	BOE Vice-President
Deb Geis	BOE Member
Kim Klein	BOE Member
Rod Koons	BOE Member
Chad Nowak	BOE Member
Joe Sechrist	BOE Member
Steve Noble	Superintendent; Curriculum, Instruction, Professional Learning Coord.
Greg Brown	HMS Principal / District Activities Director
Max Heinrichs	HHS Principal / Career and Tech Ed Coordinator
Evan Yoder	HES Principal / LCP Coordinator
Jerry Hinerman	Business Manager / Board Clerk
Brad Just	Technology Director

National FFA Convention Schedule: Louisville, KY

(Oct. 27) Leave Monday after JV FB game – travel to KC

There are 3 male FFA members and 3 female FFA members attending plus one male sponsor (Sarah Lewis – Student Teacher) and Mrs. Roberts.

(Oct. 28) Tuesday– Tour business and industry in KC – St. Louis

(Oct. 29) Wednesday am– Arrive in Louisville

Attend afternoon session 3:30pm

Attend evening concert – Justin Moore

(Oct. 30) Thursday

Attend Career Show/Tours/Sessions

Attend evening rodeo

(Oct. 31) Friday

Tour Louisville Slugger and Churchill Downs

Evening Session

(Nov. 1) Saturday - Travel back to Hillsboro

The chapter will cover motel, travel expenses and possibly a couple of meals.

Students will be responsible for meals, registration, tours and entertainment expenses.

#### 2014-15 HHS Band Out of State Trip Information

March 27-29, 2015 (Departure time to be determined by lodging costs. We may request to use Friday as a field trip day for traveling, or we may leave early Saturday morning. Our return time is expected to be early evening on Sunday.)

Dallas, Texas. Events will include at least one performance, which may include working with a college band director or other professional musicians in a master class setting. Other activities may include the JFK Memorial, Medieval Times, Science Place & IMAX Theater, and other tourist attractions. Depending on departure time and itinerary, there is a possibility of stopping in Oklahoma City to see the memorial there.

Group Travel Planners has presented a proposal already to us, and is revising it to reflect the use of a small motor coach. (Our goal is to be able to afford to use a 27-passenger motor coach instead of a school bus.) Participants would include the 21 members of the high school band, 3-4 parent sponsors, and Mr. Major.



# CAPITAL OUTLAY FUND - Guidelines & Resolution for Tax Levy

The board of education of any school district may make an annual tax levy at a mill rate not to exceed the statutorily prescribed mill rate upon the assessed taxable tangible property in such school district for the purposes specified in this act. No levy shall be made under this act until a resolution is adopted by such board of education in the following form:

0-212-102  
Rev. 5/2014

## Resolution to Levy Tax for Capital Outlay Fund

WHEREAS, the Board of Education of Unified School District No. \_\_\_\_\_, \_\_\_\_\_ County, State of Kansas, is authorized by K.S.A. 72-8801, to make an annual tax levy at a mill rate not exceeding the statutorily-prescribed mill rate for a period of time as determined by the Board of Education upon the taxable tangible property in the district for the purpose specified in said law; and

WHEREAS, the Board of Education has determined to exercise the authority vested in it by said law;

NOW, THEREFORE,

### RESOLUTION

Be It Resolved that:

The above-named school board shall be authorized to make an annual tax levy for a period not to exceed \_\_\_\_ years in an amount not to exceed \_\_\_\_ mills upon the taxable tangible property in the school district for the purpose of acquisition, construction, reconstruction, repair, remodeling, additions to, furnishing, maintaining and equipping of school district property and equipment necessary for school district purposes, including (1) Acquisition of computer software; (2) acquisition of performance uniforms; (3) housing and boarding pupils enrolled in an area vocational school operated under the board; (4) architectural expenses; (5) acquisition of building sites; (6) undertaking and maintenance of asbestos control projects; (7) acquisition of school buses; and (8) acquisition of other fixed assets, and for the purpose of paying a portion of the principal and interest on bonds issued by cities under the authority of K.S.A. 12-1774, and amendments thereto, for the financing of redevelopment projects upon property located within the school district. The tax levy authorized by this resolution may be made, unless a petition in opposition to the same, signed by not less than 10% of the qualified electors of the school district, is filed with the county election officer of the home county of the school district within 40 calendar days after the last publication of this resolution. In the event a petition is filed, the county election officer shall submit the question of whether the tax levy shall be authorized to the electors in the school district at an election called for that purpose or at the next general election, as is specified by the Board of Education of the above school district.

### CERTIFICATE

THIS IS TO CERTIFY that the above Resolution was duly adopted by the Board of Education of Unified School District No. \_\_\_\_\_, \_\_\_\_\_ County, Kansas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of the above Board of Education

NOTE: This Resolution can be published as it appears, except that the form number should be deleted and the *following added at the very beginning of publication*:

First published in the \_\_\_\_\_, \_\_\_\_\_  
(name of paper) (date)

**Preparing the resolution for publication:** The following information is contained in K.S.A. 72-8801:

1. The blank preceding the word 'mills' shall be filled with a specific number.
2. *The board has two options* to specify the period of time the district will be authorized to levy the tax:
  - a) *a specified period of years* - the blank preceding the word 'years' shall be filled with a specific number, or
  - b) *no expiration date* - revise the statement to read "...school board shall be authorized to make a continuous and permanent annual tax levy in an amount not to exceed \_\_\_ mills upon..."
3. The resolution shall be published once a week (*on the same day of the week*) for **two consecutive weeks** in a newspaper having general circulation in the school district."

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**NOTE:** For resolutions adopted after July 1, 2005, **the maximum mill levy limit is 8 mills.**

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## ADDITIONAL GUIDELINES

1. There is hereby established in every school district of the state a fund which shall be called the "capital outlay fund." The capital outlay fund shall consist of all moneys deposited therein or transferred thereto in accordance with law. The proceeds of any tax levied under article 88 of chapter 72 of Kansas Statutes Annotated, except for an amount to pay a portion of the principal and interest on bonds issued by cities under the authority of K.S.A. 12-1774, and amendments thereto, for financing of redevelopment projects upon property located within the school district, shall be deposited in the capital outlay fund of the school district making such levy. (K.S.A. 72-8803)
2. All expenditures attributable to capital outlay shall be paid from the capital outlay fund except any district may make capital outlay expenditures from its general fund for acquisition of equipment and repair of school buildings. Another exception is allowed under law to purchase certain equipment from specific funds. Example: Equipment for approved vocational education programs may be purchased from the vocational education fund.
3. The following expenditures may be paid from the capital outlay fund: acquisition, construction, reconstruction, repair, remodeling, additions to furnishing, *maintaining* and equipping of ~~buildings~~ *school district property and equipment* necessary for school district purposes, including (1) *acquisition of computer software*; (2) *acquisition of performance uniforms*; (3) housing and boarding pupils enrolled in an area vocational school operated under the board of education; (4) architectural expenses; ~~incidental thereto, the~~ (5) acquisition of building sites; ~~the~~ (6) undertaking and maintenance of asbestos control projects; ~~the~~ (7) acquisition of school buses, and (8) acquisition of other ~~equipment~~ *fixed assets*. (K.S.A. 72-8804)
4. The maximum mill rate limit has been set at eight (8) mills and is determined by the local board of education based upon the successful passage of a resolution and election, if protested.
5. Listed below is the table which shows potential revenue that may/shall be deposited in the capital outlay fund. When filing reports with the State of Kansas and the State Department of Education, all revenue should be identified in the following categories:

**POTENTIAL SOURCE OF REVENUE**

**LOCAL**

- Ad Valorem Property Tax..... Capital Outlay Fund
- Interest on Idle Funds (Permissive) ..... Capital Outlay Fund
- Transfer from General Fund (no limit)..... Capital Outlay Fund
- Miscellaneous Revenue (Permissive)..... Capital Outlay Fund
- \* Reimbursements (see below) ..... Capital Outlay Fund

**COUNTY**

- Motor Vehicle Property Tax (if a levy is made) ..... Capital Outlay Fund
- Motor Vehicle 16/20M Truck Property Tax (if a levy is made) ..... Capital Outlay Fund
- Recreational Vehicle Tax (if a levy is made)..... Capital Outlay Fund
- In lieu of Tax Payments from Industrial Revenue Bonds  
(if a levy is made) ..... Capital Outlay Fund]]

**STATE**

- Capital Outlay State Aid ..... Capital Outlay Fund

**FEDERAL**

- Impact Aid - Construction..... Capital Outlay Fund

**\* Reimbursements**

Includes those revenues which are received for materials and supplies purchased by students which were paid out of this fund. This would also include reimbursement for items such as insurance premium payments if the cost(s) were paid from that fund.

If monies are received after the close of a fiscal year for an expense that was paid in a previous year, then the money is considered miscellaneous revenue under K.S.A. 72-6427 and is placed in one of the special funds authorized by that law.

A letter from the Office of the Attorney General dated July 31, 1969, examined items which could be properly charged against a capital outlay fund established prior to May 1, 1969, under K.S.A. 1968 Supp. 72-8214, as amended by Sec. 12, Ch. 353 of the 1969 Session Laws.

It calls to attention the variance in the provisions of Section 12, which is the particular subject of this opinion, and the first few provisions of Chapter 353. Section 1 applies to capital outlay funds established by resolution from and after the effective date of Chapter 353. Section 12 deals with expenditures from capital outlay funds already in existence at the time of the adoption of the act. The distinction is important, in that the statement of purpose with respect to section 1 is broader in scope than the existing provisions of K.S.A. 1968 Supp. 72-8214 as amended by Section 12.

**ELIGIBLE EXPENDITURES**

*It is our opinion that, subject to the conditions note in certain instances, all of the following items could properly be charged against the capital outlay fund:*

- Architectural fee (incidental to construction)
- Athletic field expansion
- Boilers – replacement
- Building (Quonset) for athletic games, etc.
- Buses (school buses, athletic buses)
- Fire extinguishers
- File cabinets
- Furniture
- Globes
- Improvement to sites
- Lighting athletic fields and school grounds
- Mowers
- Musical instruments
- Parking lot
- Projectors and screens
- Remodeling kitchens & eating facilities
- Cleaning and painting (attributable to new construction and remodeling)
- Science & laboratory equipment
- Score board
- Television equipment
- Tractors
- Typewriters

**NOTE:**

***Districts adopting a Capital Outlay Resolution after May 1, 2014, can also charge the following items to the Capital Outlay fund:***

- Computer software, operating system upgrades
- Filters (air, fuel)
- Repairs to equipment
- Repairs to vehicles
- Tires
- Salaries for Maintenance of district property and equipment (includes custodians, bus mechanics, and others)
- Uniforms – Band, Pep Band, Athletic, etc.
- Upkeep of grounds, streets

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**Other eligible expenditures (with exceptions):**

**Athletic equipment:**

- Yes - Substantial items of gymnasium equipment, such as parallel bars, horses, tumbling mats, etc.
- No - “Supplies” such as balls, bats, shoulder pads, etc.

**Computer equipment:**

- Yes – hardware, software, operating system upgrades

**Lease of school facilities**

**Library books:**

- Yes - Books purchased in order to establish a school library
- No - Books purchased for replacement purposes, or as part of a continuing supply–resupply program

**Mathematics laboratory:**

- Yes - Machines and major equipment
- No - Miscellaneous “supplies” such as paper, pencils, chalk, etc.

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**INELIGIBLE EXPENDITURES**

*The following items would not be proper expenditures from a capital outlay fund:*

- Athletic “supplies” such as balls, bats, shoulder pads, etc.
- Cleaning supplies
- Contracted services – consultants
- DVDs
- Instructional charts
- Insurance
- Fuel
- Maps
- Music
- Publications
- Supplies for professional services
- Special assessment for paving and sewer
- Textbooks
- Toiletries
- Videos

Below are criteria for defining **supplies** and **equipment** from the **Kansas Accounting Handbook**:

**Criteria for Supply Items:**

A supply item is any article or material which meets any one or more of the following conditions:

- 1) It is consumed.
- 2) It loses its original shape or appearance with use.
- 3) It is expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
- 4) It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
- 5) It loses its identity through incorporation into a different or more complex unit or substance.

**Criteria for Equipment Needs:**

- 1) It retains its original shape and appearance with use.
- 2) It is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- 3) It represents an investment of money which makes it feasible and advisable to capitalize the item.
- 4) It does not lose its identity through incorporation into a different or more complex unit or substance.

Link to **Kansas Accounting Handbook:**

<http://www.ksde.org/Agency/FiscalandAdministrativeServices/SchoolFinance/GuidelinesandManuals.aspx>

*If you have questions:*

Craig Neuenswander  
 School Finance Director  
 Kansas State Dept. of Education  
 120 SE 10th Avenue  
 Topeka, KS 66612  
 785-296-3872  
[craign@ksde.org](mailto:craign@ksde.org)



[www.ksde.org](http://www.ksde.org)

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2014Bw:capital outlay resolut\_guide

CHANGE IN METHOD OF ELECTION AND VOTING PLAN

Unified School District No. \_\_\_\_\_  
\_\_\_\_\_ COUNTY, KANSAS  
\_\_\_\_\_, 20\_\_\_\_

Shall the following change in the Method of Election and Voting Plan be adopted?

“Shall Unified School District No. \_\_\_\_\_, \_\_\_\_\_ County, Kansas

Change the method of election from the current Three-Member District Method under which the school district is divided into 3 districts to the At-Large Method of electing school board members under which:

The school district is not divided into any member districts and all board members are elected at large?

And

Change the current voting plan where qualified voters may only vote in the primary election for the member positions of such member district and for the at-large member position and for all member positions in the general election to Voting Plan A as provided by K.S.A. 72-8003(a) under which

All voters, who are otherwise qualified according to the law, and who, reside in the school district may vote in both the primary and general election for all member positions?

“Shall a change in the method of election and change in the voting plan as described in the ballot title above, be approved?”

To vote in favor of the method of election and voting plan change, mark an X after the word "YES"

To vote against the method of election and voting plan change, mark an X after the word "NO."

YES \_\_\_\_\_

NO \_\_\_\_\_

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UNIFIED SCHOOL DISTRICT NO. \_\_\_\_\_

\_\_\_\_\_ COUNTY, KANSAS

\_\_\_\_\_, 20 \_\_\_\_\_

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(County Clerk or County Election Officer)

\_\_\_\_\_ County, Kansas

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK**  
**August 20, 2014, Regular Board Meeting Minutes**  
**U.S.D. 408 Marion – Florence District Office**  
**6:00 p.m.**

**Members Present:**

**Mark Rooker, Chairperson(via telephone; left the meeting at 6:28 p.m.)**

**Jan Helmer**

**Jeff Bina**

**Shayla Clark**

**Anna Gustafson**

**Others Present:**

**Lena Kleiner, Director**

**Jerry Hinerman, Clerk**

**1. Call to Order**

Mark Rooker called the meeting to order at 6:01 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**

Jan Helmer moved to approve the minutes of the July 23, 2014, regular board meeting. Motion seconded by Shayla Clark. Carried 5-0.

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

Jeff Bina moved to approve the payment of bills totaling \$13,094.58 and the August 20, 2014, Income and Expenses reports. Motion seconded by Anna Gustafson. Carried 5-0.

**5. Business Items**

a. Current Mission and Vision Review

b. TEEN Director Updates

c. TEEN Interlocal Budget

Jan Helmer moved to approve the TEEN budget as presented. Motion seconded by Anna Gustafson. Carried 5-0

d. Operational Policies and Procedures Manual Updates

Anna Gustafson moved to approve Operational Policies and Procedures Manual Updates as presented. Motion seconded by Jan Helmer. Carried 5-0.

Mark Rooker left the meeting at 6:28, and Jan Helmer began chairing the meeting

**6. Other/Discussion**

a. Edgenuity Presentation

b. 20 Mbps Guarantee Update

c. Bandwidth Monitoring

d. Fiber Relocation Update

e. District Inservice Visits

f. TEEN Enrollment Numbers

g. FACT Presentation

**7. Next Meeting**

**8. Adjournment**

Jan Helmer moved to adjourn the meeting at 6:42 p.m. Motion seconded by Anna Gustafson. Carried 4-0.