

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

REGULAR BOARD MEETING

Monday, October 12, 2015
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
October 12, 2015, 7:00 p.m.

- A. Meeting called to order
- B. Approval of regular and consent agenda
 - 1. September Regular Board Minutes (**Appendix A**)
 - 2. September Special Board Minutes (**Appendix B**)
 - 3. PDC Annual Report (**Appendix C**)
- C. Citizen's open forum
- D. Action/Discussion Items
 - 1. HMHS Tardy Policy Approval (**Appendix D**)
 - 2. Board Policy Sections A & B Approval (**Appendix E**)
 - 3. Board Policy Sections C & D Review (**Appendix F**)
 - 4. Annual Learning Report
 - 5. Disposal of Buses
- E. Executive Session for Personnel
- F. Personnel
 - 1. Resignations
 - a. Priscilla Sibayan – PAT Educator
- G. Reports
 - 1. Superintendent
 - a. Enrollment Report
 - b. Virtual Program Report
 - c. KASB Annual Convention
 - 2. TEEN (**Appendix G**)
 - 3. MCSEC (**Appendix H**)
 - 4. Business Manager (**Financials**)
- H. Communications
- I. Adjournment

Annotated BOE Agenda October 12, 2015

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 (Appendices A & B)

Minutes from the September 7 regular BOE meeting are included as **Appendix A**.

Minutes from the September 21 special BOE meeting are included as **Appendix B**.

➤ **Recommended Action**

Motion to approve the September 7 regular board meeting minutes

Motion to approve the September 21 special board meeting minutes

2. PDC Annual Report (Appendix C)

➤ **Recommended Action**

Motion to approve the Annual PDC Report

3. Hillsboro Recreation Trip Request

Hillsboro Recreation has requested a bus to take USD 410 students to the Rolling Hills Zoo outside of Salina on October 19, 2016. This trip is on a day when USD 410 does not have school. Hillsboro Recreation provides this opportunities on days when students are not in school and it typically coincides with staff professional development / workdays. Hillsboro Recreation will reimburse USD 410 for all expenses for the bus and driver.

➤ **Recommended Action**

Motion to approve the Hillsboro Recreation trip request to Rolling Hills Zoo

4. Donations

Donor	Gift	Purpose
Hillsboro Animal Clinic	\$351.00	FFA Program
Midway Motors	\$456.12	Opening Day Luncheon
Patron Donations	\$339.50	HES Playground Maintenance Project
Ag-Power, Inc	\$ 75.00	HES Playground Maintenance Project
Robert Sextro	\$250.00	Donation to High School
United Methodist Women	\$250.00	HES After School Program
First Mennonite Church	\$253.33	HES After School Program

➤ **Recommended Action**

Motion to accept donations as listed

➤ ***Recommended Action:***

- 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. Action / Discussion Items

1. HMHS Tardy Policy Approval (Appendix D) – Last month, Mr. Corby presented a revision to the existing tardy policy for HMHS. Currently there are two separate policies for each building and the proposal is to merge these two policies into one policy. The proposed policy change is provided in Appendix D.

➤ ***Recommended Action***

- Motion to approve the tardy policy change as presented

2. Board Policy Section A & B Approval (Appendix E)

Last month, the board reviewed KASB recommended policies for sections A and B of the board policy manual. Section A addresses district organization and section B addresses board organization.

➤ ***Recommended Action***

- Motion to approve the board policies contained in Appendix E.

3. Board Policy Section C & D Review (Appendix F)

The board will review board policies contained in section C & D of the board policy manual. These sections address general administration and fiscal management. This is the first reading of these policies and no action is requested at this time.

➤ ***No Action Requested***

4. Annual Learning Report

The superintendent will review the data from the 2014-15 ACT Aspire assessment as well as the ACT assessment. State assessment data will also be presented.

➤ ***No Action Requested***

5. Disposal of Buses

Bus # 27, a spare bus, is scheduled to retire. The bus is a 1997 Ford with 163,000 miles. Mini bus #00 is also being proposed for disposal. This bus has 144,000 miles. It does leak oil and requires some engine work. We are choosing to dispose of this bus rather than repair it. It operated as a spare during the previous year.

Later this spring, the board will be asked to purchase a new bus for our fleet. According to the vehicle replacement schedule, this will be a wheelchair accessible bus containing two areas for wheel chairs in the back. This bus will seat 30 passengers.

➤ ***Recommended Action***

- Motion to approve disposal of Bus # 27 and Bus #00 using Purple Wave Auction services.

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.

F. Personnel

1. Resignations
 - a. Priscilla Sibayan – PAT Parent Educator
- **Recommended Action**
Motion to approve the resignations as presented

G. Reports

1. Superintendent
 - a. Enrollment Report
 - b. Virtual Program Report
 - c. KASB Annual Convention
2. TEEN (**Appendix G**)
3. MCSEC (**Appendix H**)
4. Business Manager (**Financials**)

H. Communications

I. 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
September 14, 2015 7:00 p.m.**

Members Present:

**Mark Rooker
Tim Kaufman
Joe Sechrist**

**Rod Koons
Kim Klein**

**Jared Jost
Jim Paulus**

Administrators:

Steve Noble

Clint Corby

Evan Yoder

Others:

**Jerry Hinerman, Clerk
Aleen Ratzlaff
Tyler Parrish
Joe Vargas**

**Nathan Hiebert
Ryan Neufeld
Holly Reimer**

**Sonya Roberts
Laura Pankratz
Cedric Rodriguez**

A. Meeting Called to Order

President Mark Rooker called the meeting to order at 7:02 p.m.

B. Approval of Regular and Consent Agenda

Joe Sechrist moved to approve the regular agenda and the consent agenda with the addition of Item B4 Approval of HMHS Activity Fund Class of 2019 Account to the consent agenda. Motion seconded by Rod Koons. Carried 7-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the August 10, 2015, regular board meeting and the August 17, 2015, special board meeting

2. Motion to accept the following donations:
 - Donation of \$100.00 from Hillsboro Industries to be used toward the Hillsboro Elementary School playground maintenance project

 - Donation of \$25.00 from Panzer Chiropractic to be used toward the Hillsboro Elementary School playground maintenance project

 - Donation of \$20.00 from anonymous patrons to be used toward the Hillsboro Elementary School playground maintenance project

 - Donation of \$3,150.00 from Families and Communities Together to be used for preschool scholarships

 - Donation of \$100.00 from Container Services to be used toward the Hillsboro Elementary School playground maintenance project

 - Donation of \$1,500.00 from Dalke Construction, Inc. to be used toward the Hillsboro Elementary School playground maintenance project

Donation of \$100.00 from Dale's Supermarket to be used toward the Hillsboro Elementary School playground maintenance project

Donation of \$25.00 from Silver Shears to be used toward the Hillsboro Elementary School playground maintenance project

Donation of \$150.00 from Ag Power, Inc. to be used toward the Hillsboro Elementary School playground maintenance project

Donation of \$351.00 from Hillsboro Animal Clinic to be used by the Hillsboro Middle/High School FFA Program

Donation of puzzles and beads from Becky Suderman to be used by the Marion County Parents as Teachers Program

Donation of blankets from Shari Sisk to be used by the Marion County Parents as Teachers Program

Donation of cribs, safety kits, diaper bags, and storage tubs from Safe Kids to be used by the Marion County Parents as Teachers Program

Donation of crayons, bottle tops, Ziploc bags, and slinkies from anonymous donors to be used by the Marion County Parents as Teachers Program

3. Motion to approve transferring \$1,509.07 from the Earl Wineinger Memorial Scholarship Fund and \$257.38 from the C.M. Sextro Memorial Math Scholarship Fund to the Hillsboro Community Foundation, an affiliate of the Central Kansas Community Foundation
4. Motion to approve the addition of a Class of 2019 account to the Hillsboro Middle/High School Activity Fund

C. Citizen's Open Forum

D. Quarterly Principal Reports

E. Action/Discussion Items

1. Student-Led Business Proposal
Kim Klein moved to approve the student-led business proposal as presented. Motion seconded by Joe Sechrist. Carried 7-0.
2. Hillsboro Middle/High School Review
3. Kansas Association of School Boards Policy Review
4. Project Lead The Way National Summit
Joe Sechrist moved to approve the attendance of three teachers and one administrator at the Project Lead The Way National Summit in Indianapolis, Indiana, from March 20, 2016, through March 23, 2016. Motion seconded by Jim Paulus. Carried 7-0.

- 5, TEEN Virtual Academy Graduation Requirements
Joe Sechrist moved to approve the following graduation requirements for a Hillsboro High School diploma through the TEEN Virtual Academy. Motion seconded by Kim Klein. Carried 7-0.

- Four units of language arts
- Three units of social science
- Three units of mathematics
- Three units of science
- One unit of physical education/health
- One unit of fine arts
- Six units of elective courses

6. Out-of-State Trips
Rod Koons moved to approve the FFA trip to the National FFA Convention in Louisville, Kentucky, from October 26, 2015, through October 31, 2015, and the TSA trip to the National TSA Conference in Nashville, Tennessee, from June 28, 2016, through July 2, 2016. Motion seconded by Tim Kaufman. Carried 7-0.

F. Executive Session for Personnel

Mark Rooker moved for the Board to go into executive session with the Superintendent at 8:25 p.m. for the purpose of discussing matters related to personnel and for the Board to return to open meeting at 8:40 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

Mark Rooker moved for the Board to go into executive session with the Superintendent at 8:40 p.m. for the purpose of discussing matters related to personnel and for the Board to 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

G. Personnel

1. Resignations
 - a. Tracy Breeze – Hillsboro Elementary School Cook
 - b. Phil Oelke – Hillsboro Middle School Student Council/Renaissance Sponsor
Jim Paulus moved to approve the resignation of Tracy Breeze from her position as Hillsboro Elementary School Cook and the resignation of Phil Oelke from his position as Hillsboro Middle School Student Council/Renaissance Sponsor. Motion seconded by Joe Sechrist. Carried 7-0.
2. Work Agreements
 - a. Marlene Klassen – Hillsboro Elementary School Cook
 - b. Jennifer Rader – Hillsboro Elementary School Preschool Cook (\$9.00 per hour)
Tim Kaufman moved to approve the transfer of Marlene Klassen from Hillsboro Elementary School Preschool Cook to Hillsboro Elementary School Cook and to approve the hiring of Jennifer Rader as Hillsboro Elementary School Preschool Cook for \$9.00 per hour. Motion seconded by Joe Sechrist. Carried 7-0.

3. Supplemental Contracts
 - a. Gita Noble – Hillsboro Middle School Student Council/Renaissance Sponsor
 - b. Nathan Hiebert – Career and Technical Education Club Sponsor (3% Extra Duty Percentage on Supplemental Salary Schedule A)
Joe Sechrist moved to approve the issuance of a contract to Gita Noble to serve as Hillsboro Middle School Student Council/Renaissance Sponsor and the issuance of a contract to Nathan Hiebert to serve as Career and Technical Education Club Sponsor for an extra duty percentage of 3% on Supplemental Contract Schedule A. Motion seconded by Tim Kaufman. Carried 7-0.

H. Reports

1. Superintendent's Report
 - a. Boardsmanship Training
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report
Joe Sechrist moved to approve the payment of bills totaling \$711,565.77 and the following financial reports. Motion seconded by Tim Kaufman. Carried 7-0.
 - Electronic Funds Transfer Report
 - High Middle/High School Activity Account Report
 - High Middle/High 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 Expense Budget Report
 - Report of Transfers

I. Communications

J. Adjournment

President Mark Rooker declared the meeting adjourned at 9:02 p.m.

Jerry Hinerman, Clerk

UNIFIED SCHOOL DISTRICT NO. 410
Durham-Hillsboro-Lehigh

MINUTES – SPECIAL BOARD MEETING
Hillsboro Middle/High School Technology Center
September 21, 2015 **6:00 p.m.**

Members Present:

Mark Rooker	Rod Koons	Jared Jost
Tim Kaufman	Jim Paulus	
Joe Sechrist (arrived at 7:19 p.m.)		

Member Absent:

Kim Klein

Administrators Present:

Steve Noble

Others:

Jerry Hinerman, Clerk	Doug Moeckel	Stuart Holmes
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A. Meeting Called to Order

President Mark Rooker called the meeting to order at 6:18 p.m.

B. Kansas Association of School Boards Training

C. Adjournment

Mark Rooker declared the meeting adjourned at 8:21 p.m.

Jerry Hinerman, Clerk

Return to Agenda

**Hillsboro USD 410**Activity Report
07/01/2014 - 06/30/2015**Thursday, July 10, 2014****Hillsboro Middle/High School**Just, Lynn [Kansas Choral Directors Convention](#)
Completed**Monday, July 14, 2014****Hillsboro Elementary School**Just, Rodney [PLTW Launch Training](#)
Completed**Thursday, July 17, 2014****Hillsboro Middle/High School**Major, Bruce [Kansas Bandmasters Association Convention](#)
Completed**Sunday, July 20, 2014****Hillsboro Middle/High School**O'Hare, Scott [PLTW-POE Core Training \(CI 709W\)](#)
Completed**Sunday, July 20, 2014****Hillsboro Middle/High School**O'Hare, Scott [PLTW_POE Core Training](#)
Completed**Monday, July 21, 2014****Hillsboro Middle/High School**Sawyer, Lance [Engineering Design and Development -- CI 709](#)
Completed**Monday, July 21, 2014****Administration Office**Kleiner, Lena [KAIDE In-Service](#)
Completed**Monday, July 21, 2014****Hillsboro Middle/High School**Bartel, Darlene [PLTW Design and Modeling](#)
Completed**Thursday, July 24, 2014****Hillsboro Middle/High School**Knoll, Darrel [Cloud County Concurrent and Outreach Inservice](#)
Completed

Thursday, July 24, 2014**Hillsboro Middle/High School**

Loewen, Sharon

[Cloud County Concurrent and Outreach Inservice](#)

Completed

Saturday, July 26, 2014**Hillsboro Middle/High School**

Bell, Creigh

[PLTW Learning Management System \(LMS\)](#)

Completed

Monday, July 28, 2014**Hillsboro Middle/High School**

Hiebert, Nathan

[K-ACTE Summer Conference](#)

Completed

Wednesday, July 30, 2014**Hillsboro Middle/High School**

Heinrichs, Max

[ESSDACK Leadership Summit](#)

Completed

Hillsboro Elementary School

Jilka, Mike

[Elem PE Curriculum](#)

Completed

Administration Office

Heinrichs, Max

[ESSDACK Leadership Summit](#)

Completed

Friday, August 1, 2014**Hillsboro Middle/High School**

Just, Lynn

[Senseny Music Choral Reading Sessions](#)

Completed

Tuesday, August 12, 2014**Hillsboro Elementary School**

Jilka, Mike

[PE Curriculum meeting](#)

Completed

Monday, August 18, 2014**Hillsboro Middle/High School**

Baldner, Ruth

[District Inservice / ACT / PLTW](#)

Completed

Bartel, Darlene

[District Inservice / ACT / PLTW](#)

Completed

Bebermeyer, Terry

[District Inservice / ACT / PLTW](#)

Completed

Bell, Creigh

[District Inservice / ACT / PLTW](#)

Completed

Boldt, Dennis	District Inservice / ACT / PLTW Completed
Clark, Dawn	District Inservice / ACT / PLTW Completed
Coryea, Len	District Inservice / ACT / PLTW Completed
Dalke, Dustin	District Inservice / ACT / PLTW Completed
Haslett, Jeff	District Inservice / ACT / PLTW Completed
Heinrichs, Max	District Inservice / ACT / PLTW Completed
Hiebert, Nathan	District Inservice / ACT / PLTW Completed
Holmes, Stuart	District Inservice / ACT / PLTW Completed
Holub, Diana	District Inservice / ACT / PLTW Completed
Just, Lynn	District Inservice / ACT / PLTW Completed
Knoll, Darrel	District Inservice / ACT / PLTW Completed
Loewen, Sharon	District Inservice / ACT / PLTW Completed
Major, Bruce	District Inservice / ACT / PLTW Completed
Melton, Michele	District Inservice / ACT / PLTW Completed
Noble, Gita	District Inservice / ACT / PLTW Completed
O'Hare, Scott	District Inservice / ACT / PLTW Completed
Oelke, Phil	District Inservice / ACT / PLTW Completed
Roberts, Sonya	District Inservice / ACT / PLTW Completed
Sawyer, Lance	District Inservice / ACT / PLTW Completed

Woelk, Robert [District Inservice / ACT / PLTW](#)
Completed

Hillsboro Elementary School

Arnold, Sandy [District Inservice / ACT / PLTW](#)
Completed

Berens, Michele [District Inservice / ACT / PLTW](#)
Completed

Boldt, Tracy [District Inservice / ACT / PLTW](#)
Completed

Dick, Debbie [District Inservice / ACT / PLTW](#)
Completed

Dick, Doug [District Inservice / ACT / PLTW](#)
Completed

Faul, Michelle [District Inservice / ACT / PLTW](#)
Completed

Haslett, Collette [District Inservice / ACT / PLTW](#)
Completed

Jilka, Mike [District Inservice / ACT / PLTW](#)
Completed

Jost, Eleanor [District Inservice / ACT / PLTW](#)
Completed

Jost, Sharon [District Inservice / ACT / PLTW](#)
Completed

Just, Rodney [District Inservice / ACT / PLTW](#)
Completed

Knoll, Lenna [District Inservice / ACT / PLTW](#)
Completed

Linnens, Julie [District Inservice / ACT / PLTW](#)
Completed

Loewen, Rita [District Inservice / ACT / PLTW](#)
Completed

Moran, Mike [District Inservice / ACT / PLTW](#)
Completed

Sheridan, Ashley [District Inservice / ACT / PLTW](#)
Completed

Sisk, Shari [District Inservice / ACT / PLTW](#)
Completed

Wiebe, Ellyne [District Inservice / ACT / PLTW](#)
Completed

Wiebe, Maura [District Inservice / ACT / PLTW](#)
Completed

Winter, Rachel [District Inservice / ACT / PLTW](#)
Completed

Yoder, Evan [District Inservice / ACT / PLTW](#)
Completed

Hillsboro Middle School

Brown, Greg [District Inservice / ACT / PLTW](#)
Completed

Clark, Dawn [District Inservice / ACT / PLTW](#)
Completed

Administration Office

Brown, Greg [District Inservice / ACT / PLTW](#)
Completed

Heinrichs, Max [District Inservice / ACT / PLTW](#)
Completed

Noble, Steve [District Inservice / ACT / PLTW](#)
Completed

Tuesday, August 19, 2014

Hillsboro Middle/High School

Baldner, Ruth [Beginning of the Year HMHS Staff Development](#)
Completed

Bartel, Darlene [Beginning of the Year HMHS Staff Development](#)
Completed

Bebermeyer, Terry [Beginning of the Year HMHS Staff Development](#)
Completed

Bell, Creigh [Beginning of the Year HMHS Staff Development](#)
Completed

Boldt, Dennis [Beginning of the Year HMHS Staff Development](#)
Completed

Clark, Dawn [Beginning of the Year HMHS Staff Development](#)
Completed

Coryea, Len [Beginning of the Year HMHS Staff Development](#)
Completed

Dalke, Dustin [Beginning of the Year HMHS Staff Development](#)
Completed

Haslett, Jeff [Beginning of the Year HMHS Staff Development](#)
Completed

Heinrichs, Max [Beginning of the Year HMHS Staff Development](#)
Completed

Hiebert, Nathan	Beginning of the Year HMHS Staff Development Completed
Holmes, Stuart	Beginning of the Year HMHS Staff Development Completed
Holub, Diana	Beginning of the Year HMHS Staff Development Completed
Just, Lynn	Beginning of the Year HMHS Staff Development Completed
Knoll, Darrel	Beginning of the Year HMHS Staff Development Completed
Loewen, Sharon	Beginning of the Year HMHS Staff Development Completed
Major, Bruce	Beginning of the Year HMHS Staff Development Completed
Noble, Gita	Beginning of the Year HMHS Staff Development Completed
O'Hare, Scott	Beginning of the Year HMHS Staff Development Completed
Oelke, Phil	Beginning of the Year HMHS Staff Development Completed
Roberts, Sonya	Beginning of the Year HMHS Staff Development Completed
Sawyer, Lance	Beginning of the Year HMHS Staff Development Completed
Sinclair, Stephanie	Beginning of the Year HMHS Staff Development Completed
Woelk, Robert	Beginning of the Year HMHS Staff Development Completed
Hillsboro Middle School	
Brown, Greg	Beginning of the Year HMHS Staff Development Completed
Clark, Dawn	Beginning of the Year HMHS Staff Development Completed
Administration Office	
Brown, Greg	Beginning of the Year HMHS Staff Development Completed
Heinrichs, Max	Beginning of the Year HMHS Staff Development Completed

Wednesday, August 20, 2014

Hillsboro Elementary School

Sheridan, Ashley

[CD 830- Characteristics of Early Childhood Special Education](#)

Completed

Thursday, August 21, 2014**Hillsboro Middle/High School**

Bartel, Darlene

[PLTW--Design and Modeling](#)

Completed

Tuesday, August 26, 2014**Hillsboro Elementary School**

Soo Hoo, Lori

[Poverty Simulation](#)

Completed

Tuesday, September 2, 2014**Hillsboro Elementary School**

Wiebe, Maura

[Overview of Classroom Management](#)

Final Approval

Wednesday, September 3, 2014**Hillsboro Elementary School**

Boldt, Tracy

[Down Syndrome 101](#)

Completed

Just, Rodney

[Down Syndrome 101](#)

Completed

Haslett, Collette

[Down Syndrome 101 for Educators, Therapists & Paraprofessionals](#)

Completed

Thursday, September 4, 2014**Hillsboro Elementary School**

Suderman, Rebecca

[2014 Baby Behavior Campaign WIC training](#)

Completed

Soo Hoo, Lori

[WIC: 2014 Kansas Baby Behavior Campaign Regional Training](#)

Completed

Tuesday, September 9, 2014**Hillsboro Middle/High School**

Haslett, Jeff

[Integrating Content area's into Physical Education](#)

Completed

Hillsboro Elementary School

Jilka, Mike

[Integrating Physical Activity with the content area](#)

Completed

Tuesday, September 9, 2014**Hillsboro Elementary School**

Soo Hoo, Lori

[Kansas PAT Annual Coordinator's Meeting](#)

Completed

Wednesday, September 10, 2014**Hillsboro Elementary School**

Soo Hoo, Lori [Kansas PAT Coordinator's Meeting Round Table Discussion](#)
Completed

Wednesday, September 10, 2014**Hillsboro Middle/High School**

Knoll, Darrel [Teaching American History Study Group](#)
Final Approval

Wednesday, September 17, 2014**Hillsboro Elementary School**

Berens, Michele [The Essential 55 Book Study](#)
Completed

Faul, Michelle [The Essential 55 Book Study](#)
Approved & In Progress

Wiebe, Maura [The Essential 55 Book Study](#)
Final Approval

Wednesday, September 17, 2014**Hillsboro Middle/High School**

Hiebert, Nathan [Drive In workshop - KSDE](#)
Completed

Boldt, Dennis [KSDE Drive-In Workshop](#)
Completed

Heinrichs, Max [KSDE Drive-In Workshop](#)
Completed

Administration Office

Heinrichs, Max [KSDE Drive-In Workshop](#)
Completed

Friday, September 19, 2014**Hillsboro Elementary School**

Berens, Michele [K-6 Math Stations for the Common Core](#)
Completed

Haslett, Collette [K-6 Math Stations for the Common Core](#)
Completed

Tuesday, September 23, 2014**Hillsboro Middle/High School**

Heinrichs, Max [KACCTE](#)
Completed

Administration Office

Heinrichs, Max [KACCTE](#)
Completed

Wednesday, October 8, 2014**Hillsboro Middle/High School**

Boldt, Dennis [District Technology Committee](#)
Completed

Friday, October 17, 2014**Hillsboro Middle/High School**

Hiebert, Nathan [KBEA Convention](#)
Completed

Monday, October 20, 2014**Administration Office**

Noble, Steve [KSDE Assessment Conference](#)
Completed

Tuesday, October 21, 2014**Hillsboro Elementary School**

Soo Hoo, Lori [Echo Initiative: Understanding Hearing Loss in Early Childhood](#)
Completed

Thursday, October 23, 2014**Hillsboro Elementary School**

Soo Hoo, Lori [What To Do When Your Child Gets Sick](#)
Completed

Friday, October 24, 2014**Hillsboro Elementary School**

Berens, Michele [Fall MTSS meeting](#)
Completed

Wiebe, Ellyne [Fall MTSS meeting](#)
Completed

Wiebe, Maura [Fall MTSS meeting](#)
Final Approval

Sunday, November 2, 2014**Hillsboro Middle/High School**

Boldt, Dennis [PLTW Summit](#)
Completed

Wednesday, November 5, 2014**Hillsboro Middle/High School**

Major, Bruce [Kansas Association of American Educators Leaders Conference](#)
Final Approval

Thursday, November 6, 2014**Hillsboro Middle/High School**

Major, Bruce [Kansas Association of American Educators Leaders' Conference](#)

Final Approval

Friday, November 7, 2014**Hillsboro Elementary School**

Just, Rodney

[PLTW Launch Training](#)

Completed

Saturday, November 8, 2014**Hillsboro Middle/High School**

Just, Lynn

[SCKMEA District/State Auditions](#)

Completed

Wednesday, November 12, 2014**Hillsboro Middle/High School**

Clark, Dawn

[Human Services Career Cluster Update Task Force](#)

Approved & In Progress

Hillsboro Middle School

Clark, Dawn

[Human Services Career Cluster Update Task Force](#)

Approved & In Progress

Tuesday, November 18, 2014**Hillsboro Middle/High School**

Boldt, Dennis

[Kansas PLTW Conference](#)

Completed

Tuesday, November 18, 2014**Hillsboro Middle/High School**

Coryea, Len

[PLTW Kansas Conference](#)

Completed

Tuesday, November 18, 2014**Hillsboro Middle/High School**

Bell, Creigh

[PLTW conference at WSU 11-18-14](#)

Completed

O'Hare, Scott

[PLTW conference at WSU 11-18-14](#)

Completed

Roberts, Sonya

[PLTW conference at WSU 11-18-14](#)

Completed

Hillsboro Elementary School

Jost, Eleanor

[PLTW conference at WSU 11-18-14](#)

Completed

Just, Rodney

[PLTW conference at WSU 11-18-14](#)

Completed

Linnens, Julie

[PLTW conference at WSU 11-18-14](#)

Completed

Tuesday, November 18, 2014**Hillsboro Middle/High School**

Boldt, Dennis	Kansas PLTW Conference Completed
Bell, Creigh	PLTW State Conference Completed
Boldt, Dennis	PLTW State Conference Completed
Coryea, Len	PLTW State Conference Completed
Heinrichs, Max	PLTW State Conference Completed
Holub, Diana	PLTW State Conference Completed
O'Hare, Scott	PLTW State Conference Completed
Roberts, Sonya	PLTW State Conference Completed
Sawyer, Lance	PLTW State Conference Completed

Hillsboro Elementary School

Just, Rodney	PLTW State Conference Completed
Knoll, Lenna	PLTW State Conference Completed
Linnens, Julie	PLTW State Conference Completed
Winter, Rachel	PLTW State Conference Completed
Yoder, Evan	PLTW State Conference Completed

Administration Office

Heinrichs, Max	PLTW State Conference Completed
Noble, Steve	PLTW State Conference Completed

Thursday, November 20, 2014**Hillsboro Elementary School**

Wiebe, Ellyne	ESSDACK ESL Professional Learning Community Completed
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Monday, December 1, 2014**Hillsboro Elementary School**

Just, Rodney [PLTW conference at WSU 11-18-14](#)
Completed

Wednesday, December 17, 2014**Hillsboro Middle/High School**

Hiebert, Nathan [Driver Education Regional Meeting](#)
Completed

Friday, January 2, 2015**Hillsboro Middle/High School**

Baldner, Ruth [January 2nd first responder training: Lockout-tagout](#)
Completed

Bartel, Darlene [January 2nd first responder training: Lockout-tagout](#)
Completed

Bebermeyer, Terry [January 2nd first responder training: Lockout-tagout](#)
Completed

Bell, Creigh [January 2nd first responder training: Lockout-tagout](#)
Completed

Boldt, Dennis [January 2nd first responder training: Lockout-tagout](#)
Completed

Clark, Dawn [January 2nd first responder training: Lockout-tagout](#)
Completed

Coryea, Len [January 2nd first responder training: Lockout-tagout](#)
Completed

Dalke, Dustin [January 2nd first responder training: Lockout-tagout](#)
Completed

Haslett, Jeff [January 2nd first responder training: Lockout-tagout](#)
Completed

Heinrichs, Max [January 2nd first responder training: Lockout-tagout](#)
Completed

Hiebert, Nathan [January 2nd first responder training: Lockout-tagout](#)
Completed

Holmes, Stuart [January 2nd first responder training: Lockout-tagout](#)
Completed

Holub, Diana [January 2nd first responder training: Lockout-tagout](#)
Completed

Just, Lynn [January 2nd first responder training: Lockout-tagout](#)
Completed

Knoll, Darrel	January 2nd first responder training: Lockout-tagout Completed
Loewen, Sharon	January 2nd first responder training: Lockout-tagout Completed
Major, Bruce	January 2nd first responder training: Lockout-tagout Completed
Melton, Michele	January 2nd first responder training: Lockout-tagout Completed
Noble, Gita	January 2nd first responder training: Lockout-tagout Completed
O'Hare, Scott	January 2nd first responder training: Lockout-tagout Completed
Oelke, Phil	January 2nd first responder training: Lockout-tagout Completed
Roberts, Sonya	January 2nd first responder training: Lockout-tagout Completed
Sawyer, Lance	January 2nd first responder training: Lockout-tagout Completed
Sinclair, Stephanie	January 2nd first responder training: Lockout-tagout Completed
Woelk, Robert	January 2nd first responder training: Lockout-tagout Completed

Hillsboro Elementary School

Arnold, Sandy	January 2nd first responder training: Lockout-tagout Completed
Berens, Michele	January 2nd first responder training: Lockout-tagout Completed
Boldt, Tracy	January 2nd first responder training: Lockout-tagout Completed
Dick, Debbie	January 2nd first responder training: Lockout-tagout Completed
Dick, Doug	January 2nd first responder training: Lockout-tagout Completed
Faul, Michelle	January 2nd first responder training: Lockout-tagout Completed
Haslett, Collette	January 2nd first responder training: Lockout-tagout Completed
Jilka, Mike	January 2nd first responder training: Lockout-tagout Completed

Jost, Eleanor	January 2nd first responder training: Lockout-tagout Completed
Just, Rodney	January 2nd first responder training: Lockout-tagout Completed
Knoll, Lenna	January 2nd first responder training: Lockout-tagout Completed
Linnens, Julie	January 2nd first responder training: Lockout-tagout Completed
Loewen, Rita	January 2nd first responder training: Lockout-tagout Completed
Moran, Mike	January 2nd first responder training: Lockout-tagout Completed
Sheridan, Ashley	January 2nd first responder training: Lockout-tagout Completed
Sisk, Shari	January 2nd first responder training: Lockout-tagout Completed
Wiebe, Ellyne	January 2nd first responder training: Lockout-tagout Completed
Wiebe, Maura	January 2nd first responder training: Lockout-tagout Completed
Winter, Rachel	January 2nd first responder training: Lockout-tagout Completed
Yoder, Evan	January 2nd first responder training: Lockout-tagout Completed
Hillsboro Middle School	
Brown, Greg	January 2nd first responder training: Lockout-tagout Completed
Clark, Dawn	January 2nd first responder training: Lockout-tagout Completed
Administration Office	
Brown, Greg	January 2nd first responder training: Lockout-tagout Completed
Heinrichs, Max	January 2nd first responder training: Lockout-tagout Completed
Noble, Steve	January 2nd first responder training: Lockout-tagout Completed

Friday, January 16, 2015**Hillsboro Elementary School**

Just, Rodney	2015 Farm to School Workshop Completed
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Winter, Rachel

[2015 Farm to School Workshop](#)

Approved & In Progress

Monday, January 19, 2015**Hillsboro Middle/High School**

Baldner, Ruth	Yest Mobile - Team building & Project Based Learning Completed
Bartel, Darlene	Yest Mobile - Team building & Project Based Learning Completed
Bell, Creigh	Yest Mobile - Team building & Project Based Learning Completed
Boldt, Dennis	Yest Mobile - Team building & Project Based Learning Completed
Clark, Dawn	Yest Mobile - Team building & Project Based Learning Completed
Coryea, Len	Yest Mobile - Team building & Project Based Learning Completed
Dalke, Dustin	Yest Mobile - Team building & Project Based Learning Completed
Haslett, Jeff	Yest Mobile - Team building & Project Based Learning Completed
Heinrichs, Max	Yest Mobile - Team building & Project Based Learning Completed
Hiebert, Nathan	Yest Mobile - Team building & Project Based Learning Completed
Holmes, Stuart	Yest Mobile - Team building & Project Based Learning Completed
Holub, Diana	Yest Mobile - Team building & Project Based Learning Completed
Just, Lynn	Yest Mobile - Team building & Project Based Learning Completed
Knoll, Darrel	Yest Mobile - Team building & Project Based Learning Completed
Loewen, Sharon	Yest Mobile - Team building & Project Based Learning Completed
Major, Bruce	Yest Mobile - Team building & Project Based Learning Completed
Noble, Gita	Yest Mobile - Team building & Project Based Learning Completed

O'Hare, Scott	Yest Mobile - Team building & Project Based Learning Completed
Oelke, Phil	Yest Mobile - Team building & Project Based Learning Completed
Roberts, Sonya	Yest Mobile - Team building & Project Based Learning Completed
Sawyer, Lance	Yest Mobile - Team building & Project Based Learning Completed
Sinclair, Stephanie	Yest Mobile - Team building & Project Based Learning Completed
Woelk, Robert	Yest Mobile - Team building & Project Based Learning Completed

Hillsboro Elementary School

Arnold, Sandy	Yest Mobile - Team building & Project Based Learning Completed
Berens, Michele	Yest Mobile - Team building & Project Based Learning Completed
Boldt, Tracy	Yest Mobile - Team building & Project Based Learning Completed
Dick, Debbie	Yest Mobile - Team building & Project Based Learning Completed
Dick, Doug	Yest Mobile - Team building & Project Based Learning Completed
Faul, Michelle	Yest Mobile - Team building & Project Based Learning Completed
Haslett, Collette	Yest Mobile - Team building & Project Based Learning Completed
Hein, Brandi	Yest Mobile - Team building & Project Based Learning Completed
Jilka, Mike	Yest Mobile - Team building & Project Based Learning Completed
Jost, Eleanor	Yest Mobile - Team building & Project Based Learning Completed
Just, Rodney	Yest Mobile - Team building & Project Based Learning Completed
Knoll, Lenna	Yest Mobile - Team building & Project Based Learning Completed
Linnens, Julie	Yest Mobile - Team building & Project Based Learning Completed

Loewen, Rita	Yest Mobile - Team building & Project Based Learning Completed
Moran, Mike	Yest Mobile - Team building & Project Based Learning Completed
Sheridan, Ashley	Yest Mobile - Team building & Project Based Learning Completed
Sisk, Shari	Yest Mobile - Team building & Project Based Learning Completed
Wiebe, Ellyne	Yest Mobile - Team building & Project Based Learning Completed
Wiebe, Maura	Yest Mobile - Team building & Project Based Learning Completed
Winter, Rachel	Yest Mobile - Team building & Project Based Learning Completed
Yoder, Evan	Yest Mobile - Team building & Project Based Learning Completed

Hillsboro Middle School

Brown, Greg	Yest Mobile - Team building & Project Based Learning Completed
Clark, Dawn	Yest Mobile - Team building & Project Based Learning Completed

Administration Office

Brown, Greg	Yest Mobile - Team building & Project Based Learning Completed
Heinrichs, Max	Yest Mobile - Team building & Project Based Learning Completed
Noble, Steve	Yest Mobile - Team building & Project Based Learning Completed

Wednesday, January 21, 2015**Hillsboro Middle/High School**

Sawyer, Lance	Advanced Calculus I Completed
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Tuesday, February 17, 2015**Hillsboro Middle/High School**

Baldner, Ruth	Take Your Class on a Virtual Field Trip Approved & In Progress
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Thursday, February 19, 2015**Hillsboro Middle/High School**

Haslett, Jeff	Pressing the Easy Button Completed
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Monday, February 23, 2015**Hillsboro Middle/High School**

Oelke, Phil [Essdack Kansas S.S. Assessment meeting](#)
Approved & In Progress

Thursday, February 26, 2015**Hillsboro Elementary School**

Berens, Michele [Elementary Mid-year MTSS meeting](#)
Completed

Sisk, Shari [Elementary Mid-year MTSS meeting](#)
Approved & In Progress

Wiebe, Ellyne [Elementary Mid-year MTSS meeting](#)
Final Approval

Thursday, February 26, 2015**Hillsboro Middle/High School**

Major, Bruce [KMEA In-Service Workshop](#)
Completed

Thursday, February 26, 2015**Hillsboro Middle/High School**

Major, Bruce [KMEA In-Service Workshop](#)
Completed

Wednesday, March 4, 2015**Hillsboro Middle/High School**

Clark, Dawn [Youth Mental Health First Aid](#)
Approved & In Progress

Hillsboro Middle School

Clark, Dawn [Youth Mental Health First Aid](#)
Approved & In Progress

Thursday, March 5, 2015**Hillsboro Middle/High School**

Clark, Dawn [United Association Conference](#)
Approved & In Progress

Hillsboro Middle School

Clark, Dawn [United Association Conference](#)
Approved & In Progress

Friday, March 6, 2015**Hillsboro Middle/High School**

Just, Lynn [Choir clinician](#)
Completed

Tuesday, March 17, 2015**Hillsboro Middle/High School**

Knoll, Darrel

[Applications of Experiential Travel](#)

Final Approval

Tuesday, March 31, 2015**Hillsboro Elementary School**

Wiebe, Ellynne

[Tier III Workshop](#)

Completed

Thursday, April 9, 2015**Hillsboro Middle School**

Brown, Greg

[Council for Exceptional Children Convention and Expo](#)

Completed

Administration Office

Brown, Greg

[Council for Exceptional Children Convention and Expo](#)

Completed

Monday, April 20, 2015**Hillsboro Middle/High School**

Just, Lynn

[Choral Festival Judge](#)

Completed

Monday, April 20, 2015**Hillsboro Middle/High School**

Coryea, Len

[Down Syndrome 101 - Workshop with Amy Allison, Executive Director, Down Syndrome Guild of Greater Kansas City](#)

Completed

Noble, Gita

[Down Syndrome 101 - Workshop with Amy Allison, Executive Director, Down Syndrome Guild of Greater Kansas City](#)

Completed

Oelke, Phil

[Down Syndrome 101 - Workshop with Amy Allison, Executive Director, Down Syndrome Guild of Greater Kansas City](#)

Completed

Hillsboro Middle School

Brown, Greg

[Down Syndrome 101 - Workshop with Amy Allison, Executive Director, Down Syndrome Guild of Greater Kansas City](#)

Completed

Administration Office

Brown, Greg

[Down Syndrome 101 - Workshop with Amy Allison, Executive Director, Down Syndrome Guild of Greater Kansas City](#)

Completed

Thursday, April 23, 2015**Hillsboro Elementary School**

Wiebe, Ellynne

[Title III Meeting at ESSDACK](#)

Completed

Tuesday, April 28, 2015

Hillsboro Middle/High School

Hiebert, Nathan

[Principal Interview Committee](#)

Approved & In Progress

Thursday, May 14, 2015**Hillsboro Elementary School**

Berens, Michele

[HES MTSS Final Yearly Meeting](#)

Completed

Sisk, Shari

[HES MTSS Final Yearly Meeting](#)

Approved & In Progress

Wiebe, Maura

[HES MTSS Final Yearly Meeting](#)

Completed

Monday, May 18, 2015**Hillsboro Middle/High School**

Sawyer, Lance

[MA 793 Mathematics in the Common Core](#)

Completed

Thursday, May 21, 2015**Hillsboro Middle/High School**

Knoll, Darrel

[Canvas Training](#)

Final Approval

Monday, June 1, 2015**Hillsboro Elementary School**

Berens, Michele

[Help! My Students Aren't Being Nice](#)

Completed

Boldt, Tracy

[Help! My Students Aren't Being Nice!](#)

Completed

Monday, June 1, 2015**Hillsboro Middle/High School**

Bartel, Darlene

[PLTW Energy and the Environment Readiness Training](#)

Completed

Saturday, June 6, 2015**Hillsboro Middle/High School**

Kliewer, Gail

[Promoting the Positive Attitude](#)

Completed

Hillsboro Elementary School

Kliewer, Gail

[Promoting the Positive Attitude](#)

Completed

Hillsboro Middle School

Kliewer, Gail

[Promoting the Positive Attitude](#)

Completed

Tuesday, June 9, 2015

Hillsboro Elementary School

Knoll, Lenna

[Ag in the Classroom](#)

Approved & In Progress

Tuesday, June 9, 2015**Hillsboro Elementary School**

Knoll, Lenna

[Ag in the Classroom](#)

Approved & In Progress

Linnens, Julie

[Ag in the Classroom](#)

Completed

Tuesday, June 16, 2015**Hillsboro Elementary School**

Hiebert, Lynette

[Succeeding with the Struggling Student](#)

Completed

Hiebert, Lynette

[Words Matter: Using Teacher Language to Help Students](#)

Completed

Wednesday, June 17, 2015**Hillsboro Elementary School**

Hiebert, Lynette

[Is Your Interest, Pinterest?](#)

Completed

Friday, June 19, 2015**Hillsboro Elementary School**

Linnens, Julie

[Hands on Math Manipulatives for the 1st- 5th grade Classroom](#)

Completed

Dick, Debbie

[Hands on Math Manipulatives for the 1st-5th Grade Classroom](#)

Completed

Faul, Michelle

[Hands on Math Manipulatives for the 1st-5th grade Classroom](#)

Completed

Monday, June 22, 2015**Hillsboro Middle/High School**

Hill, Sara

[EN796 XA Shakespeare's The Tempest and Its Cultural Afterlife](#)

Completed

Administration Office

Hill, Sara

[EN796 XA Shakespeare's The Tempest and Its Cultural Afterlife](#)

Completed

Tabor College

Hill, Sara

[EN796 XA Shakespeare's The Tempest and Its Cultural Afterlife](#)

Completed

Tuesday, June 23, 2015**Hillsboro Middle/High School**

Major, Bruce

[KANAAE Legislative Conference](#)

Final Approval



Policy Recommendation Form

Policy: Tardies

Proposed New Policy: Students will be allowed 6 tardies per semester. After 6 tardies, students will serve a 30 minute detention for every tardy thereafter. Book.orgainizational tardies are included in this total. Tardies are not counted if a student receives a tardy excuse from another staff member.

Existing High School Policy: Students are allowed two (2) tardies to class and two book tardies each semester before serving a one-hour detention on the third and subsequent tardies. An exception to this policy, called a 20 Day Tardy, states that if a student goes 20 school days without a tardy, the next tardy will not count toward a detention, regardless of the number of previous tardies the student has accumulated.

Existing Middle School Policy: If a student arrives late to class without an excuse from another staff member, the student will have a tardy recorded by the office. 30 minute detentions will be assigned after 3 tardies are recorded during a nine-week grading period.

Explanation of Change: *The HS policy allows two tardies per semester, but after 20 days they get another free tardy. This is equivalent to 6 tardies per semester, but with the proposed policy there would be less record keeping involved. The MS policy tracks tardies by 9 weeks, which allows 3 tardies per quarter. This would be equivalent to 6 per semester. The tardies can still be tracked quarterly for renaissance purposes.*

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AE.....School Year
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AEA.....School Calendar (See IKD)

AEB.....Extended School Year (See JBD, JBE, JCDA and JDD)
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 Extended Learning Opportunities for Students

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BCAC..... Special Meetings

BCAE..... Public Hearings (See BCBI and KN)

BCBD..... Agenda

BCBF Rules of Order (See BCBH)

BCBG..... Voting Method

BCBH..... Minutes (See BCBF)

BCBI..... Public Participation (See BCAE and KN)
Open Forum
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Handling Complaints

BCBJ..... News Coverage
Cameras/Recording Devices at Board Meetings

BCBK..... Executive Session (See BBBB, BE, CN, CNA, ECA, IDAE, II, JRB and KBA)
Sample Motion
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BDA Developing and Adopting Policy (See CM, CMA, GAA and JA)
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CEC.....Superintendent Recruitment

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Recruitment

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	Priorities
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	Encumbrances
	Recommendations
	Preliminary Adoption Procedures
	Hearings and Reviews
	Management of District Assets/Accounts
	Fraud Prevention and Investigation
	Reporting Fraud
	Whistleblowers
DFAA	Grants and other Outside Financial Resources
DFE	Investment of Funds
	Posting Securities
	Distribution of Monies for Investment shall be as follows:
DFG	Fees, Payments and Rentals (See KG)
DFK	Gifts and Bequests
DFM	Equipment and Supplies Sales (See KK)
DH	Bonded Employees
DIC	Inventories
DJB	Petty Cash Accounts
DJE	Purchasing
	Purchasing Authority

DJEB	Quality Control
	Specifications
	Standardization
	Quantity Purchasing
	Cost Control
DJED	Bids and Quotations Requirements
	Bid Specifications
	Procedure
	Responsible Bidder
	Withdrawal of Bids
	Rejection of Bids
	Multi-State Purchasing Pools
DJEE	Local Purchasing
DJEF	Requisitions
DJEG	Purchase Orders and Contracts (See DJEJ and DJFAB)
DJEJ	Payment Procedures (See DJEG and DJFAB)
DJFA	Purchasing Authority
DJFAB	Administrative Leeway (See CMA, DJEG, and DJEJ)
DK	Student Activity Fund Management (See JGHB, JH and JL)
	Activity Fund Management
	Activity Fund Deposits
	Inactive Activity Funds
	Resolution to Establish Activity Fund

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
September 16, 2015, Regular Board Meeting Minutes
U.S.D. 408 Marion – Florence District Office
6:00 p.m.

Members Present:

Mark Rooker, Chairperson
Jeff Bina (via telephone)
Mark Wendt (via telephone)

Jan Helmer (via telephone)
Shayla Clark (via telephone)

Others Present:

Lena Kleiner, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Rooker called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Jan Helmer moved to approve the agenda. Motion seconded by Shayla Clark. Carried 5-0.

3. Approval of Minutes

Mark Wendt moved to approve the minutes of the August 19, 2015, regular board meeting. Motion seconded by Shayla Clark. Carried 5-0.

4. Approval of Payment of Bills and Financial Reports

Jan Helmer moved to approve the payment of bills totaling \$10,057.91 and the September 16, 2015, Income and Expense Reports. Motion seconded by Shayla Clark. Carried 5-0.

5. Other/Discussion

- a. TEEN Virtual Academy Update
- b. Technology Integration
- c. Eagle Fiber Maintenance

6. Next Meeting

7. Adjournment

Mark Rooker adjourned the meeting at 6:13 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617
Board of Directors Regular Meeting
MINUTES
Monday, September 21, 2015**

(These minutes are unofficial until approved by the Board of Directors)

Members Present	Members Absent	Others Present
Terry Deines, Presiding	Travis Foth	Dr. David Sheppard, Director
Duane Kirkpatrick		Patty Putter, Clerk
Joe Sechrist		
Kyle Funk		

I. Call to Order
 Terry Deines called the meeting to order at 6:04 p.m. in the MCSEC Conference Room, 1500 E Lawrence, Marion, Kansas.

II. Adoption of Agenda
 Duane Kirkpatrick moved to adopt the agenda as presented. Kyle Funk seconded.
Carried 3 - 0

III. Consider consent Agenda

- A. Approve Minutes of the August 17, 2015 Regular Meeting
- B. Classified Staff Resignations/Terminations/Retirements
 - 1. Penny Antoszyk, OASIS para
- C. Classified Staff Appointments
 - 1.
- D. Approve increase in Mileage Reimbursement to .575 cents per mile
- E. Approve List of Old Technology Items for Disposal
- F. Approve Agreement with Reno County Education Cooperative #610 for Mobility Services in the amount of \$3,713.00
- G. Approve Assurances for Application of VIB Federal Funds FY 16
- H. Approve Treasurer’s Report and Payment of Bills/Approve Journal. Payroll in the amount of \$154,456.63, checks associated with payroll in the amount of 108,440.25, and other payables of \$22,619.50.
 Kyle Funk moved to approve the consent agenda. Duane Kirkpatrick seconded.
Carried 3 – 0

IV. Discussion/Action Items

- A. Review Property Insurance policies
 Duane Kirkpatrick moved to approve the property insurance policy premium of \$14,803.00 for 2015-2016. Kyle Funk seconded.
Carried 3 - 0
- B. Approve KASB Delegate

No action taken

Joe Sechrist entered the meeting at 6:13 p.m.

C. Approve Board Negotiators

Joe Sechrist moved to appoint Terry Deines and Duane Kirkpatrick as the Board Negotiators for the 2015-2016 school year. Kyle Funk seconded.

Carried 4 - 0

D. Approve Mentoring Professional Development Plan

Joe Sechrist moved to approve the Mentoring Professional Development Plan as presented. Duane Kirkpatrick seconded.

Carried 4 - 0

E. Approve Emergency Safety Interventions KASB Adoptions to Board Policy

Joe Sechrist moved to approve the Emergency Safety Interventions KASB Adoptions to board policy. Duane Kirkpatrick seconded.

Carried 4 - 0

V. Director/Board Discussion/Comments

A. Auditors from Agler & Gaeddert will be here September 22 – 23, 2015

B. Start of School-review of programs

C. BOE visits-schedule those with Superintendents

VI. Executive Session

A. Personnel

1. Technology Coordinator

Terry Deines moved to go into executive session at 6:50 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 6:55 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Joe Sechrist.

Carried 4 - 0

At 6:55 p.m. Terry Deines declared the meeting out of executive session.

Joe Sechrist made a motion to approve the Technology Coordinator contract with Brandon Friesen of Friesen Technology Services. Duane Kirkpatrick seconded.

Carried 4 - 0

VII. Agenda Items for Next Meeting, October 19, 2015

A. Teacher and Coordinator Evaluations

VIII. Adjournment

Joe Sechrist moved to adjourn the meeting at 6:59 p.m. Duane Kirkpatrick seconded.

Technology Excellence in Education Network

Check Register

September 16, 2015

Check Number	Vendor Name Description	Invoice Number Account	Amount
4379	Bank of America	July 2015 Statement	
	Edgenuity Training Meal	Professional Development Meals	\$ 176.86
	Edgenuity Training Meal Supplies	Professional Development Meals	10.92
	TEEN Board Meeting Ice	Meeting Meals	1.89
	TEEN Board Meeting Meal	Meeting Meals	29.98
	August Internet Filtering Services	Internet Filtering Services	1,947.00
	TEEN Superintendents' Meeting Meal	Meeting Meals	30.00
	Total		\$ 2,196.65
4380	Edgenuity, Inc.	Invoice No. 61980	
	TEEN edgenuity Site Licenses for Spanish I and Spanish II	Edgenuity Licensing	\$ 1,000.00
	Total		\$ 1,000.00
4381	Kansas One-Call System, Inc.	Invoice No. 5081077	
	August Locating Services	Kansas One Call Locating Services	\$ 38.00
	Total		\$ 38.00
4382	VOID		\$ -
	Total		\$ -
4383	Lena Kleiner	August 11 - September 11 Mileage	
	August 11 - September 11 TEEN Director General Mileage	Director Mileage (General)	\$ 239.95
	August 11 - September 11 TEEN Director Virtual Education Mileage	Director Mileage (Virtual Education)	170.42
	Total		\$ 410.37
4384	Southeast Kansas Education Service Center	Invoice No. 102889	
	Academic Program Connections (Apr - Jun 2015)	Payment for Course Scheduling	\$ 4.50
	Total		\$ 4.50
4385	U.S.D. 410 Durham - Hillsboro - Lehigh	09/14/15 Invoices	
	Director's September Salary	Director Compensation	\$ 4,514.41
	Director's September Health Insurance	Director Health Insurance	1,043.00
	Director's September FICA Tax	Director FICA Tax	343.30
	Director's September Unemployment Tax	Director Unemployment Tax	4.22
	Director's September Workers' Comp Insurance	Director Worker's Compensation	13.54
	Clerk's September Salary	Clerk Compensation	300.00
	Clerk's September FICA Tax	Clerk FICA Tax	22.95
	Clerk's September Unemployment Tax	Clerk Unemployment Tax	0.30
	Clerk's September Workers' Comp Insurance	Clerk Worker's Compensation	0.90
	Treasurer's September Salary	Treasurer Compensation	50.00
	Treasurer's September FICA Tax	Director FICA Tax	3.83
	Treasurer's September Unemployment Tax	Treasurer Unemployment Tax	0.05
	Treasurer's September Workers' Comp Insurance	Treasurer Worker's Compensation	0.15
	Director's August Cell Phone (08/11 - 09/10)	Telephone	61.74
	September Office Support	Office Support	50.00
	Total		\$ 6,408.39
	Grand Total		\$ 10,057.91

**Technology Excellence in Education Network
General Fund Income and Expenses
For The Period Ended September 16, 2015**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percentage Remaining</u>
Revenue				
Receipts from Local Districts				
Base Assessments	\$ 91,755.00	\$ 91,755.00	\$ -	0.00%
Greenbush Enrichment Program Assessments	9,000.00	9,000.00	-	0.00%
Greenbush Media Library Assessments	13,605.73	13,610.00	(4.27)	0.03%
Canvas Licensing Assessments	7,000.00	7,000.00	-	0.00%
Edgenuity Assessments	32,152.00	32,150.00	2.00	-0.01%
Families and Communities Together Assessments	10,000.00	10,000.00	-	0.00%
Receipts for Courses	-	27,000.00	(27,000.00)	100.00%
E-Rate Funding	13,142.00	13,450.00	(308.00)	2.29%
Fiber Lease	11,244.00	45,000.00	(33,756.00)	75.01%
Interest Income	52.11	150.00	(97.89)	65.26%
Donation Income	-	100.00	(100.00)	100.00%
Total Revenue	<u>\$ 187,950.84</u>	<u>\$ 249,215.00</u>	<u>\$ (61,164.16)</u>	<u>24.58%</u>
Expenses				
Equipment and Maintenance				
Equipment	-	5,000.00	5,000.00	100.00%
Equipment Maintenance	-	5,000.00	5,000.00	100.00%
Fiber Relocation	-	10,000.00	10,000.00	100.00%
Instructional Software	-	500.00	500.00	100.00%
Instructional Supplies	-	200.00	200.00	100.00%
Internet Filtering Services	3,894.00	23,500.00	19,606.00	83.43%
Locating Services Contract	-	4,500.00	4,500.00	100.00%
Locating Services from Kansas One Call	85.00	500.00	415.00	83.00%
Locating Supplies	-	-	-	0.00%
Total Equipment and Maintenance	<u>3,979.00</u>	<u>49,200.00</u>	<u>45,221.00</u>	<u>91.91%</u>
Internet Service				
Kan-Ren Service	16,000.00	16,000.00	-	0.00%
Total Internet Service	<u>16,000.00</u>	<u>16,000.00</u>	<u>-</u>	<u>0.00%</u>
E-Rate Consultant's Fees	-	2,200.00	2,200.00	100.00%
Network Support	3,000.00	2,900.00	(100.00)	-3.45%
Compensation				
Director Compensation	13,543.25	54,173.00	40,629.75	75.00%
Clerk Compensation	900.00	3,600.00	2,700.00	75.00%
Treasurer Compensation	150.00	600.00	450.00	75.00%
Total Compensation	<u>14,593.25</u>	<u>58,373.00</u>	<u>43,779.75</u>	<u>75.00%</u>

	Actual	Budget	Variance	Percentage Remaining
Benefits				
Health Insurance	3,129.00	13,020.00	9,891.00	75.97%
FICA Tax	1,110.24	4,450.00	3,339.76	75.05%
Unemployment Tax	13.71	60.00	46.29	77.15%
Worker's Compensation Insurance	43.77	175.00	131.23	74.99%
Total Benefits	4,296.72	17,705.00	13,408.28	75.73%
Payments for Courses				
Payments to Local Districts (Course Instruction)	-	33,000.00	33,000.00	100.00%
Payments to Local Districts (Course Development)	3,907.00	5,500.00	1,593.00	28.96%
Payments for Course Scheduling	4.50	-	(4.50)	0.00%
Total Payments for Courses	3,911.50	38,500.00	34,588.50	89.84%
Local Travel and Meeting Costs				
Director Mileage	263.99	3,700.00	3,436.01	92.87%
Meeting Meals	115.33	1,500.00	1,384.67	92.31%
Total Local Travel and Meeting Costs	379.32	5,200.00	4,820.68	92.71%
Office Costs				
Local District Office Support	150.00	600.00	450.00	75.00%
Office Supplies	3.75	250.00	246.25	98.50%
Membership Dues	-	25.00	25.00	100.00%
Director Equipment	-	1,500.00	1,500.00	100.00%
Website Hosting	-	100.00	100.00	100.00%
Legal Fees	-	1,000.00	1,000.00	100.00%
Audit Fees	-	2,250.00	2,250.00	100.00%
Telephone	185.22	750.00	564.78	75.30%
Miscellaneous Expense	35.00	250.00	215.00	86.00%
Total Office Costs	373.97	6,725.00	6,351.03	94.44%
Professional Development				
Consultant's Fees	2,500.00	2,500.00	-	0.00%
Conference Registrations	56.26	600.00	543.74	90.62%
Conference Travel	187.78	2,000.00	1,812.22	90.61%
Supplies	-	100.00	100.00	100.00%
Total Professional Development	2,744.04	5,200.00	2,455.96	47.23%
Subscription Fees/Software Licenses				
Greenbush Enrichment Program Membership	9,000.00	9,000.00	-	0.00%
Greenbush Media Library Membership	13,605.73	13,610.00	4.27	0.03%
Canvas Licensing	7,000.00	7,000.00	-	0.00%
Edgenuity Licensing	26,000.00	25,000.00	(1,000.00)	-4.00%
Total Subscription Fees/Software Licenses	55,605.73	54,610.00	(995.73)	-1.82%
TEEN Inservice Day Costs	1,875.00	9,000.00	7,125.00	79.17%
Families and Communities Together Contribution	10,000.00	10,000.00	-	0.00%
Transfer to Capital Outlay Fund	-	-	-	0.00%
Total Expenses	\$ 116,758.53	\$ 275,613.00	\$ 158,854.47	57.64%
Increase (Decrease) in Fund Balance	\$ 71,192.31	\$ (26,398.00)		
Unencumbered Cash Balance, July 1, 2015	161,813.56			
Unencumbered Cash Balance, September 16, 2015	\$ 233,005.87			

**Technology Excellence in Education Network
Capital Outlay Fund Income and Expenses
For The Period Ended September 16, 2015**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percentage Remaining</u>
Revenue				
Miscellaneous Income	-	-	-	0.00%
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
Expenses				
Broadcast Equipment	-	-	-	0.00%
Total Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
Increase (Decrease) in Fund Balance	\$ -	\$ -		
Unencumbered Cash Balance, July 1, 2015	<u>8,852.58</u>			
Unencumbered Cash Balance, September 16, 2015	<u><u>8,852.58</u></u>			

**Technology Excellence in Education Network
Virtual Fund Income and Expenses
For The Period Ended September 16, 2015**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percentage Remaining</u>
Revenue				
Receipts from Local Districts				
Funding for Full-Time Students 18 and Younger	\$ 3,750.00	\$ 10,000.00	\$ (6,250.00)	62.50%
Funding for Part-Time Students 18 and Younger	-	-	-	0.00%
Funding for Adults 19 and Older	2,099.00	67,176.00	(65,077.00)	96.88%
Total Revenue	<u>\$ 5,849.00</u>	<u>\$ 77,176.00</u>	<u>\$ (71,327.00)</u>	<u>92.42%</u>
Expenses				
Computers	\$ -	\$ 2,000.00	\$ 2,000.00	100.00%
Marketing Supplies	70.55	350.00	279.45	79.84%
Payments to Local Districts (Course Instruction)	-	8,600.00	8,600.00	100.00%
Payments to Local Districts (Course Organization)	-	1,680.00	1,680.00	100.00%
ESSDACK Virtual Program Assistance	-	19,294.00	19,294.00	100.00%
Professional Development Registrations	-	150.00	150.00	100.00%
Office Equipment	-	300.00	300.00	100.00%
Director Mileage	229.76	-	(229.76)	0.00%
Total Expenses	<u>\$ 300.31</u>	<u>\$ 32,374.00</u>	<u>\$ 32,073.69</u>	<u>99.07%</u>
Increase (Decrease) in Fund Balance	\$ 5,548.69	\$ 44,802.00		
Unencumbered Cash Balance, July 1, 2015	-			
Unencumbered Cash Balance, September 16, 2015	<u>\$ 5,548.69</u>			