

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

**REGULAR BOARD MEETING**  
Monday, August 8, 2016  
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**  
**August 8, 2016, 7:00 p.m.**

1. Meeting called to order
2. Approval of regular and consent agenda
  - a. **July Regular Board Minutes – (Appendix A)**
3. Citizen’s open forum
4. Lunch Fees
5. Executive Session for Personnel
6. Personnel
7. Resignations
  - Doug Dick – Head Baseball Coach HHS
  - Brian Allen – Asst. Baseball Coach HHS
  - Tanner Lacy – Bus Driver (Lehigh Route)
8. Work Agreements
  - Casey Moore
9. Contracts
10. Supplemental Contracts
  - a. Bob Woelk
  - b. Devin Metzinger
  - c. Nathan Hiebert
  - d. Todd Weeks
11. Reports
  - a. Superintendent’s Report (**Appendix B**)
  - b. FY 2016 Budget
  - c. Back to School Events
  - d. Supplemental Openings
  - e. Budget Code 99 (**Appendix C**)
12. TEEN Report (**Appendix D & E**)
13. MCSEC Report (**Appendix F**)
14. Business Manager’s Report (**Financials**)
  - a. Approval of Payment of Bills and Financial Reports
  - b. Communications
  - c. Adjournment

## Annotated BOE Agenda August 8, 2016

### A. Meeting Called to Order

### B. Approval of Regular and Consent Agenda

#### Consent Agenda

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

1. Board Meeting Minutes (Appendix A)

Minutes from the July 11 regular BOE meeting are included as (Appendix A).

➤ **Recommended Action**

Motion to approve the July regular board meeting minutes.

2. Transcript Fees

➤ **Recommended Action**

Motion to retain the transcript fee at \$5.00 per transcript

3. Activity Fees

➤ **Recommended Action**

Motion to retain the activity fee for HMHS students at \$20.00

4. Pre-School Tuition

➤ **Recommended Action**

Motion to retain the pre-school tuition rate at \$150 per month for peer children

5. Arts & Crafts Transportation

➤ **Recommended Action**

Motion to approve arts and crafts transportation with reimbursement to the district for the cost of drivers and fuel.

6. Disposal of Property

Athletic facility high jump pit (this pit was USD 410's second before we started the partnership)

➤ **Recommended Action**

Dispose of old high jump pit

7. Donations

<b>From:</b>	<b>Donation</b>	<b>Purpose</b>
Hillsboro Community Foundation	\$ 5,000.00	Wiebe Scholarships
Hillsboro Community Foundation	\$ 500.00	C.M. Sextro Citizenship Awards
<b>Parents as Teachers</b>	<b>Items</b>	<b>Quantity</b>
7/6/16	Pumpkins (small)	24
7/6/16	Apples (small)	144
7/6/16	Plastic Trains	24 pieces

➤ **Recommend Action:**

Motion to approve donations as listed

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

Motion to approve the Regular and 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 citizen’s open forum.

**D. Action / Discussion Items**

1. A-la-carte Lunch Fees

<u>Lunches</u>	<u>15-16</u>	<u>16-17</u>
A-la-carte Main is currently	\$1.40	\$1.50
A-la-carte Other is currently	\$0.65	\$0.70
Child Visitor (lunch) is currently	\$2.30	\$2.35

➤ **Recommend Action:**

Motion to approve lunch fees as listed

## **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**

### Resignations

- Doug Dick – Head Baseball Coach HHS
- Brian Allen – Asst. Baseball Coach HHS
- Tanner Lacy – Bus Driver (Lehigh Route)

### ***Recommended Action***

Motion to approve resignations as presented

### Work Agreements

- Casey Moore– HMHS Custodian – 4.25 hrs.; HES Lunchroom Aide – 1.75 hrs. (Total 6.0 hrs.)

### ***Recommended Action***

Motion to approve work agreements as presented

### Supplemental Contracts

- Bob Woelk – HHS Boys’ Tennis Coach
- Devin Metzinger – Summer Weightlifting Coach
- Nathan Hiebert – CTE Club Sponsor (paid as according to our donor’s contract) \$2,723.
- Todd Weeks - MS Asst. Boys BB Coach

### ***Recommended Action***

Motion to approve supplemental contracts as presented

## Reports

1. Superintendent's Report (**Appendix B**)
  - a. FY 2016 Budget
  - b. Back to School Events
  - c. Supplemental Openings
  - d. Budget Code 99 (**Appendix C**)
2. TEEN Report (**Appendix D & E**)
3. MCSEC Report (**Appendix F**)
4. Business Manager's Report (**Financials**)

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

1. The Board will review financial reports and approve the payment of bills.

➤ **Recommended Action:**

Motion to approve the payment of bills totaling \$\_\_\_\_\_ and the following financial reports.

- a. Electronic Funds Transfer Report (July)
- b. High School/Middle School Activity Account Reports (July)
- c. High School/Middle School Activity Account Bank Reconciliations (July)
- d. Elementary School Activity Account Reports (June-July)
- e. Elementary School Activity Account and Bank Reconciliations (June-July)
- f. District Cash Summary Report (June-July)
- g. District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report (June-July)
- h. District Revenue Budget Report (June)
- i. District Expense Budget Report (June)
- j. Report of Transfers (June-July)

## 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.

### **Contracts**

***Recommended Action***

Motion to approve the extended contracts as presented

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

**MINUTES – REGULAR BOARD MEETING  
USD 410 District Office Conference Room  
July 11, 2016 7:00 p.m.**

**Members Present:**

**Mark Rooker  
Tim Kaufman  
Joe Sechrist**

**Rod Koons  
Kim Klein (arrived at 7:05 p.m.)**

**Jared Jost  
Jim Paulus**

**Administrators:**

**Max Heinrichs**

**Others:**

**Jerry Hinerman, Clerk**

**Aleen Ratzlaff**

**Kelsey Unruh**

**A. Meeting Called to Order**

2015 – 2016 Board President Mark Rooker called the meeting to order at 7:02 p.m.

**B. Election of Board President and Vice President for 2016 – 2017**

Rod Koons moved to appoint Mark Rooker as President of the USD 410 Board of Education for the 2016 – 2017 school year. Motion seconded by Jared Jost. Carried 6-0.

Jared Jost moved to appoint Rod Koons as Vice President of the USD 410 Board of Education for the 2016 – 2017 school year. Motion seconded by Joe Sechrist. Carried 6-0.

Kim Klein arrived at 7:05 p.m.

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

Jim Paulus moved to approve the regular and consent agendas. Motion seconded by Jared Jost. Carried 7-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the June 13, 2016, regular board meeting and the June 29, 2016, special board meeting
2. Motion to accept the following donations:

Donation of \$108.40 from the Hillsboro High School Athletic Booster Club for golf hospitality expenses



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July 11, 2016

3. Motion to adopt the following resolution:

WHEREAS the Board of Education of USD 410, Hillsboro, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2017, being prepared in conformity with the requirements of K.S.A. 75-1120 a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of U.S.D. 410 and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2017.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 410, Hillsboro, Kansas, in the regular meeting duly assembled this 11<sup>th</sup> day of July, 2016, that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120 a(a) as they apply to the school district for the year ended June 30, 2017.

BE IT FURTHER RESOLVED THAT the Board of Education shall cause the financial statements and financial reports of U.S.D. 410 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

4. Motion to adopt the following resolution.

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 410, Marion County Kansas, at its regular meeting held on July 11, 2016, established the following meeting schedule for regular Board of Education meetings to be held during the 2016 – 2017 school year.

<u>Date</u>	<u>Time</u>	<u>Place</u>
Monday, July 11, 2016	7:00 p.m.	USD 410 District Office Conference Room
Monday, August 8, 2016	7:00 p.m.	USD 410 District Office Conference Room
Monday, September 12, 2016	7:00 p.m.	USD 410 District Office Conference Room
Monday, October 10, 2016	7:00 p.m.	USD 410 District Office Conference Room
Monday, November 14, 2016	7:00 p.m.	USD 410 District Office Conference Room
Monday, December 12, 2016	7:00 p.m.	USD 410 District Office Conference Room
Monday, January 9, 2017	7:00 p.m.	USD 410 District Office Conference Room
Monday, February 13, 2017	7:00 p.m.	USD 410 District Office Conference Room
Monday, March 13, 2017	7:00 p.m.	USD 410 District Office Conference Room
Monday, April 10, 2017	7:00 p.m.	USD 410 District Office Conference Room
Monday, May 8, 2017	7:00 p.m.	USD 410 District Office Conference Room
Monday, June 12, 2017	7:00 p.m.	USD 410 District Office Conference Room

5. Motion to adopt a 1,116-hour calendar for the 2016 – 2017 school year.
6. Motion to approve participation in the School Nutrition Program and Child and Adult Food Care Program

7. Motion to make the following appointments:
- |  |                |
|--|----------------|
| a. Board Clerk                                     | Jerry Hinerman |
| b. Deputy Board Clerk                              | Evan Yoder     |
| c. Board Treasurer                                 | Carla Harmon   |
| d. Food Service Representative                     | Pati Funk      |
| e. Hearing Officer for Appeals, Lunch Program      | Max Heinrichs  |
| f. Title I Coordinator                             | Evan Yoder     |
| g. Federal Programs Coordinator                    | Evan Yoder     |
| h. District KPERs Agent and Administrator          | Jerry Hinerman |
| i. Section 504 Compliance Coordinator              | Max Heinrichs  |
| j. Americans with Disabilities Act Coordinator     | Max Heinrichs  |
| k. Freedom of Information Officer                  | Max Heinrichs  |
| l. Compliance Coordinator for Title VI, VII and IX | Max Heinrichs  |
| m. Truancy Officers                                | Clint Corby    |
|  | Evan Yoder     |
| n. Activity Fund Supervisors                       | Clint Corby    |
|  | Evan Yoder     |
8. Motion to designate Emprise Bank, Hillsboro State Bank, and Central National Bank Marion County as depositories for district funds and to designate these institutions as eligible for investment purposes providing the investments are made in accordance with the laws of the State of Kansas.

Motion to designate Hillsboro State Bank as the depository for operational funds

9. Motion to approve the following list of persons authorized to write checks and conduct other financial functions for the district.

**District Checking Accounts** – Each checking account requires three signatures. The Board President's signature is digitally produced, while the other two signatures are live. If either the Clerk of the Board or the Board Treasurer is absent, the HMHS Office Secretary may sign in the place of the absent individual.

Board President	Mark Rooker
Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
HMHS Office Secretary	Pati Funk

**Direct Deposit Authorization** – The ACH Transmittal Register requires two live signatures. If either the Clerk of the Board or the Board Treasurer is absent, the HMHS Office Secretary may sign in the place of the absent individual.

Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
HMHS Office Secretary	Pati Funk

**Petty Cash Checking Accounts** – Each checking account requires two live signatures.

**Central Office**

Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
Superintendent	Max Heinrichs

**Middle/High School**

HMHS Secretary	Jessica Fine
HMHS Secretary	Pati Funk
HMHS Secretary	Lisa Mayfield
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
High School Principal	Clint Corby

**Activity Fund Checking Accounts** – Each checking account requires two live signatures.

**Elementary School**

Elementary School Secretary	Pam Bartel
Elementary School Secretary	Sharon Funk
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
Principal	Evan Yoder

**Middle/High School**

HMHS Secretary	Jessica Fine
HMHS Secretary	Pati Funk
HMHS Secretary	Lisa Mayfield
High School Principal	Clint Corby
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman

**District Investments** – Each investment requires one signature.

Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon

10. Motion to approve the following list of USD 410 personnel to carry district credit cards with the credit limits listed for each card.

Superintendent	Max Heinrichs	\$2,000 Credit Limit
Elementary School Principal	Evan Yoder	\$2,000 Credit Limit
Activities Director	Robert Rempel	\$2,000 Credit Limit
Middle/High School Principal	Clint Corby	\$10,000 Credit Limit
Business Manager	Jerry Hinerman	\$30,000 Credit Limit
Technology Director	Brad Just	\$20,000 Credit Limit
Transportation and Maintenance Coordinator	Karen Goossen	\$2,000 Credit Limit
Head of Maintenance	Keith Goossen	\$2,000 Credit Limit
Parents as Teachers Coordinator	Susie Kliewer	\$2,000 Credit Limit

11. Motion to adopt the following Home Rule Resolution:

**RESOLUTION**

**WHEREAS**, the Board of Education of Unified School District No. 410, Marion County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

**WHEREAS**, Kansas law authorizes the board to transact all school district business; and

**WHEREAS**, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

**WHEREAS**, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

**WHEREAS**, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

**WHEREAS**, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that the board shall exercise the power granted by law and by this resolution.

12. Motion to designate the Hillsboro Star-Journal as the official newspaper for USD 410.
13. Motion to approve USD 410's membership in the Kansas Association of School Boards
14. Motion to approve USD 410's 2016 - 2017 participation in the Kansas Association of School Boards Legal Assistance Fund
15. Motion to recognize the USD 410 Education Association as the official bargaining unit for the USD 410 teaching staff.
16. Motion to approve the Clerical Support Agreement between TEEN and USD 410 as presented
17. Motion to approve the Office Support Agreement between TEEN and USD 410 as presented
18. Motion to give the water fountain formerly located in the Hillsboro Middle/High School commons to Bluejay Lanes

**D. Citizen's Open Forum**

**E. Action/Discussion Items**

1. Meal Prices for 2016 – 2017

Joe Sechrist moved to approve the following 2016 – 2017 meal prices and the transfer of additional non-federal funds to the food service program as required. Motion seconded by Jim Paulus. Carried 7-0.

Breakfast (Preschool – Grade 12)	\$1.65
Breakfast (Staff and Visitors)	\$2.05
Lunch (Preschool – Grade 5)	\$2.35
Lunch (Grades 6 – 12)	\$2.70
Lunch (Staff)	\$3.50
Lunch (Visitor)	\$3.95
Milk	\$0.50

2. Student Fees for 2016 – 2017

Joe Sechrist moved to approve the following student fees and eliminate all Grade 6 – Grade 12 band instrument rental fees. Motion seconded by Jared Jost. Carried 7-0.

**District Required Fees**

Consumable Materials Fees

Kindergarten

Full Price Meals	\$ 15.00
Reduced Price Meals	\$ 10.00
Free Meals	\$ 0.00

Grades 1 - 5

Full Price Meals	\$ 25.00
Reduced Price Meals	\$ 15.00
Free Meals	\$ 0.00

HMHS Laptop Accidental Insurance Fees

Full Price Meals	\$ 40.00
Reduced Price Meals	\$ 20.00
Free Meals	\$ 10.00

**Driver Education Fees**

Online Coursework	\$ 75.00 per class
Driving Instruction	\$150.00 per class

3. Temporary Employee Pay Rates  
Jared Jost moved to approve the following pay rates for temporary employees. Motion seconded by Rod Koons. Carried 7-0.

<u>Position</u>	<u>Hourly Rate</u>
Substitute Aide	\$8.00
Substitute Aide (Former USD 410 Aide)	8.75
Substitute Cook	8.00
Substitute Cook (Former USD 410 Cook)	8.75
Substitute Secretary	8.00
Substitute Secretary (Former USD 410 Secretary)	8.75
Substitute Custodian	8.00
Substitute Custodian (Former USD 410 Custodian)	8.75
Substitute Bus Driver	9.35
Substitute Bus Driver (Former USD 410 Bus Driver)	9.95
Accompanist	10.00
Activity Trip Bus Driver	11.00
After-School Program Assistant	12.00
Detention Supervisor (HMHS)	9.00
Suspension Supervisor (HMHS In or Out of School)	11.00
Teacher Driving for Activity (Drive Time Only)	11.00
Summer Maintenance (Teacher)	12.00
Student Help	7.75
Interpreter	11.00

4. Substitute Teacher Pay Rate  
Rod Koons moved to establish the substitute teacher pay rate at \$90.00 per day and \$45.00 per half day for the 2016 – 2017 school year. Motion seconded by Joe Sechrist. Carried 7-0.
5. Approval of Classified Employee Benefit Manual  
Joe Sechrist moved to approve the Classified Employee Benefit Manual as presented. Motion seconded by Tim Kaufman. Carried 7-0.
6. Approval of Temporary Employee Health Insurance Benefit Eligibility Policy and Procedures  
Jim Paulus moved to approve the Temporary Employee Health Insurance Benefit Eligibility Policy and Procedures as presented. Motion seconded by Joe Sechrist. Carried 7-0.
7. Appointment of Board Officers for 2016 – 2017  
Jared Jost moved to approve the following appointments. Motion seconded by Joe Sechrist. Carried 7-0.

MCSEC Representative	Jim Paulus
MCSEC Alternate Representative	Joe Sechrist
TEEN Representative	Mark Rooker
TEEN Alternate Representative	Tim Kaufman
Chief Negotiator	Rod Koons
Assistant Negotiator	Mark Rooker
Professional Development Council Representative	Kim Klein
KASB Governmental Relations Representative	Mark Rooker
USD 410 Technology Committee Representative	Jared Jost

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8. Transportation Handbook  
Joe Sechrist moved to approve the transportation handbook as presented. Motion seconded by Rod Koons. Carried 7-0.
9. Board Policy Revisions  
Joe Sechrist moved to approve the following board policies as presented. Motion seconded by Jared Jost. Carried 7-0.

AEB – School Year and Learning Opportunities  
DJEF – Requisitions  
EBC – Security and Safety  
FC – Memorials, Funerals, and Naming of District Facilities  
GAAF – Emergency Safety Interventions  
GAF – Staff/Student Relations  
GAOC – Use of Tobacco Products and Nicotine Delivery Devices (Staff)  
GARI – Family and Medical Leave Act Plan  
GBRE – Additional Duty  
IDEA – Student Privacy Policy  
JBE – Truancy  
JCDA – Tobacco Products and Delivery Devices (Students)  
JCDBB – Weapons  
JDDB – Reporting to Law Enforcement  
JGCD – Health Screenings  
KGB – Concealed Observations

### **F. Executive Session – Personnel**

Mark Rooker moved for the Board to go into executive session with the Superintendent at 7:50 p.m. for the purpose of discussing matters related to personnel and for the Board to 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 Jared Jost. Carried 7-0.

#### **Regular Session**

### **G. Personnel**

1. Sara Bennett
2. Julia Jost
3. Kalee Cross
4. Joy Mark

Rod Koons moved to approve the following personnel actions. Motion seconded by Tim Kaufman. Carried 7-0.

The transfer of Sara Bennett from Hillsboro Middle/High School Custodian to North Bus Route Driver

The hire of Julia Jost to serve as Hillsboro Middle/High School Accompanist at a rate of \$10.00 per hour

The issuance of a supplemental contract to Kalee Cross to serve as Middle School Girls' Basketball Assistant Coach

The issuance of a contract to Joy Mark to serve as FACT Director for \$35,000 per year for 258 eight-hour days and a health insurance benefit contribution of \$475 per month through September and \$499 per month after September

# MINUTES

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July 11, 2016

## **H. Reports**

1. Superintendent's Report
  - a. Summer Maintenance Update
    - i. Hillsboro Middle/High School Bells and Intercom
  - b. KASB Superintendent Goal Setting
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report
  - a. Fiscal Year 2016 Cash Balances Report

## **I. Approval of Payment of Bills and Financial Reports**

Joe Sechrist moved to approve the payment of bills totaling \$324,095.22 and the following financial reports.

Motion seconded by Rod Koons. Carried 7-0.

- Electronic Funds Transfer Report
- High School/Middle School Activity Account Report
- High School/Middle School Activity Account Bank Reconciliation

## **J. Communications**

## **K. Adjournment**

President Mark Rooker declared the meeting adjourned at 8:31 p.m.

Jerry Hinerman, Clerk



**USD 410 BOE Meeting  
August 8, 2016  
Superintendent's Report**

**Maintenance**

- Replaced HVAC unit in our Robert C. Brown Wrestling Room
- Repaired water leak under the floor in our HES Kindergarten Room (Tracy Boldt)
- Both gym floors have been refinished, Water base on MS gym, Urethane base on the HS gym
- The handicapped sink in the old training room in the HMHS
- Old Gym roof issues (Keith is visiting with Wray Roofing)

**USD 410 Special Board of Education Meeting, August 18, 2016 beginning at 6:00 PM**

- Two items for discussion:
  - USD 410 2016-17 Budget Approval
  - KASB & BOE Short Term Goals for Superintendent

**USD 410 2016-17 School Budget**

**Talking Points**

**January to June County Tax Distributions:**

- The past 2 or 3 years (2011-12, 2012-13, 2013-14) our tax distribution percentages have dropped (2014-15 Actual distribution 81.5%)
- So, in 2015-16 budget year we budgeted 2% below the actual rate as per Dale Dennis (KSDE) recommends. Our county tax distribution rate was set at 79.5%.
- We built our LOB off the 79.5% county tax distribution
- Our actual 2015-16 county tax distribution percentage ended up at 93% where it should normally be
- So any county tax distributions over the 79.5% we did not have the authority to spend, so we carried over \$156,000 in the LOB because of this
- If we would have an even tax distribution percentage, we would carry over approximately \$25,000 in a normal year
- The reason for the difference in our county tax distribution rate this year, is because the County Treasurer left the collection window open another five days. The Marion County

School Superintendents plan to visit with her about the collection window and getting us to somewhere around the 93% collection rate

- The \$156,000 counts towards the local piece of our county distribution for 2016-17 budget. (less because we already have it)
- After preparing our budget and having the state review it we are able to spend our legal max in the General and LOB budgets. So we could not generate any money by raising the mill levy
- In our 2016-17 budget we are generating another \$47,000 in LOB due to the equalization bill and another \$62,000 in Capital Outlay.
- Why we don't want to drop to much: We don't want to create a rogue wave, we want to keep our mill levy as flat as possible.
- As we built the budget, I emailed the other Marion County Superintendents to see if they were seeing the same type of mill levy drops (they all said yes). We visited and came out with the same conclusion, but we all had different ways to address the problem of keeping the mill levy flat.
- To achieve this at USD 410 we plan to raise our Bond & Interest mill levy by 2.706 mills.
- We will also lower our LOB mill authority by 3.99 mills.
- This will allow us to generate about \$100,000 in additional Bond & Interest this year.
- By doing this, it will allow us to keep our total mill levy as smooth as possible in future years as we balance the county tax distributions at the same time.
- The \$100,000 we generate this year and the \$40,000 we project for the following year, will allow us to pay off a bond and save our tax payers around \$25,000 in interest.
- With all of these changes, our 2016-17 budget is balanced and we are not having to use any of our reserves to fund the 2016-17 budget.

## **2016-17 HES and HMHS back to school events:**

### **August 10<sup>th</sup>**

- HMHS Orientation Night
  - 6:00 PM – 6<sup>th</sup> grade / new student
  - 6:30 PM – 9<sup>th</sup> grade / new student
  - 7:00 PM – Sports PIN Night

### **August 15<sup>th</sup>**

- 8:00 AM – District Meeting (informational, welcome, goals, contract and benefits)
- 10:00 AM – Benefit Enrollment @ Wiebe Media Center
- 10:00 AM – KNEA Organizational Meeting
- 11:00 AM – Robert Rempel will meet with all coaches and directors
- 12:00 PM – USD 410 & Hillsboro Chamber Luncheon
- 1 to 5 PM – Benefit Enrollment @ Wiebe Media Center
- 1 to 4 PM – HES Staff meeting @ HES
- 1 to 4 PM – HMHS work in rooms

#### **August 16<sup>th</sup>**

- HES All day – prepare rooms and materials
- 6:00 PM – HES Meet Your Teacher Night
- 8 to 12 PM - HMHS Staff meeting (Focus Career Cruising IPS)
- 1 to 4 PM – HMHS work in rooms
  - 2:30 PM – Homecoming Committee meeting

#### **August 17<sup>th</sup>**

- HES All day – Parent meetings (Title, SPED, Interventions)
- 8:00 AM – HMHS staff (Homecoming)
- 9:45 AM – HMHS Windows 10 / New phones
- 10: 00 AM – HMHS McRel Evaluations (self eval)
- 10: 40 AM – HMHS Procedures
- 11:00 AM – HMHS Motivational
- 11:30 AM – HMHS Building Budget
- 12: 00 PM – Lunch
- 1:00 PM – HMHS work in rooms

**USD 410 Supplemental Openings as of Monday, August 8, 2016**

- HS Boys Basketball Asst.
- HS Wrestling Asst.
- MS Wrestling Head
- MS Wrestling Asst.
- HS Baseball Head
- HS Baseball Asst.
- CTE Club Sponsor

**NOTICE OF HEARING 2016-2017 BUDGET**

The governing body of Unified School District 410 will meet on the 18th day of August, 2016 at 6:00 PM, at the USD 410 District Office at 416 South Date for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information (including budget profile) is available at the USD 410 District Office and will be available at this hearing.

The Amount of 2016 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2016-2017 Budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	Code 99 Line	2014-2015 Actual		2015-2016 Actual		PROPOSED BUDGET 2016-2017		
		Actual Expenditures (1)	Actual Tax Rate* (2)	Actual Expenditures (3)	Actual Tax Rate* (4)	Expenditures (5)	Amount of 2016 Tax to be Levied (6)	Est. Tax Rate* (7)
OPERATING								
General	06	4,313,828	20.000	5,260,145	20.000	4,823,314	702,380	20.000
Supplemental General (LOB)	08	1,621,498	21.779	1,564,426	24.522	1,621,498	792,556	20.532
SPECIAL REVENUE								
Bilingual Education	14	11,247		0		4,750		
Virtual Education	15	26,579		12,085		24,765		
Capital Outlay	16	254,508	7.939	428,583	7.966	1,001,450	308,801	8.000
Driver Training	18	10,933		8,673		9,655		
Food Service	24	312,265		295,763		318,448		
Professional Development	26	31,516		27,996		40,050		
Parent Education Program	28	118,304		124,779		131,890		
Special Education	30	1,089,450		1,113,114		1,220,667		
Vocational Education	34	456,956		439,502		383,408		
Federal Funds	07	85,602		81,428		87,844		
Gifts and Grants	35	106,956		29,886		39,480		
At Risk (4Yr Old)	11	60,607		62,793		75,675		
At Risk (K-12)	13	244,557		250,173		252,103		
KPERs Special Retirement Contribution	51	323,276		289,648		408,662		
Contingency Reserve	53	21,300		0				
Activity Fund	56	66,719		63,474				
DEBT SERVICE								
Bond and Interest #1	62	427,980	10.516	544,595	10.552	563,356	511,761	13.258
TOTAL USD EXPENDITURES	100	9,584,081	60.234	10,597,063	63.040	11,007,015	2,315,498	61.790
Less: Transfers	105	2,077,577	xxxxxx	3,023,553	xxxxxx	2,440,081	xxxxxxxx	xxxxxxxx
NET USD EXPENDITURES	110	7,506,504	xxxxxx	7,573,510	xxxxxx	8,566,934	xxxxxxxx	xxxxxxxx
TOTAL USD TAXES LEVIED	115	2,138,644	xxxxxx	2,293,586	xxxxxx	2,315,498	xxxxxxxx	xxxxxxxx
TOTAL TAXES LEVIED	125	2,138,644		2,293,586		2,315,498		
Assessed Valuation - General Fund	128	\$33,020,261		\$33,849,585		\$35,118,975		
Assessed Valuation - All Other Funds	130	\$36,648,654		\$37,478,859		\$38,600,102		
Outstanding Indebtedness, July 1		2014		2015		2016		
General Obligation Bonds	135	7,035,000		6,915,000		6,670,000		
TOTAL USD DEBT	155	7,035,000		6,915,000		6,670,000		

\* Tax Rates are expressed in Mills

\*\* Sponsoring District Only

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk of the Board

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK**  
**July 20, 2016, Regular Board Meeting Minutes**  
**USD 408 Marion – Florence District Office**  
**6:00 p.m.**

**Members Present:**

Jan Helmer, Vice Chairperson  
Shayla Clark (via telephone)

Jeff Bina  
Mark Wendt

**Members Absent:**

Mark Rooker

**Others Present:**

Lena Kleiner, Director

Jerry Hinerman, Clerk

**1. Call to Order**

Jan Helmer called the meeting to order at 6:00 p.m.

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

Jan Helmer moved to approve the regular agenda with the removal of Items 5d Director Evaluation and 5e Director Compensation and to approve consent agenda. Motion seconded by Mark Wendt. Carried 4-0.

Items on the consent agenda included the following:

- a. Motion to approve the minutes of the June 15, 2016, regular board meeting
- b. Motion to appoint Jerry Hinerman as TEEN Clerk
- c. Motion to appoint Carla Harmon as TEEN Treasurer
- d. Motion to select Hillsboro State Bank as the bank to continue to handle the TEEN account
- e. Motion to select the Marion County Record as the official TEEN newspaper
- f. Motion to approved the following list of persons as authorized to write checks and conduct other financial functions for TEEN:
  - Mark Rooker, TEEN Board Chairperson
  - Jan Helmer, TEEN Board Vice-Person
  - Jerry Hinerman, TEEN Clerk of the Board
  - Carla Harmon, TEEN Treasurer
  - Pati Funk, Hillsboro Middle/High School Secretary
- g. Motion to approve Lena Kleiner and Jerry Hinerman as TEEN credit card holders with credit limits of \$10,000

## July 20, 2016, Regular Board Meeting Minutes

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- h. Motion to adopt the following resolution granting waiver of Generally Accepted Accounting Principles

**Resolution to Waive the Annual Requirement of  
Generally Accepted Accounting Principles and Fixed Asset Accounting**

WHEREAS, the Technology Excellence in Education Network, Interlocal 632, Marion and Dickinson Counties, has determined that the financial statements and financial reports for the 2016-2017 school year be prepared in conformity with the requirement of K.S.A. 1981 Supp. 75-1120a as amended by S.B. 5331 enacted by the 1982 Session of the Kansas Legislature are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board, Interlocal 632 TEEN, or the members of the general public of this interlocal; and

WHEREAS, there are no revenue bond ordinances or resolutions of said district which require financial statements and financial reports to be prepared in conformity with said act for the school year 2016-2017;

THEREFORE, BE IT RESOLVED, by the Board of Interlocal 632, TEEN, in Marion and Dickinson Counties, in regular meeting duly assembled the 20<sup>th</sup> day of July, 2016, that the said Board request the Director of Accounts and Reports to waive the requirements of said law as they apply to the Interlocal for the school year 2016-2017; and

BE IT FURTHER RESOLVED that the said Board shall cause its financial statement and financial reports of the said Interlocal to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.

- i. Motion to approve the TEEN Board meetings to begin at 6:00 p.m. and be located at the USD 408 Marion – Florence District Office on the following dates:

July 20, 2016  
August 17, 2016  
September 21, 2016  
October 19, 2016  
November 16, 2016  
December 21, 2016  
January 18, 2017  
February 15, 2017  
March 15, 2017  
April 19, 2017  
May 17, 2017  
June 21, 2017

### 3. **Approval of Payment of Bills and Financial Reports**

Jan Helmer moved to approve the payment of bills totaling \$77,394.05 and the July 20, 2016, Income and Expense Reports. Motion seconded by Jeff Bina.

### 4. **Election of Officers**

Mark Wendt moved to appoint Mark Rooker as Chairperson and Jan Helmer as Vice-Chairperson of the TEEN Board for 2016 - 2017. Motion seconded by Jeff Bina. Carried 4-0.

## July 20, 2016, Regular Board Meeting Minutes

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#### 5. Business Items

- a. TEEN Virtual Academy (TVA) Handbook  
Mark Wendt moved to approve changing the 18 and under student course completion deadline in the Course Deadline section of the TEEN Virtual Academy handbook to June 15, 2017, at 4:30 p.m. Motion seconded by Jan Helmer. Carried 4-0.
- b. TEEN Policy and Procedures Manual  
Jeff Bina moved to approve changing the date for the enrollment count for receiving site assessments and teacher stipends in the TEEN Policy and Procedures Manual from March 1 to February 1 and the local district payment of the teacher stipends from April to March. Motion seconded by Mark Wendt. Carried 4-0.
- c. Audit Contract  
Mark Wendt moved to approve the audit contract with Clubine & Rettele Chartered for the Annual TEEN financial audit for an amount not to exceed \$2,300. Motion seconded by Jeff Bina. Carried 4-0.

#### 6. Other/Discussion

- a. Internet Service Switchover/E-Rate Funding
- b. Fiber Cut Update
- c. By-Laws Review

#### 7. Next Meeting

#### 8. Adjournment

Jan Helmer moved to adjourn the meeting at 6:31 p.m. Motion seconded by Mark Wendt. Carried 4-0.

Jerry Hinerman, Clerk



**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK**  
**July 27, 2016, Special Board Meeting Minutes**  
**USD 410 Durham – Hillsboro - Lehigh District Office**  
**6:00 p.m.**

**Members Present:**

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

**Jan Helmer (via telephone)**  
**Mark Wendt (via telephone)**

**Members Absent:**

**Shayla Clark**

**Others Present:**

**Lena Kleiner, Director**

**Jerry Hinerman, Clerk**

**1. Call to Order**

Chairperson Mark Rooker called the meeting to order at 6:04 p.m.

**2. Approval of Agenda**

Jan Helmer moved to approve the agenda. Motion seconded by Jeff Bina. Carried 4-0.

**3. Executive Session - Personnel**

Mark Rooker moved for the Board to go into executive session with the Clerk of the Board at 6:05 p.m. for the purpose of discussing matters related to personnel and for the Board to return to open meeting at 6:10 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jan Helmer. Carried 4-0.

**Regular Session**

Mark Rooker moved for the Board to go into executive session with the Clerk of the Board at 6:10 p.m. for the purpose of discussing matters related to personnel and for the Board to return to open meeting at 6:15 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jan Helmer. Carried 4-0.

**Regular Session**

**4. Fiscal Year 2017 TEEN Director Compensation and Benefits**

Mark Rooker moved to approve a 2% increase in salary for TEEN Director Lena Kleiner for Fiscal Year 2017 and moved to approve a monthly health insurance contribution equal to the premium of the ESSDACK Health Insurance Group \$1,000 deductible family health insurance through September and a monthly health insurance contribution equal to the premium of the ESSDACK Health Insurance Group \$1,300 deductible family health insurance after September. Motion seconded by Mark Wendt. Carried 4-0.

**5. Adjournment**

Mark Rooker adjourned the meeting at 6:17 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617**  
**Board of Directors Regular Meeting**  
**MINUTES**  
**July 19, 2016**

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

<b>Members Present</b>	<b>Members Absent</b>	<b>Others Present</b>
Terry Deines	Kelly Booton	Dr. David Sheppard, Director
Duane Kirkpatrick		Patty Putter, Clerk
Travis Foth		
Joe Sechrist, Sub for Hillsboro		

- I. Call to Order  
Terry Deines called the Meeting to order at 7:04 p.m. in the MCSEC Conference room, 1500 E. Lawrence, Marion, Kansas.
- II. Adoption of Agenda  
Joe Sechrist moved to adopt the agenda with the addition of IV. B. 1. Jennifer Janzen, New teacher at MMS/HMS, adding to V. F. Review/Approve Negotiated Agreement for 2016-2017 and changing VII. A. to FY 17 Travis Foth seconded.  
**Carried 4 – 0**
- III. Election of Officers  
Travis Foth moved to elect Terry Deines as Chairman and Kelly Booton as Vice-Chairman, Joe Sechrist seconded.  
**Carried 4 – 0**
- IV. Consider Consent Agenda
- A. Approve Minutes of June 20, 2016 Regular Meeting, July 1, 2016 Special Meeting and Minutes from July 7, 2016 Special Meeting
  - B. Certified Staff Appointments
    - 1. Jennifer Janzen – New teacher for MMS/HMS
  - C. Classified Staff Resignations, Terminations
    - 1. Jeanne Strotkamp, PES Para
    - 2. Tami Sandler – MMS Para
    - 3. Sharon George – Life Skills Para
    - 4. Hannah Branson – MES Para
    - 5. LeAnn Knaak – Life Skills Para
    - 6. Sharon Omstead – OASIS Para
  - D. Classified Staff Appointments
    - 1. Sharolyn Buller – Life Skills Para
    - 2. Erin Hein – HHS Para
    - 3. Marcy White – MES Para
    - 4. Ken White – OASIS Para
    - 5. Karen Burns – MES Para
    - 6. Molly Dillon – MES Para

7. Troy Thompson – Custodian
  8. Cassidy Becker – MES Para
  9. Mollie Partridge – PES Para
  10. List of staff recommended for employment
- 
- E. Approve Treasurer’s Report and Payment of Bills/Approve Journal Entries as presented, Payroll in the amount of \$269,261.74, Checks associated with Payroll in the amount of \$184,822.25 and other Payables in the amount of \$274,494.86.
  - F. Approve Board Positions – Patty Putter, Clerk of the Board, our Business Clerk as the Deputy Clerk of the Board and Becky Savage, Treasurer
  - G. Resolution to Establish Home Rule
  - H. Resolution of Waiver of Generally Accepted Accounting Principles
  - I. Resolution to Establish Petty Cash Fund in the amount of \$500.00
  - J. Resolution to Rescind Policy Statements Found in Board Minutes and Re-Adopt Policy Manual
  - K. Designate the Marion County Record as our Official Newspaper
  - L. Designate Official Depository of MCSEC Funds and Designation of Authorized check signers, Cottonwood Valley Bank with Chairman of the Board, Vice-Chairman of the Board, Clerk of the Board, Deputy Clerk of the Board and Treasurer of the Board as signers on the checking account. Clerk of the Board, Deputy Clerk of the Board and Executive Director as signers on the petty cash account.
  - M. Adopt Director’s Spending Authority in the amount of \$20,000.00
  - N. Appointment of Special Education Hearing Officers James Beasley and Joni Franklin
  - O. Authorize MCSEC Central Office Staff to Pay Due and Payable bills to Avoid late Fees
  - P. Appointment of the Business Clerk as the KPERS Representative, Flexible Spending Plan Representative and the Blue Cross/Blue shield Representative and Dr. David Sheppard as the Section 504 Monitor
  - Q. Appoint Freedom of Information Officer, Dr. David Sheppard
  - R. Approve MCSEC and St. Luke’s Hospital Agreement

- S. Approval of a School Attorney for 2016-2017 – Brian Bina with Karstetter & Bina, LLC
- T. Approve Para Handbook  
Duane Kirkpatrick moved to approve the consent agenda. Travis Foth seconded.  
**Carried 4 – 0**

V. Discussion/Action

- A. Review Budget/Approve Local District Assessments  
Travis Foth made a motion to approve a 12% increase in the Local district Assessment for 2016-2017. Duane Kirkpatrick seconded.  
**Carried 3 - 1**
- B. Review Para Wages and Insurance  
Travis Foth made a motion to approve a Step and Column increase for the Paras and to pay \$358.00 monthly toward a single insurance policy with the Para paying \$112.00 monthly for the 2016-2017 school year.  
**Carried 4 – 0**
- C. Approve Substitute Pay Rates for Certified and Classified Staff  
Joe Sechrist made a motion for the substitute rates to remain the same, \$86.00 per say for Teachers and \$8.00 per hour for paras.  
**Carried 4 – 0**
- D. Discussion of Proposed 2016-2017 Wages for Central Office, Itinerant Staff and Administrators

Terry Deines moved to go into executive session at 8:00 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:15 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 8:15 p.m. Terry Deines declared the meeting out of executive session.

Terry Deines moved to go into executive session at 8:16 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:31 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 8:18 p.m. Patty Putter was asked to join the meeting.

At 8:29 p.m. Patty Putter left the meeting.

At 8:31 p.m. Terry Deines declared the meeting out of executive session.

Terry Deines moved to go into executive session at 8:33 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:48 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 8:47 Dr. Sheppard left the meeting.

At 8:48 p.m. Terry Deines declared the meeting out of executive session.

Terry Deines moved to go into executive session at 8:49 p.m. for personnel matters relating to non-elected personnel, with the board members present, and to return to open session at 9:04 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 9:00 p.m. Dr. David Sheppard entered the meeting.

At 9:04 p.m. Terry Deines declared the meeting out of executive session.

Travis Foth made a motion giving Dr. Sheppard the authority to hire a new Business Clerk at a salary not to exceed \$43,000.00. Joe Sechrist seconded.

**Carried 4 - 0**

Joe Sechrist made a motion to increase the Board Clerk and the Treasurer/MIS Clerk's salaries by \$500.00 annually and to pay them a one-time stipend of \$1,000.00 payable on August 5, 2016. Travis Foth seconded.

**Carried 4 - 0**

Joe Sechrist made a motion to increase the itinerant staff, COTA and Director salaries by 1.14%, with the following exceptions: Jared Browning will receive a certified base salary of \$42,052.00 and Jessica VanTassell will receive an increase of \$2,458.28 annually. The board will pay a family insurance policy at level 3 for Laura Baldwin. Travis Foth seconded.

**Carried 4 - 0**

- E. Resolution to Establish MCSEC Board Meeting Dates for 2016-2017  
Terry Deines made a motion to set MCSEC regular Board Meetings on the third Monday of each month beginning at 7:00 p.m., changing the following dates due to conflicts:  
January 23, 2017  
March 15, 2017  
April 24, 2017  
Seconded by Travis Foth

**Carried 4 - 0**

- F. Review/Approve Negotiated Agreement for 2016-2017  
Travis Foth moved to approve the Negotiated Agreement as presented, Duane Kirkpatrick seconded.

**Carried 4 - 0**

- VI. Executive Session
  - A. Personnel  
None needed
  
- VII. Agenda items for Next Meeting Monday, August 15, 2016
  - A. FY 17 Budget Presentation
  
- VIII. Adjournment  
Terry Deines adjourned the meeting at 9:19 p.m.