



NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 410, Hillsboro, Kansas, in the regular meeting duly assembled this 12<sup>th</sup> day of July, 2018, 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, 2019.

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.

5. 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 12, 2018, established the following meeting schedule for regular Board of Education meetings to be held during the 2018 – 2019 school year.

<u>Date</u>	<u>Time</u>	<u>Place</u>
Monday, July 12, 2018	7:00 p.m.	USD 410 District Office Conference Room
Monday, August 13, 2018	7:00 p.m.	USD 410 District Office Conference Room
Monday, September 10, 2018	7:00 p.m.	USD 410 District Office Conference Room
Monday, October 8, 2018	7:00 p.m.	USD 410 District Office Conference Room
Monday, November 12, 2018	7:00 p.m.	USD 410 District Office Conference Room
Monday, December 10, 2018	7:00 p.m.	USD 410 District Office Conference Room
Monday, January 14, 2019	7:00 p.m.	USD 410 District Office Conference Room
Monday, February 11, 2019	7:00 p.m.	USD 410 District Office Conference Room
Monday, March 11, 2019	7:00 p.m.	USD 410 District Office Conference Room
Monday, April 8, 2019	7:00 p.m.	USD 410 District Office Conference Room
Monday, May 13 2019	7:00 p.m.	USD 410 District Office Conference Room
Monday, June 10, 2019	7:00 p.m.	USD 410 District Office Conference Room

6. Motion to adopt a 1,116-hour calendar for the 2018 – 2019 school year.
7. Motion to approve participation in the School Nutrition Program and Child and Adult Food Care Program
8. 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<br>Evan Yoder |
| n. Activity Fund Supervisors                       | Clint Corby<br>Evan Yoder |

9. 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

10. 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 Administrative Assistant may sign in the place of the absent individual.

Board President	Mark Rooker
Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
HMHS Administrative Assistant	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 Administrative Assistant may sign in the place of the absent individual.

Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
HMHS Administrative Assistant	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 Administrative Assistant	Jessica Fine
HMHS Administrative Assistant	Pati Funk
HMHS Administrative Assistant	Kathy Klein
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
High School Principal	Clint Corby

**Activity Fund Checking Account** – The checking account requires two live signatures.

HMHS Administrative Assistant	Jessica Fine
HMHS Administrative Assistant	Pati Funk
HMHS Administrative Assistant	Kathy Klein
HES Administrative Assistant	Pam Bartel
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

11. 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	\$5,000 Credit Limit
Elementary School Principal	Evan Yoder	\$5,000 Credit Limit
Activities Director	Robert Rempel	\$5,000 Credit Limit
Middle/High School Principal	Clint Corby	\$10,000 Credit Limit
Business Manager	Jerry Hinerman	\$60,000 Credit Limit
Technology Director	Brad Just	\$20,000 Credit Limit
Transportation and Maintenance Coordinator	Karen Goossen	\$5,000 Credit Limit
Head of Maintenance	Keith Goossen	\$5,000 Credit Limit
Parents as Teachers Coordinator	Susie Kliewer	\$5,000 Credit Limit

12. 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.

13. Motion to designate the Hillsboro Star-Journal as the official newspaper for USD 410.
14. Motion to approve the USD 410 2018 – 2019 membership in the Kansas Association of School Boards
15. Motion to approve USD 410 2018 - 2019 participation in the Kansas Association of School Boards Legal Assistance Fund
16. Motion to recognize the USD 410 Education Association as the official bargaining unit for the USD 410 teaching staff
17. Motion to approve the Clerical Support Agreement between TEEN and USD 410 as presented

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18. Motion to approve the Office Support Agreement between TEEN and USD 410 as presented
19. Motion to approve the transportation handbook as presented
20. Motion to approve arts and crafts transportation with reimbursement to the district for the cost of drivers and fuel

## **D. Citizen's Open Forum**

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

### 1. Meal Prices for 2018 – 2019

Joe Sechrist moved to approve the following 2018 – 2019 meal prices and the transfer of additional non-federal funds to the food service program as required. Motion seconded by Rod Koons.  
Carried 7-0.

Breakfast (Preschool – Grade 12)	\$1.75
Breakfast (Adult)	\$2.15
Lunch (Preschool – Grade 5)	\$2.45
Lunch (Grades 6 – 12)	\$2.80
Lunch (Child Visitor)	\$2.45
Lunch (Adult - Staff)	\$3.65
Lunch (Adult - Non-Staff)	\$4.00
Extra Milk (Preschool – Grade 12)	\$0.50
A La Carte Main	\$1.60
A La Carte Other	\$0.80

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2. Student Fees for 2018 – 2019  
Joe Sechrist moved to approve the following student fees. Motion seconded by Kim Klein. Carried 7-0.

HES Consumable Materials Fee - Kindergarten	
Full Price Meals	\$ 15.00 Per Year
Reduced Price Meals	\$ 10.00 Per Year
Free Meals	\$ 0.00 Per Year
HES Consumable Materials Fee – Grades 1 - 5	
Full Price Meals	\$ 25.00 Per Year
Reduced Price Meals	\$ 15.00 Per Year
Free Meals	\$ 0.00 Per Year

HES Preschool Tuition	
Half Day (4 Days Per Week)	\$150.00 Per Month
Full Day (5 Days Per Week)	\$375.00 Per Month

HMHS Laptop Accidental Insurance Fees	
Full Price Meals	\$ 40.00 Per Year
Reduced Price Meals	\$ 20.00 Per Year
Free Meals	\$ 10.00 Per Year

HMHS Activity Fee	\$ 20.00 Per Year
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HMHS Transcript Fee	\$ 5.00 Per Transcript
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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 Joe Sechrist. Carried 7-0.

<u>Position</u>	<u>Hourly Rate</u>
Substitute Aide	\$9.00
Substitute Cook	9.00
Substitute Secretary	9.00
Substitute Custodian	9.00
Substitute Bus Driver	11.00
Accompanist	10.25
Activity Trip Bus Driver	11.25
After-School Program Assistant	12.25
Detention Supervisor (HMHS)	9.25
Teacher Driving for Activity (Drive Time Only)	11.25
Student Help	7.25
Interpreter	11.25
Walking School Bus Coordinator	9.00

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 2018 – 2019 school year. Motion seconded by Jared Jost. Carried 7-0.

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5. Appointment of Board Officers for 2018 – 2019  
Joe Sechrist moved to approve the following appointments. Motion seconded by Jared Jost.  
Carried 7-0.

MCSEC Representative	Jared Jost
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	Jim Paulus

6. Board Policy and Procedure Revisions  
Jared Jost moved to approve the following board policies and procedures as presented. Motion seconded by Rod Koons. Carried 7-0.

AF	School Day
BCAC	Waiver of Notice
BCBG	Voting Methods
DC	Annual Operating Budget
DE	Fraud prevention and Investigations
DFAC	Procurement – Federal Program
DFE	Investment of Funds
DIC	Inventories
DJB	Petty Cash Accounts
DJB	Resolution to Establish Activity Fund
DJEB	Quality Control
DJED	Bids and Quotations Requirements
DJEF	Requisitions
DK	Resolution to Establish Activity Fund
EBC	Report to Local Law Enforcement
EBC	Report to Staff Members
GAAE	Report to Local Law Enforcement
GAAF	Emergency Safety Intervention
GAD	Employee Development Opportunities
GBO	Resignation
DACA	Special Education Services
JBE	Parent Contact Waiver
JDD	Report to Staff of Expulsion or Conviction
JDDA	Drug-Free Schools
JDDB	Reporting Crimes to Law Enforcement
JDDC	Short Model Bullying Plan
JDDC	Report to Law Enforcement

## F. Executive Session – Personnel

Mark Rooker moved for the Board to go into executive session at 7:35 p.m. with the Superintendent to discuss resignations, classified staff hires, a work transfer, and supplemental hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:45 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

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Mark Rooker moved for the Board to go into executive session at 7:45 p.m. with the Superintendent to discuss resignations, classified staff hires, a work transfer, and supplemental hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:50 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. Resignation
  - a. Luke Moore – Summer Painter  
Joe Sechrist moved to approve the resignation of Luke Moore from his position as Summer Painter. Motion seconded by Tim Kaufman. Carried 7-0.
2. Classified Hires
  - a. Tania Sorensen – Hillsboro Elementary School Custodian
  - b. Carol Leppke – Hillsboro Middle/High School Custodian
  - c. Allison Maxfield – Summer Painter
  - d. Doug Dick – Route and Mid-Day Bus Driver  
Joe Sechrist moved to approve the hiring of Tania Sorensen to serve as Hillsboro Elementary School Custodian at a rate of \$9.00 per hour, the hiring of Carol Leppke to serve as Hillsboro Middle/High School Custodian at a rate of \$9.00 per hour, the hiring of Allison Maxfield to serve as Summer Painter at a rate of \$9.00 per hour, and the hiring of Doug Dick to serve as Route and Mid-Day Bus Driver at a rate of \$9.72 per hour. Motion seconded by Kim Klein. Carried 7-0.
3. Work Transfer
  - a. Connie Gauthier – Custodian to Route Bus Driver  
Joe Sechrist moved to approve the transfer of Connie Gauthier from her position as Hillsboro Middle/High School Custodian to her Route Bus Driver at a rate of \$11.00 per hour. Motion seconded by Rod Koons. Carried 7-0
4. Supplemental Contracts
  - a. Gaven Schumann – Hillsboro High School Assistant Football Coach
  - b. Bob Woelk – Hillsboro High School Forensics Sponsor (0.50 FTE)
  - c. Michele Melton – Hillsboro High School Forensics Sponsor (0.50 FTE)  
Tim Kaufman moved to approve the issuance of supplemental contracts to Gaven Schumann to serve as Hillsboro High School Assistant Football Coach, to Bob Woelk to serve as Hillsboro High School Forensics Sponsor (0.50 FTE, and to Erin Hein to serve as Hillsboro High School Forensics Sponsor (0.50 FTE). Motion seconded by Joe Sechrist. Carried 7-0

## H. Reports

1. Superintendent's Report
  - a. Summer Maintenance Update
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report
  - a. Fiscal Year 2018 Cash Balances Report

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

Joe Sechrist moved to approve the payment of bills totaling \$447,495.45 and the following reports. Motion seconded by Jared Jost. Carried 7-0.

USD 410 Activity Account Report  
USD 410 Activity Account Bank Reconciliation



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### **J. Executive Session - Negotiations**

Mark Rooker moved for the Board to go into executive session at 8:20 p.m. with the Superintendent and the Clerk of the Board to discuss negotiations pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:30 p.m. in this room. The executive session is required to protect the board's negotiating interests. Motion seconded by Rod Koons. Carried 7-0.

#### **Regular Session**

Mark Rooker moved for the Board to go into executive session at 8:30 p.m. with the Superintendent and the Clerk of the Board to discuss negotiations pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:35 p.m. in this room. The executive session is required to protect the board's negotiating interests. Motion seconded by Rod Koons. Carried 7-0.

#### **Regular Session**

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#### **Regular Session**

### **K. Adjournment**

President Mark Rooker declared the meeting adjourned at 8:45 p.m.

Jerry Hinerman, Clerk