

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

MINUTES – REGULAR BOARD MEETING
U.S.D. 410 District Office Conference Room
July 8, 2014 **7:00 p.m.**

Members Present:

Eddie Weber **Mark Rooker** **Kim Klein**
Rod Koons **Chad Nowak**

Members Absent:

Deb Geis **Joe Sechrist**

Administrators:

Steve Noble

Others:

Jerry Hinerman, Clerk **Aleen Ratzlaff** **Joel Wright**

A. Meeting Called to Order

Clerk of the Board Jerry Hinerman called the meeting to order at 7:00 p.m.

B. Election of Board President and Vice President for 2014 – 2015

Mark Rooker moved to appoint Eddie Weber as President of the U.S.D. 410 Board of Education for the 2014 – 2015 school year. Motion seconded by Chad Nowak. Carried 5-0.

Eddie Weber began chairing the meeting.

Chad Nowak moved to appoint Mark Rooker as Vice President of the USD 410 Board of Education for the 2014 – 2015 school year. Motion seconded by Rod Koons. Carried 5-0.

C. Approval of Regular and Consent Agenda

Mark Rooker moved to approve the regular agenda and the consent agenda with the addition of Item E 10 Faculty Handbooks – First Reading to the regular agenda. Motion seconded by Chad Nowak. Carried 5-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the June 9, 2014, regular board meeting
2. Motion to accept the following donations:
Donations of books, formula, infant seat, infant swing, and clothing to be used by the Marion County Parents as Teachers Program

MINUTES
Page 2 of 8
July 8, 2014

3. Motion to adopt the following resolution:
WHEREAS the Board of Education of U.S.D. 410, Hillsboro, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2015, 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, 2015.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of U.S.D. 410, Hillsboro, Kansas, in the regular meeting duly assembled this 8th day of July, 2014, 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, 2015.

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 8, 2014, established the following meeting schedule for regular Board of Education meetings to be held during the 2014 – 2015 school year.

<u>Date</u>	<u>Time</u>	<u>Place</u>
Tuesday, July 8, 2014	7:00 p.m.	USD 410 District Office Conference Room
Monday, August 11, 2014	7:00 p.m.	USD 410 District Office Conference Room
Monday, September 8, 2014	7:00 p.m.	USD 410 District Office Conference Room
Monday, October 13, 2014	7:00 p.m.	USD 410 District Office Conference Room
Monday, November 10, 2014	7:00 p.m.	USD 410 District Office Conference Room
Monday, December 8, 2014	7:00 p.m.	USD 410 District Office Conference Room
Monday, January 12, 2015	7:00 p.m.	USD 410 District Office Conference Room
Monday, February 9, 2015	7:00 p.m.	USD 410 District Office Conference Room
Monday, March 9, 2015	7:00 p.m.	USD 410 District Office Conference Room
Monday, April 13, 2015	7:00 p.m.	USD 410 District Office Conference Room
Monday, May 11, 2015	7:00 p.m.	USD 410 District Office Conference Room
Monday, June 8, 2015	7:00 p.m.	USD 410 District Office Conference Room

5. Motion to adopt a 1,116-hour calendar for the 2014 – 2015 school year.

MINUTES
Page 3 of 8
July 8, 2014

6. 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 Amy Plett
 - e. Hearing Officer for Appeals, Lunch Program Steve Noble
 - 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 Steve Noble
 - j. Americans with Disabilities Act Coordinator Steve Noble
 - k. Freedom of Information Officer Steve Noble
 - l. Compliance Coordinator for Title VI, VII and IX Steve Noble
 - m. Truancy Officers Max Heinrichs
Greg Brown
Evan Yoder
 - n. Activity Fund Supervisors Max Heinrichs
Greg Brown
Evan Yoder
7. 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

8. 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 MS/HS Office Secretary may sign in the place of the absent individual.

Board President	Eddie Weber
Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
MS/HS 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 MS/HS Office Secretary may sign in the place of the absent individual.

Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
MS/HS 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	Steve Noble

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 School

Middle School Secretary	Amy Plett
High School Secretary	Pati Funk
High School Secretary	Lisa Mayfield
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
High School Principal	Max Heinrichs

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

Middle School Secretary	Amy Plett
High School Secretary	Pati Funk
High School Secretary	Lisa Mayfield
Middle School Principal	Greg Brown
High School Principal	Max Heinrichs
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

9. Motion to approve the following list of U.S.D. 410 personnel to carry district credit cards with the credit limits listed for each card.

Superintendent	Steve Noble	\$2,000 Credit Limit
Elementary School Principal	Evan Yoder	\$2,000 Credit Limit
Middle School Principal	Greg Brown	\$2,000 Credit Limit
High School Principal	Max Heinrichs	\$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	Lori Soo Hoo	\$2,000 Credit Limit

10. 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 U.S.D. 410.
13. Motion to recognize the U.S.D. 410 Education Association as the official bargaining unit for the U.S.D. 410 teaching staff.
14. Motion to approve district transportation to be used for the Hillsboro Arts and Crafts Fair on September 20, 2014, with the district receiving reimbursement for all driver costs and fuel.

D. Citizen's Open Forum

E. Action/Discussion Items

1. Annual Board Agenda
Rod Koons moved to approve the annual board agenda as presented. Motion seconded by Mark Rooker. Carried 5-0.
2. Student Transcript Fees
Rod Koons moved to approve a \$5.00 academic transcript fee for eTranscript service. Motion seconded by Chad Nowak. Carried 5-0.
3. Temporary Employee Pay Rates
Chad Nowak moved to approve the following pay rates for temporary employees. Motion seconded by Rod Koons. Carried 5-0.

<u>Position</u>	<u>Hourly Rate</u>
Substitute Aide, At-Risk Programs (HHS/HMS)	\$8.00
Substitute Aide, Title I and Others	8.00
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
Substitute Paraeducator	8.00
Accompanist	10.00
Activity Trip Bus Driver	11.00
Detention Supervisor (HHS/HMS)	9.00
ELL Tutor	11.00
Suspension Supervisor (HHS 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
Summer Technology Assistant (Teacher)	15.00

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 2014 – 2015 school year. Motion seconded by Mark Rooker. Carried 5-0.
5. Approval of Transportation Handbook
Chad Nowak moved to approve the transportation handbook as presented. Motion seconded by Mark Rooker. Carried 5-0.
6. Approval of Classified Employee Benefit Manual
Chad Nowak moved to approve the Classified Employee Benefit Manual as presented. Motion seconded by Mark Rooker. Carried 5-0.

7. Election/Appointment of Board Officers for 2014 – 2015
Mark Rooker moved to approve the following appointments. Motion seconded by Chad Nowak. Carried 5-0.

MCSEC Representative	Joe Sechrist
MCSEC Alternate Representative	Deb Geis
TEEN Representative	Mark Rooker
TEEN Alternate Representative	Kim Klein
Chief Negotiator	Rod Koons
Assistant Negotiator	Chad Nowak
Professional Development Council Representative	Chad Nowak
KASB Governmental Relations Representative	Eddie Weber
USD 410 Technology Committee Representative	Kim Klein

8. Kansas Association of School Boards Membership
Mark Rooker moved to approve the district's 2014 – 2015 membership in the Kansas Association of School Boards. Motion seconded by Chad Nowak. Carried 5-0.
9. Kansas Association of School Boards Legal Assistance Fund
Mark Rooker moved to approve the district's 2014 – 2015 participation in the Kansas Association of School Boards' Legal Assistance Fund. Motion seconded by Chad Nowak. Carried 5-0.
10. Faculty Handbooks – First Reading

F. Personnel

1. Contracts
 - a. Lena Kleiner – TEEN Director
 - b. Ashlee Gann – FACT Director
Mark Rooker moved to approve a \$1,500 salary increase for TEEN Director Lena Kleiner and to approve the issuance of a contract matching Column 1, Step 0, of the USD 410 Master Contract to Ashlee Gann to serve as FACT Director. Motion seconded by Rod Koons. Carried 5-0.
2. Work Agreements
 - a. Vickie Huxman – District Office Custodian (5 Hour Per Week Reduction)
 - b. Russell Bennett – District Office Custodian (5 Hour Per Week Increase)
 - c. Janelle Heyen – Hillsboro Middle School/High School Choir Accompanist
Rod Koons moved to approve a five hour per week reduction in Vickie Huxman's work as District Office Custodian work, to approve a five hour increase in Russell Bennett's work as District Office Custodian, and to approve the hiring of Janelle Heyen to serve as Hillsboro Middle/High School Accompanist. Motion seconded by Mark Rooker. Carried 5-0.

G. Reports

1. Superintendent's Report
 - a. Summer Maintenance Update
 - b. Special Board Meeting for Approval of Checks and Financial Reports – July 10, 2014, at 7:00 p.m.
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report

H. Approval of Payment of Bills and Financial Reports

The approval of the payment of bills and financial reports was deferred to a special Board Meeting on July 10, 2014, at 7:00 p.m.

I. Communications

J. Adjournment

President Eddie Weber declared the meeting adjourned at 8:50 p.m.

Jerry Hinerman, Clerk