

**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	Rod Koons	Jared Jost
Tim Kaufman	Kim Klein (arrived at 7:05 p.m.)	Jim Paulus
Joe Sechrist		

Administrators:

Max Heinrichs

Others:

Jerry Hinerman, Clerk	Aleen Ratzlaff	Kelsey Unruh
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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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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 11th 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

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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