

AGENDA  
BOARD OF EDUCATION MEETING  
USD 353 WELLINGTON  
JULY 9, 2015

1. 7:00 p.m. CALL TO ORDER – JACKIE BERRYMAN, BOARD PRESIDENT  
PLEDGE OF ALLEGIANCE  
MEETING ROLL CALL – STEPHANIE FRAZIER, BOARD CLERK

[ X] Jackie Berryman  
[ X] Carol Hadorn  
[ X] Larry Mangan  
[ X] Jason Newberry  
[ X] Jackie Glasgow  
[ X] Angie Ratcliff  
[ X] Pat Zeka

2. Review and Adoption of Agenda

Angie Ratcliff motioned, seconded by Carol Hadorn to accept the agenda.

Motion carried 7/0

3. Election of Officers for July 1, 2015 through June 30, 2016  
President and Vice-President to be elected by open ballot per K.S.A. 72-8202a

Angie Ratcliff nominated Jackie Berryman, seconded by Larry Mangan to be President of the USD 353 Board of Education for the 2015-2016 school year. Motion carried 6/1 with Berryman abstaining.

Angie Ratcliff nominated Larry Mangan, seconded by Pat Zeka to be Vice-President of the USD 353 Board of Education for the 2015-2016 school year. Motion carried 6/1 with Larry Mangan abstaining.

10. CHANGE ORDER HVAC REVISIONS WASHINGTON LUNCH ROOM  
With the discovery of the lunch room roof supports, revisions regarding the movement of the units from the roof to the ground will be submitted for board approval if available by meeting time. This is a move that serves the building in a better and more efficient manner and is widely supported by those involved with the initial finding and is well within the guidelines of the funding.

Angie Ratcliff motioned, seconded by Larry Mangan, to approve the movement of the HVAC units from the roof to the ground.

Motion carried 7/0

#### 11. REVISED CHANGE ORDER #1 APPROVAL

A revised change order in the safety and security phase of the remodel with district facilities is presented. The board has discussed this with the architect at a work session but the safety and security glaze covering and other items have been upgraded.

Angie Ratcliff motioned, seconded by Larry Mangan to approve the revised change order #1.

Motion carried 7/0.

#### 11A. WMS PLANS ON GYMNASIUM

Members of PBA and Walz, Harmon, Huffman will be present along with WMS Principal, Jamie Ybarra to discuss plans regarding the construction of the secondary gymnasium at the WMS.

No action taken.

#### 4. Clerk of the Board – per K.S.A. 72-8202c.

It is recommended that the board appoint Stephanie Frazier as Clerk and Helen Hawkins as deputy clerk.

Carol Hadorn motioned seconded by Angie Ratcliff to appoint Stephanie Frazier as board clerk and Helen Hawkins as deputy clerk.

Motion carried 7/0

#### 5. RECOGNITION OF PATRONS

Comments from Public:

Individuals are reminded that comments are limited to three minutes, and all comments should avoid specific reference to specific students or personnel. Comments during the board discussion will not be recognized unless solicited from the board or administration.

Pastor Michael Adkins - Friendly Second Baptist Church - 125th Anniversary Celebration

#### 6. APPROVAL OF RESOLUTIONS, APPOINTMENTS AND DESIGNATIONS FOR 2015-2016 TO BE DONE BY CONSENT AFTER EACH HAS BEEN READ BY THE CLERK AND DISCUSSED AS NEEDED:

##### a. Approve Resolution for Board Meetings

- (1) Recommend second Thursday at 7:00 p.m.
- (2) Location to be District Office, 221 S. Washington, Wellington, Ks
- (3) Approve special meeting waiver
- (4) Board packets to be delivered to board members on the Tuesday prior to board meeting.

Proposed Meeting Dates:

July 9, 2015	January 14, 2016
August 13, 2015	February 11, 2016
September 10, 2015	March 10, 2016
October 8, 2015	April 14, 2016
November 12, 2015	May 9, 2016
December 10, 2015	June 9, 2015

**b. Board Appointments and Designations According to Law**

All appointments are for the 2015-2016 school year as of July 1, 2015 through June 30, 2016.

- (1) It is recommended to designate the Security State Bank as the official school district bank
- (a) Checking Accounts
  - (b) Investment of idle funds-Authority to bid out to district banks
  - (c) Pledging of first mortgage real estate for security not is allowed.
  - (d) It is recommended to approve Board President, Jackie Berryman; Stephanie Frazier, Board Clerk; Forrest Bryant, Treasurer; and, Wendy Goodrum, Payroll Clerk to sign checks for the district.

(2) Treasurer

It is recommended to the Board to appoint Forrest Bryant as Treasurer of the Board.

(3) Approval of Participation in the National School Lunch and Breakfast Program

It is recommended to the Board that this formality be adopted to allow USD 353 to participate in the national school lunch program.

(4) Food Service Representative

It is recommended to the Board to appoint Sandra Clift as authorized representative for food service and John Walton as free and reduced lunch representative and appeals officer.

(5) Kansas Public Employees Retirement System (KPERs) District Representative

It is recommended to the Board to appoint Helen Hawkins as KPERs representative.

(6) Impact Aid, Federal Programs & Homeless Children Coordinator

It is recommended to the Board to appoint John Walton as the district representative coordinator for Impact Aid, Federal Programs & Homeless Children Coordinator

(7) Official Newspaper and Media

It is recommended to the Board to designate the Wellington News as the district official newspaper and KLEY-KWME as the official radio station and Sumner Cable TV as the official television station.

(8) Bid Committee

It is recommended that two Board of Education members, Larry Mangan and Carol Hadorn be appointed to the Bid Committee.

(9) School Attorney

It is recommended to the Board to appoint Shawn DeJarnett as the school attorney.

10) SRS Representatives

It is recommended to the Board to appoint the building principals as the SRS representatives.

(11) District Hearing Officers – Compliance Officer and Section 504 Coordinator

It is recommended to the Board to appoint Mr. Brad Morris as the district hearing official, compliance officer and Section 504 Coordinator. It is recommended to the Board to appoint Rick Weiss or his designee as hearing official in special cases.

(12) USD 353 Organizational Chart

It is recommended to the board that the USD 353 Organizational Chart be reviewed and approved.

(13) USD 353 Asbestos Coordinator

It is recommended to the board to appoint Rick Weiss, Brad Morris, and Mike Simpson as the district's asbestos coordinators.

(14) USD 353 American with Disabilities Act Coordinator

It is recommended to the board to appoint Rick Weiss, Brad Morris, and Mike Simpson as the coordinators of the American with Disabilities Act.

c. Establishment of Activity Funds (SB 2902)

It is recommended to the board to establish activity funds as per resolution and the following persons be approved to sign revolving fund checks:

Central Office: Rick Weiss and Helen Hawkins

High School: Adam Hatfield, John Buckendorf and Stephanie Lawrence

High School Activity Fund: Adam Hatfield, Brian Buchanan and Stephanie Lawrence

Middle School: Jamie Ybarra, Brian Aufdengarten and Brian Buchanan

Special Education: Raj Sharma and Jennifer Robinson

Food Service: Sandy Clift and Stephanie Frazier

d. Approval of Revolving Fund Limits

Central Office - \$1,000.00

High School - \$1,500.00

Middle School - \$750.00

Special Education - \$500.00

Food Service - \$500.00

e. Adoption of the 1,116 Hour Attendance Plan

It is recommended to the board to adopt the 1,116 hour attendance plan for the 2015-2016 school year. Preliminary inspection of the 2015-2016 school calendar would include

enough documented time to comply with the regulation. All time that includes student-teacher contact in the classroom and parent-teacher conferences and half of the district in-service time can be accounted for within this process. The hour format provides the district with increased flexibility considering alternatives for the 1,116 hour requirement.

f. Designated Snow Make-Up Dates

It is recommended to the board to adopt March 28, April 15, and May 18, 2015 as inclement weather make-up dates for the 2015-2016 school year. It should also be noted that additional days may be needed according to weather conditions throughout the year. It is recommended that any additional days are needed to record the mandated 1,116 hours other than the 3 listed be made up during the week of May 18 through 25, 2016.

g. Waive GAAP

It is recommended to the board to adopt the annual waiver of requirements for generally accepted accounting principles for fiscal year 2016. The governing body finds that financial statements and financial reports are not relevant to the requirements of the cash basis and budget laws of Kansas and are of no significant value to the governing body or members of the general public of this municipality. This is standard practice for school districts to follow at this time.

h. Approve the Publication of the 2015-2016 Budget and Establish the time for the Budget Hearing

A general review of the 2015-2016 budget will be presented in preliminary form. Estimations used in determining this budget were based on enrollment and weighting factors we ended the 14-15 school year with. This has traditionally provided us with a good estimation of what our amounts will be. It will be our intent to have the budget reviewed by our auditor and the school finance team of the Kansas State Department of Education by the end of July, 2014. With their inspection and review of this document, it becomes a sound instrument and is ready for publication. A general practice is to schedule the budget hearing at an earlier time (such as 6:45 p.m.) before the regularly scheduled board of education meeting on August 13, 2015. If circumstances warrant, the board may choose any date before August 25, 2015 to comply with this regulation. With the paper now being a weekly publication, we will need to have it published during the last week of July. (Brad Morris, Wendy Goodrum, and Rick Weiss will have the budget reviewed by our auditor and Dale Dennis, KSDE by the approval deadline.)

The Budget Hearing will be held on August 19, 2015 at 6:00 p.m. at the District Office.

i. Other Financial Considerations

- (1) Establish mileage rate for reimbursement
- (2) As authorized by K.S.A. 75-3203a, the Secretary of Administration has fixed the private vehicle mileage reimbursement rates for FY 2015 at: .56 cents per mile
- (3) Approve early payment request policy K.S.A. 12-150(b)
- (4) Adopt section 125 Flexible Benefit Plan for employees, effective October 1, 2014.
- (5) Approve Substitute teacher rate at \$80.00 per day.
- (6) Classified substitute rate at the Federal Minimum Wage Rate

j. Approval to Destroy Old Records as per Resolution

k. Establish Home Rule by Board of Education (Resolution)

l. Health Insurance Resolutions:

Appoint Brad Morris or Wendy Goodrum as the district contacts.

m. Classified Handbook Committee

It is recommended to appoint the Board President and Angie Ratcliff to this committee.

n. Official Custodian of all Central Office Records

It is recommended that Brad Morris and Stephanie Frazier be designated as official custodians of the central office records maintained by the district and all records established and maintained at the building level.

Carol Hadorn motioned, seconded by Angie Ratcliff to approve the resolutions, appointments and designations as amended for the 2015-2016 school year.

Motion carried 7/0

#### 7. REGULAR CONSENT AGENDA (HAVE CLERK READ THE CONSENT AGENDA)

a. Approval of the Minutes - June 11, 2015 regular meeting & the June 17, 2015 Special Meeting minutes.

b. Approval of Bills, Finance and Other Matters – Business Department

Bills: \$1,509,959.15

Payroll: \$1,205,784.76

c. Personnel:

1. Resignation:

Jesse Dale: WHS PE Teacher, Head Baseball Coach, and Assistant Football Coach

2. Approval of Employment:

Heather Schmidt: 2nd Grade Long Term Sub at Kennedy Elementary

Jourdan King: WMS Interrelated Educator

Kelsie Barlow: 5th Grade Teacher at Eisenhower

Kurt Sherry: USD 353 Gifted Education

Debbie Harn: Special Education Teacher at Eisenhower

Taylor Becker: 1st Grade Teacher at Eisenhower

Briana Stephenson: WHS Head Volleyball Coach - 2015-2106 Season

3. Transfers:

Kristi Whaley: from 2nd Grade long term sub at Kennedy to 1st Grade Teacher at Kennedy

d. Contractual Agreements with Futures Unlimited, Inc.

For many years USD 353 and Futures Unlimited, Incorporated have developed and maintained extensive cooperative agreements that serves our students, faculty and community successfully. It is recommended to continue those agreements during the 2015-2016 school year.

One on One student transportation: \$4,176.00

Transportation of USD 353 Gifted Students from elementary schools to the high school 2 days a week: \$1,900.00

Transportation of Pre-School Students: \$91,560.00

Early Intervention Program: \$193,960.00

Pre-K Program: To be determined by the reported student enrollment, September 20, 2015

e. Requirement for Local Policies, Practices, and Procedures – Special Education

This requirement is for official recognition factors from the Kansas State Department of Education. The practice disclosed in this portion of the agenda is essentially the standard operating procedure of USD 353 for several years. Board approval will meet all the bureaucratic requirements if we are audited. As part of the annual LEA Application, districts are required to provide assurances that they will adopt and implement policies which conform to state and federal statutes and regulations regarding special education. These assurances to adopt district policies aligned to federal and state statutes and regulations fulfill the policy portion of this requirement. In addition, the Special Education Process handbook meets requirements regarding procedures, if adopted by the district board of education. Adoption and implementation of practices (or programs) fulfill the final requirements. The terms practices or programs refers to how policies and procedures are actually applied.

f. Student Insurance – Renn & Company. The cost for student insurance for traditional coverage and what the KSHSAA does not provide coverage for in their catastrophic plan is \$17,500.00 for the 15-16 year.

g. 2014-2015 SCHOOL LUNCH PRICES

As submitted by Sandy Clift, USD 353 Food Service Director

At the beginning of the 2012-2013 school year Federal Standards imposed by the Obama Administration mandated an increase in school lunch prices. The mandates were imposed to reduce child obesity by reducing portions of food and increasing prices. There were numerous complaints but schools operating with federal reimbursements and the National School Lunch Program could not change back to the previous ways. Since that time, Sandy Clift, USD 353 Food Service Director has done a great job in operating under these new guidelines. She continues to present an attractive, tasty and nutritious meal and operates her program in a self sufficient financial manner which is an almost impossible endeavor in these times. There have been some adjustments from the rigorous standards imposed by the Federal Government but it has not decreased many of the mandates

regarding prices and food offerings. Therefore, price increases have been implemented during the 14-15 school year. Once again, Mrs. Clift has done a tremendous job in maintaining the status quo showing an increase (Breakfast prices have been approved but have been included in the total package.)

Breakfast	Lunch
\$2.00 – Adults	\$3.50 – Adults
\$1.50 – Students (All Grades)	\$2.50 – Students (Kindergarten – 5 <sup>th</sup> Grade)
.30 - Reduced	\$2.75 – Students (Grades 6 – 8)
	\$3.00 – Students (WHS 9 – 12)
	.40 – Reduced
.50 Extra Milk	
1.00 Double Entree for Grades 6 – 12 & Adults	

#### h. 2015-2016 WMS ENROLLMENT FEES

This item is placed on the agenda in case there are any changes proposed. If there are not any presented the fees will remain consistent with last year.

Motion to withdraw item from consent agenda:

No action taken.

#### Consent Agenda Action:

Angie Ratcliff motioned, seconded by Carol Hadorn to approve the Consent Agenda as amended.

Motion carried 7/0.

#### 8. WORK SESSION PROPOSALS

The board has adopted the precedence of the last Wednesday of each month being designated as the time for board work session which allows for presentations or discussions but no official action on behalf of the board. Times for such sessions have been 4:00 p.m. Exceptions can be made for November and December because of Thanksgiving and Christmas holidays. There is also the option of deciding at each regularly scheduled board meeting to decide upon whether to have a work session.

Potential dates:

(2015) July 29 August 26 September 30 October 28 November 18 December 16

(2016) January 27 February 24 March 30 April 27 May 25 June 29

Jackie Glasgow motioned, seconded by Larry Mangan to approve the potential board Work Session dates.

Motion carried 7/0

#### 9. FOOTBALL FIELD FACILITIES UPDATE



Work on the concrete adjustments to the ADA areas to the bleachers is being completed. There will be some work done at the North end to make the connection with the sidewalk adjacent to 9th street more accessible. Upon conferring with the Russell Brothers and Steve Gill, Rick Weiss asked them to complete preliminary plans to address draining and pooling problems with the Northwest part of the field and to figure the cost for the last semi circle sidewalk that would connect the visitor and home sides of the field. Since we have all of them in field working let us look at the cost and perhaps finish this project and have a field that is comparable to others in the league. These funds would be Capital Outlay and not necessarily focused on academic needs. Capital Outlay can be used for technology and plans will be forthcoming on that front with funding available.

No action taken.

#### 12. APPROVAL OF BUILDING HANDBOOKS

This item is being placed on the agenda in case there are any handbooks that have not been approved or any that need to be amended. Most if not all handbooks for the 15-16 school year have been approved. The WHS Handbook will be included for approval.

No action taken.

#### 13. REQUEST FROM FRIENDLY SECOND BAPTIST CHURCH

Pastor Michael Adkins of the Friendly Second Baptist Church of Wellington has made a request to the board regarding the use of the WHS Auditorium, Commons, and other facilities for their 125th Anniversary in May of 2017. Other considerations on behalf of the board are also requested.

Angie Ratcliff motioned, seconded by Carol Hadorn, to approve the Friendly Second Baptist Church of Wellington's request to use the WHS Auditorium and Commons area in May of 2017 for their 125th Anniversary celebration. The Friendly Second Baptist Church shall pay for custodial fees to have a custodian on site during the celebration.

#### 14. REQUEST FOR MEMBERSHIP TO KANSAS SCHOOL ATTORNEY'S ORGANIZATION

It is recommended the district provide School attorney, Shawn DeJarnett dues to the Kansas School Attorney's Organization which is associated with the Kansas Association of School Boards. This membership provides the school attorney access to the legal department of KASB and all resources. It also allows the attorney to attend the school law conferences. The cost does not exceed \$750.00. This has been approved for our local school attorneys for the past 4 years.

Angie Ratcliff motioned, seconded by Larry Mangan to provide school attorney, Shawn DeJarnett, dues to the Kansas School Attorney's Organization.

Motion carried 7/0.

#### 15. REVISION TO CLASSIFIED PERSONNEL HANDBOOK (SICK LEAVE BANK)

This past year there have been both classified and certified personnel indicating a choice to join the sick leave bank and then later in the year decide they did not want to be in the bank. Obviously, this creates confusion for those trying to keep track of who is in or out of the bank and also maintaining an accurate accounting of the number of days in the bank. The board may make this adjustment with the classified personnel but will need to address the other through professional negotiations.

Revised Clause: If an employee elects to be part of the sick leave bank, they cannot revoke this request once they have donated to the bank. If the bank becomes depleted, they may choose to opt out of the sick leave bank at that time and they will not be required to donate an additional day.

Angie Ratcliff motioned, seconded by Jackie Glasgow to include the revised clause in the certified handbook regarding the sick leave bank.

Motion carried 7/0

#### 16. KANSAS ASSOCIATION OF SCHOOL BOARDS MEMBERSHIP

It is recommended to maintain membership with the Kansas Association of School Boards. The services provided by this organization are too valuable to sacrifice regarding the budgetary cuts being mandated by the state government against public schools. Dues for the 2015-2016 school year are \$11,111.00.

Angie Ratcliff motioned, seconded by Jackie Glasgow to maintain membership with the Kansas Association of School Boards.

Motion carried 7/0.

#### 17. KANSAS ASSOCIATION OF SCHOOL BOARDS LEGAL ASSISTANCE FUND

This is a similar introduction as the previous item regarding the finances of the district. It is recommended to continue the membership with the legal assistance fund for dues amounting to \$1,650.00. Excellent advice and guidance is provided by this organization.

Angie Ratcliff motioned seconded by Carol Hadorn to continue the membership with the legal assistance fund for the 2015-2016 school year.

Motion carried 7/0.

#### 18. REVIEW OF DISTRICT TECHNOLOGY AND CURRICULUM COMMITTEES CHILD STUDY TEAM - SPECIAL EDUCATION

With the transitional phase of leadership within these departmental areas a review of these committees that were initiated the past year will be presented. The basic formation

and membership along with the purposes and vision of the committees can be discussed. The board has approved these committees but a discussion at this point could be appropriate.

No action taken.

19. Administrator Reports, Assistant Superintendent Report, & Superintendent's Comments

Adam Hatfield discussed the Farm & Home show taking place at the high school as part of the Kansas Wheat Festival.

Raj Sharma gave a legislative update with Special Education.

Brad Morris noted his transition into the district is going well.

Rick Weiss discussed his concern with our current State funding crisis.

20. Board Comments/Concerns:

Carol Hadorn discussed the construction meetings that she and Larry Mangan have been attending.

Jackie Glasgow expressed her congratulations to Raj Sharma for meeting compliance indicators, as well as the Wellington Recreation Center on the grand opening of their new facility.

21. EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL

No action taken.

22. EXECUTIVE SESSION TO DISCUS NEGOTIATIONS

No action taken.

23. Adjournment

Jackie Berryman adjourned the meeting at 9:03 p.m.