

**USD 353 Wellington
Board of Education Meeting
July 9, 2018 at 7:00 p.m.**

- 1.0 Meeting Opening
 - 1.1 Call to Order: Jackie Berryman, President
 - 1.2 Pledge of Allegiance
 - 1.3 Roll Call: Stephanie Frazier, Clerk
 - [X] Jackie Berryman
 - [X] Carol Hadorn
 - [X] Larry Mangan
 - [X] Jason Newberry
 - [X] Jackie Glasgow
 - [X] Angie Ratcliff
 - [X] Pat Zeka
 - 1.4 Adoption of Agenda

Angie Ratcliff motioned, seconded by Jackie Glasgow to approve the agenda as presented.

Motion carried 7/0.

- 1.5 Recognition of Patrons and Staff
- 1.6 Public Comment
- 1.7 Election of Officers

Angie Ratcliff motioned, seconded by Carol Hadorn to appoint Jackie Berryman as President and Jason Newberry as Vice President.

Motion carried 6/0.

- 1.8 Appoint Clerk of the Board

Carol Hadorn motioned, seconded by Pat Zeka to appoint Stephanie Frazier as USD 353 Clerk of the Board for fiscal year 2018-2019.

- 2.0 Executive Session
 - 2.1 Non-Elected Personnel

Angie Ratcliff motioned, seconded by Jackie Glasgow to go into executive session to discuss employee contractual matters pursuant to the non-elected personnel exception under the Kansas Open Meeting Act, and the open meeting will resume in the boardroom at 7:14 p.m. to include Dr. Whitener and Adam Hatfield.

Motion carried 7/0.

At 7:14 p.m. the meeting was back in open session with no biding action taken.

- 3.0 Consent Agenda
 - 3.1 Approve the Minutes of the June Regular Board Meeting.
 - 3.2 Approve Payroll and Bills
 - Bills: \$ 951,423.03
 - Payroll \$ 2,185,543.78
 - 3.3 Act on Appointments, Designations and Authorizations
 - 3.3.1 Deputy Board Clerk: Wendy Goodrum
 - 3.3.2 Food Service Authorized Representative and Determining Official for Free and Reduced Priced Meal Applications: Mark Whitener
 - 3.3.3 Federal Programs and Projects Representative: Ann Shinliver

- 3.3.4 Truancy Reporters: All school-building administrators
- 3.3.5 Coordinator for Homeless Children: Dr. Jen Kern
- 3.3.6 KPERS Representative: Stephanie Frazier
- 3.3.7 Freedom of Information Officer: Adam Hatfield
- 3.3.8 Federal Anti-Discrimination Compliance Officer: Heath Peine
- 3.3.9 Official Newspaper for Legal Publications: – The Wellington Daily News
- 3.3.10 Official Depository for school district funds, pursuant to K.S.A. 9-1401: Impact Bank
- 3.3.11 Authorize the Board Clerk, pursuant to K.S.A. 43-105b to pay claims against the District in advance of the regular board meeting in order for the District to benefit from discounts.
- 3.3.12 Authorize application for and utilization of funds from Title I, Title II, Vocational Grants, Eisenhower Math and Science Grants, and Food Service Program (free and reduced meals).
- 3.3.13 Adopt the hourly required school year as follows: Kindergarten through Grade 11 - 1116 hours, and Grade 12 - 1086 hours.
- 3.3.14 Adopt the state mileage rate of \$0.545 per mile.
- 3.3.15 Approve membership in the KASB Legal Assistance Fund-\$1,650
- 3.3.16 Approve Membership to Kansas Association of School Boards -\$5,035)
- 3.3.17 Adopt guidelines for activity funds and gate receipts according to K.S.A. 72-8208a.

3.4 Act on Resolutions Authorizing Petty Cash and Activity Funds for Administrative Offices as presented according to K.S.A. 72-8208

- Superintendent's Revolving-\$1000
 - High School \$1500
 - Middle School - \$1500
 - Special Education \$500
 - Elementary Schools -\$500
- 3.4.1 Act on Resolution (19-01) Authorizing a Petty Cash Fund for Superintendents Revolving Fund.
 - 3.4.2 Act on Resolution (19-02) Authorizing a Petty Cash Fund for the High School and Middle School
 - 3.4.3 Act on Resolution (19-03) Authorizing a Petty Cash Fund the elementary schools and for Special Education.
 - 3.4.4 Act on Resolution (19-04) Authorizing Activity Funds for designated schools according to K.S.A. 72-8208including WHS, WMS, Lincoln, Washington, Kennedy, and Eisenhower.
 - 3.5 Act on Resolution (19-05) to Waive Generally Accepted Accounting Practices (GAAP)
 - 3.6 Act on Resolution (19-06)to Establish Board of Education Meeting Dates, Times, and Location. Regular meetings shall be the second Monday of each Month at the District office at 7:00 p.m.
 - 3.7 Act on Resolution (19-07) to Establish Home Rule by Board of Education.
 - 3.8 Act on Resolution (19-08) to rescind policy statements from the previous year.

3.9 Personnel

- 3.9.1 Accept Resignations
 - JT Yunker: WMS Assistant Football
 - Deb Harn: SPED, IKE
- 3.9.2 Approve New Personnel
 - Chad Whaley: Grounds Keeper
 - Stephanie Lawrence: Business Office
 - Cathy Shaw: Elementary P.E.
 - Michelle Partridge: Occupational Therapist Assistant
 - Daniel Farley: WHS Assistant Football
 - Tonnor Finch: WHS Assistant Football
 - Stephanie Tallberg: 8th Grade Math
 - Samuel Amburgey: WMS Counselor
- 3.9.3 Approve Change in Employment
 - Approve Dr. Jennifer Kern as Assistant Superintendent for Curriculum and Technology
 - Approve Zachary Lawrence as Assistant Director of Special Education

Approve Transfer of Tim Lira, Elementary P.E. to WMS P.E.

3.10 Approve Dates for Budget Review, Publication, and Budget Hearing as Presented

The following dates are recommended:

- Aug. 6th Review budget and approve publication
- Aug. 8th Publish Budget
- Aug. 20th Budget Hearing 7:00 p.m.

3.11 Approve Administrative Contracts for 18-19

3.12 Approve Adult Meal Prices for 18-19.

3.13 Approve Shawn DeJarnett as District's Legal Counsel

3.14 Appoint Jared Brown as District Treasurer

Angie Ratcliff motioned, seconded by Larry Mangan to approve the consent agenda as presented.

Motion carried 7/0.

4.0 **Action Items**

4.1 Approve Appointments to Committees

Committee	BOE Member(s)
Insurance	Carol Hadorn & Larry Mangan
Negotiations	Angie Ratcliff & Jason Newberry
Technology	Angie Ratcliff & Jackie Glasgow
Wellness	Jackie Berryman

4.2 Approve Out of State Travel

4.2.1 **Wilson Reading Training-**

Wilson Reading is our reading program for our students who are struggling the most. The training for this program is all located out of state. We would like to send two individuals (teacher and/or instructional coach) to receive in-depth training in the reading program. The expectation is that these individuals would bring that knowledge back to Wellington and train the rest of the district. There are various locations and dates available including a couple that are less than 500 miles away and are within driving distance. Training hasn't been available for over six months as the publisher updated the program to a newer version and I anticipate that classes will fill up quickly. We would like permission to send two teachers to any available training that we can schedule. We will attempt to find the best option based on distance and availability of staff and time of year. (Staff to be determined)

Angie Ratcliff motioned, seconded by Pat Zeka to approve the out of state travel for Wilson training as presented.

Motion carried 7/0.

4.2.3 **Council of Administrators of Special Education's Annual Conference (CASE)**

As I mentioned in my board briefs last month, I am requesting travel to the CASE conference again this year. This conference will take place in November 8th-10th in Biloxi, MS. This is a conference that I've attended the past two years. This year I've been asked to present on the good work being done here in Wellington with MTSS and Special education. In addition to sharing the work that our administrators and teachers have done, I will also have an opportunity to participate in the conference which is targeted toward the needs of special education directors. As other conferences in the past, the state has agreed to offer reimbursement for the costs of registration, hotel and flights up to \$1,500 (which is close to the

actual cost) for up to 5 directors. I will not know until later if I'm selected and early registration is required for presenters. I believe I stand a very good chance of being selected as this conference conflicts with another that most directors in Kansas attend in Omaha. I am requesting permission to attend and present whether I receive funding from the state or not. If I do not, the money will come from SPED grant funds. Thank you for your consideration.

Jackie Glasgow motioned, seconded by Carol Hadorn to approve the out of state travel for Council of Administrators of Special Education's Annual Conference as presented.

Motion carried 7/0.

4.2.4 Teaching Learning and Coaching Conference (TLC):

According to Michael Fullan, international expert in school reform, there are four drivers that lead to positive school reform: capacity building, collaborative work, pedagogy and systems. We have made great strides in all four areas during the last two years in Wellington. When it comes to capacity building, we have brought in some of the best training in the nation from outside experts to train our teachers including Safe and Civil Schools, Visible Learning, Kansas MTSS, Sumner Mental Health and next year the School Mental Health Initiative. Much of this we have received at no cost to the district including 13 days of MTSS training and 10 days of Foundations training (over three years). We send our building administrators to the MTSS symposium to extend their learning to help them become instructional leaders and build their capacity beyond what we can bring into Wellington so they can further support their teachers. This year we get to send 11 administrators for FREE to the MTSS symposium due to our good work and effort with TASN and MTSS. We are building capacity for our teachers and principals!

Two of the trainers we bring into Wellington have recommended that we send staff to the TLC conference. This conference includes two of the trainers we have brought in to Wellington (Kristen Anderson and Tricia McKayle) along with Randy Sprick, Jim Knight, Peter DeWitt, Pedro Noguera and Chip Heath. I would like permission for the district office administrators (Dr. Whitener, Dr. Kern, Mr. Hatfield and myself) and our instructional coach to attend this conference that takes place in Henderson, NV. This conference is targeted to build the capacity of leaders and coaches. It is the perfect storm of presenters and information that aligns directly with what we are already doing, but extends into knowledge that helps to lead our system. It allows us to build our capacity to further support our staff. Registration for the conference can be covered through SPED grant money. The rest of the cost would come from district funds. Below I've listed some of the session that would be helpful to us. If we are to attend, we will need to register as soon as possible before this October 9th-11th conference sells out. Topics Include:

- Changing the Mindset of Staff Regarding Student Misbehavior
- The Courage to be a Real Leader: Learn About yourself to Change the Way you Lead Others
- An Essential Transformative Strategy: Building Trust with Adults
- Coaching School Leaders: Raising Self-efficacy to Improve Practices
- Self-Authorship: The Secret to Unlocking Yourself for Leadership
- Creating an Equitable School District Through Coaching
- The Role of Leadership in Building Capacity of Teachers to Meet Student Needs
- + Many sessions directly reading to instructional coaching

(Travel and accommodations Cost: Approx. \$4000 from Federal PD Funds)

Carol Hadorn motioned, seconded by Larry Mangan to approve the out of state travel for Teaching Learning and Coaching Conference as presented.

Motion carried 7/0.

4.3 Approve Washington Playground Equipment

The Washington playground is in the worst repair of all district playgrounds. The district strategic plan provides for ADA playgrounds at all schools. The plan presented will meet ADA requirements. Washington PTO will reimburse the district for \$8139.11 of the cost. This project will be paid for from Capital Outlay funds (current balance is approx. 2 million). **See board folder for complete bid information.**

Carol Hadorn motioned, seconded by Pat Zeka to approve the Fry and Associates bid to replace the Washington playground equipment for \$108,139.11.

Motion carried 7/0.

4.4 Approve Bleachers for Track Facility

As part of the district strategic plan, we are scheduled to replace the bleachers at the track facility. Mr. Hatfield has developed a long-range improvement plan for the facility in collaboration with Mr. Elder and Mr. Craig. The bleachers will be phase one of this plan. Labor will be provided by Mr. Elder, WHS Construction students, and by Mr. Craig and other community members. This will save the district significant costs, and provide real-world learning experiences for our students. **The low bid is located in the board folder.**

Angie Ratcliff motioned, seconded by Carol Hadorn to approve the bid from BSN Sports in the amount of \$34,445 to replace bleachers at the track facility.

Motion carried 7/0.

4.5 Approve Fresh Fruit and Vegetable Grant

The district's Fresh Fruit and Vegetable Grant has been renewed for Lincoln and Kennedy.

Carol Hadorn motioned, seconded by Pat Zeka to approve the Fresh Fruit and Vegetable Grant as presented.

Motion carried 7/0.

4.6 Approve Digital Math Supplemental

Dr. Kern presented on the digital learning math platform that aligns with our current K-8 math program during the June BOE meeting. The platform is from Dreambox Learning (www.dreambox.com) and is considered one of the best platforms available to support individualized learning. Redesign students in grades 4-5 at Kennedy, and 9-10 at WHS will have access to the Summit Learning platform. However, all other schools will not have access to Summit. The district would use Dreambox to support differentiation and acceleration for students not using the Summit platform. The cost is \$30 per student, per year.

Pat Zeka motioned, seconded by Jackie Glasgow to approve the purchase of Dreambox digital math learning platform as presented.

Motion carried 7/0.

5.0 Discussion/Report Items

5.1 Redesign Updates

Dr. Kern and Mrs. Smith will give updates on Redesign. Additional information on Redesign has been added to the district web page.

5.2 Secondary Handbooks

5.3 Classified Handbooks

5.4 Admin Reports

5.5 Board Member Comments

6.0 Executive Session

6.1 Non-Elected Personnel

Jackie Berryman motioned, seconded by Angie Ratcliff to go into executive session to discuss employee contractual matters pursuant to the non-elected personnel exception under the Kansas Open Meeting Act, and the open meeting will resume in the boardroom at 9:20 p.m. to include Dr. Whitener.

Motion carried 7/0.

At 9:20 p.m. the meeting was back in open session with no biding action taken.

Jackie Berryman motioned, seconded by Angie Ratcliff to go into executive session to discuss employee contractual matters pursuant to the non-elected personnel exception under the Kansas Open Meeting Act, and the open meeting will resume in the boardroom at 9:25 p.m.

Motion carried 7/0.

At 9:25 p.m. the meeting was back in open session with no biding action taken.

Jason Newberry motioned, seconded by Angie Ratcliff to go into executive session to discuss employee contractual matters pursuant to the non-elected personnel exception under the Kansas Open Meeting Act, and the open meeting will resume in the boardroom at 9:38 p.m.

Motion carried 7/0.

At 9:38 p.m. the meeting was back in open session with no biding action taken.

7.0 Additional Action

Carol Hadorn motioned, seconded by Angie Ratcliff to extend Dr. Mark Whitener's contract for 2 years.

Motion carried 7/0.

8.0 Adjourn

Jackie Berryman adjourned the meeting at 9:40 p.m.

RESOLUTION #19-01

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 353, Sumner County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 353, Sumner County, Kansas that a petty cash fund designated as the District Office Petty Cash Fund is created for the purpose of receiving and expending funds for needed Elementary expenditures in an emergency. The fund shall be in the amount of \$1500.00.

The fund shall be administered by District Office Staff. The Clerk of the board shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

RESOLUTION #19-02

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 353, Sumner County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 353, Sumner County, Kansas that petty cash funds designated as the High School and Middle School Petty Cash Funds are created for the purpose of receiving and expending funds for needed expenditures in an emergency. The funds shall be in the amount of \$1,500.00.

The fund shall be administered by High School and Middle School Office Staff. The financial secretaries shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash funds shall be replenished by payment from the appropriate fund of the school district.

The petty cash funds shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

RESOLUTION #19-03

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 353, Sumner County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 353, Sumner County, Kansas that a petty cash fund designated as the Elementary Petty Cash Fund, and Special Education Petty Cash Fund are created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$500.00.

The fund shall be administered by Office or Administrative Staff. The Secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

RESOLUTION #19-04

RESOLUTION TO ESTABLISH ACTIVITY FUNDS

WHEREAS, the Board of Education of Unified School District No. 353, Sumner County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 353, Sumner County, Kansas that an activity fund designated as the Activity Fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

The funds shall be administered by Middle School and High School Office Staff. The School Secretaries shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

RESOLUTION #19-05
GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

WHEREAS the Board of Education of Unified School District No. 353, Sumner County, Kansas, has determined that the fiscal year-end expenditures, reports and statements be prepared by the Superintendent of School, School Treasurer and the Board Clerk, upon the advice of the School Auditor and with the approval of expenditures by a designated School Board Member.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, in regular meeting duly assembled this 9th day of July, 2018, that said board request the Superintendent of Schools, School Treasurer and the Board Clerk, with the advice of the School Auditor and with the approval of expenditures by the designated School Board Member prepared the fiscal year-end expenditure reports and statements. This includes transfers to and from accounts as authorized by statute.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

RESOLUTION #19-06

RESOLUTION TO ESTABLISH REGULAR MEETING DATES

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of U.S.D.

No. 353, Sumner County, Kansas, at its regular meeting held July 9th, 2018, establishes the following meeting schedule for regular Board of Education meetings to be held during the 2018-2018 school year (see attached schedule).

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

Date	Time	Location
July 9th, 2018	7:00 p.m.	District Office
Aug. 13th, 2018	7:00 p.m.	District Office
Sept. 10th, 2018	7:00 p.m.	District Office
Oct. 8th, 2018	7:00 p.m.	District Office
Nov. 12th, 2018	7:00 p.m.	District Office
Dec. 10th, 2018	7:00 p.m.	District Office
Jan. 14th, 2019	7:00 p.m.	District Office
Feb. 11th, 2019	7:00 p.m.	District Office
March 11th, 2019	7:00 p.m.	District Office
Apr. 8th, 2019	7:00 p.m.	District Office
May 13th, 2019	7:00 p.m.	District Office
June, 10th, 2019	7:00 p.m.	District Office
July 8th 2019	7:00 p.m.	District Office

The first meeting for the 19-20 fiscal year will be held July 8th, 2019 at the District Office at 7:00 p.m.

RESOLUTION #19-07

ESTABLISH HOME RULE BY BOARD OF EDUCATION

WHEREAS, the Board of Education of Unified School District No. 353, Sumner 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 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. 353, Sumner County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.

Resolution #19-08

Rescinding Policy Statements Found in Board Minutes

Be it resolved that all policy statements found in the minutes of this board of education prior to June 30, 2018, be rescinded, and that the board of education adopt the policy manual (or written policies) as presented and recommended by the superintendent of schools, to govern this school district during the 2018-2019 school year, subject to periodic review, amendment, and revision by the board of education.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 9th day of July, 2018.