

AGENDA
BOARD OF EDUCATION MEETING - MINUTES
USD 353 WELLINGTON
JULY 11, 2013

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

- Jackie Berryman
- Carol Hadorn (Out of town)
- Larry Mangan
- Jason Newberry
- David Peck
- Angie Ratcliff
- Bob White

2. Review and Adoption of Agenda

David Peck moved, seconded by Bob White to approve the agenda with the changes noted.

Motion carried 6/0

3. Election of Officers for July 1, 2013 through June 30, 2014

Bob White nominated Jackie Berryman, seconded by Angie Ratcliff to be President of the USD 353 Board of Education for the 2013-2014 school year. Motion carried 5/1 with Berryman abstaining.

Angie Ratcliff nominated David Peck, seconded by Bob White to be Vice-President of the USD 353 Board of Education for the 2013-2014 school year. Motion carried 5/1 with David Peck abstaining.

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

Bob White moved, seconded by Angie Ratcliff to appoint Skyler Wencel as board clerk and Helen Hawkins as deputy clerk. Motion carried 6/0

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.

Linda Chase – WHS FFA Instructor

6. APPROVAL OF RESOLUTIONS, APPOINTMENTS AND DESIGNATIONS FOR 2013-2014 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.

* There have been conflicts with Senior Night at WHS on the regularly scheduled May meeting date which would be Thursday, May 8, 2014. The board chose to move the 2013 meeting to the following Monday and that worked great. The reciprocating date for 2014 would be Monday, May 12, 2014. It is recommended to follow that precedence.

Proposed Meeting Dates:

| | |
|--------------------|-------------------|
| July 11, 2013 | January 9, 2014 |
| August 8, 2013 | February 13, 2014 |
| September 12, 2013 | March 13, 2014 |
| October 10, 2013 | April 10, 2014 |
| November 14, 2013 | May 12, 2014 |
| December 12, 2013 | June 12, 2014 |

b. Board Appointments and Designations According to Law

All appointments are for the 2013-2014 school year as of July 1, 2013 through June 30, 2014.

- (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; Skyler Wencel, 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 Larry Mangan and Bob White 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. Larry Roth 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 and Jerry Hodson as the district's asbestos coordinators.

(14) USD 353 American with Disabilities Act Coordinator

It is recommended to the board to appoint Rick Weiss and Jerry Hodson 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: Dale Adams, Adam Hatfield and Stephanie Lawrence

High School Activity Fund: Dale Adams, Brian Buchanan and Stephanie Lawrence

Middle School: Jamie Ybarra and Brian Aufdengarten

Special Education: Raj Sharma and Jennifer Robinson

Food Service: Sandy Clift and Skyler Wencel

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 2013-2014 school year. Preliminary inspection of the 2013-2014 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 April 18 & 21 and May 20, 2014 as inclement weather make-up dates for the 2013-2014 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 20 through 27, 2014.

g. Waive GAAP

It is recommended to the board to adopt the annual waiver of requirements for generally accepted accounting principles for fiscal year 2014. 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 2013-2014 Budget and Establish the time for the Budget Hearing

A general review of the 2013-2014 budget will be presented in preliminary form. Estimations used in determining this budget were based on enrollment and weighting factors we ended the 12-13 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, 2013. 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 8, 2013. If circumstances warrant, the board may choose any date before August 25, 2013 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.

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 2014 at: .50 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 \$75.00 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 Larry Roth or his designee as the contact person

m. Classified Handbook Committee

It is recommended to appoint the Board President and one board member to this committee.

n. Official Custodian of all Central Office Records

It is recommended that Larry Roth and Skyler Wencel be designated as official custodians of the central office records maintained by the district and all records established and maintained at the building level.

David Peck moved, seconded by Bob white to accept the Resolutions, Appointments, and Designations for the 2012-2013 school year. Motion carried 6/0

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

a. Approval of the Minutes - June 13, 2013 regular meeting

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

Bills: \$1,542,745.87

Payroll: \$1,906,560.60

c. Personnel:

1. Resignation:

Joseph Weissinger: WHS Physical Science Teacher

David Wichman: WMS Science Teacher

Gary Waltrip: USD 353 Maintenance Department

Pamela Fulbright: Title I Teacher at Washington Elementary

Scott Sisson: Elementary Physical Education

2. Approval of Employment:

- Stephanie Fraser: District Office Receptionist
- Wendy Goodrum: USD 353 Payroll Clerk
- Pam Ireland: WHS Special Education Teacher
- Barbara Morgan: WMS Special Education Teacher
- Lorrie Stenson: Title I Reading Aide – Washington Elementary
- Michelle Crittenden: Lincoln Elementary School Secretary
- Jennifer Henning: WMS Reading/Math Exploration

3. Transfers:

- Jennifer Wilmoth: From Eisenhower Kindergarten Teacher to Kennedy 4th Grade Teacher
- Cindy Tracy: From WMS Reading/Math Exploration to WMS Science
- Lisa Huck: From Lincoln Title 1 Reading teacher to Eisenhower Kindergarten Teacher
- Jill Hodson: From Eisenhower Elementary Special Education Teacher to Washington Elementary Title I Reading Teacher

d. Approval of contractual Agreements with Futures Unlimited, Inc.

It is recommended to continue those agreements during the 2013-2014 school year.

- Transportation of Students
- Production Contract Work Per item
- Early Childhood Programs

e. Approval of Local Policies, Practices, and Procedures – Special Education as presented

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 13-14 year.

g. Approval of 2013-2014 SCHOOL LUNCH PRICES as presented

As submitted by Sandy Clift, USD 353 Food Service Director

| Breakfast | Lunch |
|---|--|
| \$1.80 – Adults | \$3.25 – Adults |
| \$1.30 – Students (All Grades) | \$4.25 – Adults Double |
| .30 – Reduced | \$2.30 – Students (Kindergarten – 5 th Grade) |
| | \$2.60 – Students (Grades 6 – 8) |
| | \$2.75 – Students (WHS 9 – 12) |
| | .40 – Reduced |
| .35 Extra Milk | |
| 1.00 Double Meat for Grades 5 – 12 & Adults | |
| .50 Breakfast double | |

h. 2013-2014 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.

i. WHS FFA NATIONAL TRIP

Mrs. Linda Chase, WHS FFA Instructor will take students to a National Conference in Washington, D.C. this month. The group is to leave on July 16, 2013. Funds for the trip have been secured and all arrangements have been made. This is formal approval for the group to make the trip.

j. Washington Elementary Fund Raiser –
Jog-A Thon, Friday, September 12, 2013

Consent Agenda Action

David Peck moved, seconded by Bob White to approve the consent agenda. Motion carried 6/0

8. PARANORMAL INVESTIGATION AT OLD JUNIOR HIGH

Lori DeWinkler, Historical Researcher and paranormal investigator has asked for permission to investigate at the old junior high. This has been done before by some of the folks that do the television show. Ms. DeWinkler is asking for either the weekend of July 12 or the weekend of July 26, 2013.

Angie Ratcliff moved, seconded by David Peck to approve the Paranormal Investigation at the old junior high on July 26, 2013. Motion carried 6/0

9. WRC BOARD MEMBER APPROVAL

WRC Director, Cody White, has contacted us that the USD 353 Board of Education must appoint a member of the WRC Board at the July 2013 meeting. A list of 3 candidates has been submitted with the WRC Board recommendation on the candidate they prefer. Mrs. Hankie Holdfelter will be representing the WRC Board for any questions.

This item was tabled until the August board meeting.

10. APPROVAL OF BUILDING HANDBOOKS

There were no building handbook additions.

11. KANSAS ASSOCIATION OF SCHOOL BOARDS – RECOMMENDED POLICY
UPDATES

This documentation is an annual event provided by The Kansas Association of School Boards to the districts that operate with the board policies recommended by KASB. This documentation is

written by the legal staff at KASB for member districts to include in district board policy books and handbooks. It is appropriate to include all documentation for adequate protection and liability coverage. The items were presented in June.

David Peck moved, seconded by Angie Ratcliff to approve the Kansas Association of School Boards Recommended Policy Updates. Motion carried 6/0

12. 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 was approved last year for Mr. Spencer.

Bob White moved, seconded by David Peck to approve the request for membership to Kansas School Attorney's Organization. Motion carried 6/0

13. SOUTH CENTRAL KANSAS EDUCATION SERVICE CENTER – MEMBERSHIP

Angie Ratcliff moved, seconded by Bob White to approve the South Central Kansas Education Service Center Membership. Motion carried 6/0

14. 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 2013-2014 school year are \$11,111.00.

David Peck moved, seconded by Angie Ratcliff to approve the Kansas Association of School Boards Membership at the cost of \$11,111.00. Motion carried 6/0

15. KANSAS ASSOCIATION OF SCHOOL BOARDS LEGAL ASSISTANCE FUND

Bob White moved, seconded by David Peck to approve the Kansas Association of School Boards Legal Assistance Fund at the cost of \$1650.00. Motion carried 6/0

16. APPROVAL OF ENGAGEMENT LETTER FROM AGLER & GAEDDERT

David Peck moved, seconded by Bob White to approve the engagement letter from Agler & Gaeddert for three fiscal years with the total cost for the audit of the fiscal year ending June 30, 2013 will not exceed \$14,200 plus out-of - pocket expenses. Motion carried 6/0

17. PBA ARCHITECTS A/E PROPOSAL

PBA Architects of Wichita is presenting a proposal to begin a process for conceptual design and budgeting for FEMA Storm Shelters at Eisenhower Elementary and Roosevelt School and conceptual design and budgeting for District Wide Safety and Security Improvements at all district schools. A list of duties and financial obligations will be available for board consideration and approval.

This item was tabled until a meeting time is performed with PBA Architects of Wichita to discuss more information on the project.

18. Administrator Reports & Superintendent's Comments

Rick Weiss discussed the various benefits of USD 353's membership with KASB.

Rick Weiss discussed the parking lot, roof and floor [etc.] maintenance being performed at Wellington High School.

Zachary Lawrence discussed the possibilities for the Roosevelt playground equipment. With the assistance of the City of Wellington, adding playground equipment to the East side of Roosevelt Education Center would cost USD 353 anywhere from \$10,000 to \$15,000, depending on the cost of landscaping and mulch to surround the equipment.

Angie Ratcliff moved, seconded by David Peck to approve the purchase of the playground equipment but to not partake in the instillation option, costing \$800.00, provided by the vendor. Motion carries 6/0.

19. Board Comments/Concerns:

Angie Ratcliff suggested that the board packets be submitted to the board members electronically.

Angie Ratcliff also suggested we continue with the listening tours throughout the school year to assist the public in becoming involved and aware of USD 353's plans & achievements.

20. EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL

At 8:25 pm Jackie Berryman moved, seconded by David Peck to go into executive session for 45 minutes for the purpose of discussing personnel matters of non-elected personnel and their contractual obligations because if this matter were discussed in open session it might invade the privacy of those discussed to include Larry Roth, Rick Weiss, and Dale Adams.

Motion carried 6/0

At 9:10 the meeting was back in open session with no binding action taken.

Jackie Barryman moved, seconded by David Peck that the Board of Education go into executive session for 45 minutes, at 8:25 pm, for the purpose of discussing personnel matters of non-elected personnel and their contractual obligations because if this matter were discussed in open session it might invade the privacy of those discussed and that the Board of Education reconvene into open session at 9:10 pm in this room. Motion carried 6/0

At 9:10 the meeting was back in open session

21. EXECUTIVE SESSION TO DISCUSS NEGOTIATIONS

At 9:10 pm Jackie Berryman moved, seconded by Bob White that the Board of Education go into executive session for 30 minutes for the purpose of discussing employer/employee negotiations because if this matter were discussed in open session it might jeopardize resolution of the negotiation issues to include Rick Weiss and Larry Roth.

Motion carried 7/0

At 9:40 pm the meeting was back in open session with no binding action taken.

Angie Ratcliff moved, seconded by Bob White that the Board of Education go into executive session for 30 minutes, at 9:10 pm, for the purpose of discussing employer/employee negotiations because if this matter were discussed in open session it might jeopardize resolution of the negotiation issues and that the Board of Education reconvene into open session at 9:40 pm in this room.

22. Adjournment

At 9:41 Jackie Berryman adjourned the meeting.