

UNIFIED SCHOOL DISTRICT #377  
REGULAR MEETING  
JULY 14, 2021  
6:30 PM, CENTRAL OFFICE  
EFFINGHAM, KS

***Members Present***

Kelli Bottorff, Barbara Chapman, Lori Lanter, Corey Neill and James Cormode.

***Members Absent***

Nancy Keith and Greg Smith

***Others Present***

Superintendent Dr. Andrew Gaddis, Board Clerk, Melissa Gormley, Mary Meyers, Globe, Steve Caplinger, Don Ball and Patrick Henderson.

***Call to Order***

The meeting was called to order at 6:30pm by Lori Lanter.

***Approval of Agenda***

**Motion by Chapman, seconded by Neill, to approve the agenda as presented. Motion passed 5-0.**

***Hearing of Audience***

None

***Appointments***

**Neill moved to appoint Melissa Gormley as Board Clerk, Kathy Enzbrenner as Deputy Clerk, and Stephen Caplinger as Treasurer. Motion seconded by Chapman. Motion passed 5-0.**

**Neill moved to appoint Larry Mears, of Mears Hausmann PA, as the 2021-2022 School Attorney. Motion seconded by Bottorff. Motion passed 5-0.**

***Approval of Consent  
Agenda***

**Motion by Bottorff to approve the consent agenda as presented. Seconded by Chapman. Motion passed 5-0.**

The consent agenda included the following:

Minutes of the June 9, 2021 meeting

Treasurer's report for June 2021

Financial packet:

JSH Current Cash Balance Report for June 2021

Elementary Current Cash Balance Report for June 2021

Budget Summary of Funds for June 2021

Bills and claims in the amount of \$289,058.74

VISA bills

Petty Cash Reports

Accept Keystone IT Services Contract

Approval of non-resident student applications

**Approval of Consent  
Agenda (continued)**

Adoption of Resolutions as follows:

(Establishment of Regular Meeting Dates was approved 1/13/2021)

Establishment of 1,116 hour school term

Use of signature stamps

President, Board Treasurer, Superintendent, Principals, and Athletic Director

Rescind policy statements and adopt current board policies

Representatives to make advance payment of claims

Ms. Gormley, Board Clerk and Dr. Gaddis, Superintendent

Establishment of Elementary Activity Fund

Establishment of Junior-Senior High Activity Fund

Adopt the Annual Waiver of Requirements for GAAP Resolution

Establishment of Home Rule Authority

Establishment of Mileage Reimbursement Rate – same as state rate

Establishment of Substitute Teacher Pay Rate

\$100/day for District substitute teachers

Annual Asbestos Declaration

Designation of Freedom of Information Officer – Ms. Gormley

Designation of Custodian of Records – Ms. Gormley

Designation of Official School Newspaper – Atchison Globe

Disposal of Surplus Property

Disposition of items with a collective value of more than \$10,000 shall be listed and provided to the Board of Education.

When specific items have been identified as surplus, the business office will arrange for the disposition of such surplus articles.

Building administrators shall report to the business office any items identified as surplus property.

Any items having no value, or value less than \$500 and not included in annual inventories of real property, shall be disposed of as deemed appropriate at the discretion of the superintendent's designee.

Establish Petty Cash Accounts and designate individuals responsible

Elementary Responsible - Elementary Principal

Jr/Sr High Responsible - JR/SR High Principal

District Office Responsible – Superintendent

Designation of Inclement Weather Makeup Days

March 28, 200, May 18, 2022, May 19, 2022

Designation of Attendance Officers

Elementary – Mrs. McMillan

Junior/Senior High – Mr. Shelton and Mr. Wallisch

Designation of District Hearing Officer – Dr. Gaddis

Designation of District Coordinator for Homeless Children

Dr. Gaddis

Hearing Officer for Free/Reduced Meal Application Appeals

Dr. Gaddis

District Hearing Officer for Free Textbooks

Dr. Gaddis and the Board President

Establishment of Meal Allowance Policy (Policy GAN-R)

Breakfast \$6.00, Lunch \$8.00, Dinner \$12.00

One Day Maximum \$26.00

Disallow pledging of first and second mortgages for security of deposit of

**Approval of Consent  
Agenda (continued)**

district funds.

Approve Exchange National Bank & Trust as the Designated Depository of Funds

Approval of Appointments/Designations as follows:

Insurance /Risk Management Consultant – Tom McGuire, CBIZ

Health Insurance Representative – Ms. Melissa Gormley, Board Clerk

KPERS Agent (K.S.A. 74-4902(6)) – Ms. Melissa Gormley, Board Clerk

District Purchasing Agent – Dr. Andrew Gaddis

Food Service Program Rep - Mrs. Theresa Cattrell

Authorized representative to apply for and process federal funds - Ms. Gormley, Dr. Gaddis

Compliance Coordinator for Federal Anti-Discrimination Law Title VI – Dr. Gaddis

Compliance Coordinator for Federal Anti-Discrimination Law Title VII – Dr. Gaddis

Compliance Coordinator for Federal Anti-Discrimination Law Title IX – Dr. Gaddis

Compliance Coordinator for Section 504 of the Americans with Disabilities Act (ADA) – Dr. Gaddis

Accept ESSER II SPED Federal Grant Sub award

Accept Final Audited Legal Max Letter 2020-2021

Accept 3<sup>rd</sup> Quarter Reimbursement for Sports Complex

Review and Acceptance of Organizational Documents as follows:

Annual Notice to Parents and Students of Rights Under the Family Educational Rights and Privacy Act

Bank signature card authorizations

Accept correspondences and reports as follows:

Keystone superintendent's meeting minutes 6/8/2021

Personnel Report

Substitute teachers for 2021-2022:

Deb Forbes

Barb Metcalfe

Duane Feldkamp

Denny Cunningham

Loretta Schrick

Tim Walters

John Oakleaf

Barb Gigstad

Courtney Caplinger

Mary Sullivan

Dana Wagner

Lori Peterson

Marci Feldkamp

Supplemental contracts for 2021-2022:

Cole Olberding      HS Boys Basketball Assistant

Luke Lott      HS Track Assistant

Resignations:

Lori Peterson      JH/HS Scholars Bowl

Hires:

Jan Wohletz      Consultant \$25/hr

Kristi Oberg      Full Time Custodial \$11/hr

***Approval of Consent  
Agenda (continued)***

Retirement:

Joyce Thompson      5<sup>th</sup>/6<sup>th</sup> Grade    Effective End of Contract

Approve Handbooks as Presented:

JSH Faculty Handbook

ES Faculty Handbook

Activity Handbook

Substitute Handbook

Parent/Student Handbook

Personnel Handbook

Transportation Handbook

Wellness Plan

Indirect Cost for Title and Food Service

***Leadership Reports***

Gormley reported on insurance rates for 2022.

Dr. Gaddis updated the Board on the boiler and the Fire Marshall inspection. He also updated the Board on the gym floors. Due to the company being behind, the floors will not be ready before the start of the school year. Gaddis has a backup plan for sports practice at the Y in Atchison. Gaddis discussed the COVID/ESSER money and he gave a Foundation update.

Kelli Bottoroff gave a Keystone update.

***KASB Policy Updates***

Dr. Gaddis presented the second reading of the suggested KASB Policy updates.

**Motion by Chapman to adopt the policy update recommendations from KASB with the exception of policy EE as presented. Seconded by Cormode. Motion passed 5-0.**

***Bus/Vehicle Purchase***

Dr. Gaddis reviewed the mileage on the buses/vehicles. He also presented a Price Comparison Report. No bids were received. Lanter tabled the discussion until the next meeting.

***Neighborhood  
Revitalization (Plan D)***

Patrick Henderson and Don Ball, Atchison County, were present to discuss the new Neighborhood Revitalization Program. The school will move forward with participating in the program. The county will be in contact with the school next month.

***August Meeting***

The August Regular meeting was set to be held on Back to School Night. The dates for the regular meetings were set before the school calendar was made. Dr. Gaddis recommended moving the meeting to August 17, 2021 at 6:30 p.m.

**Motion by Cormode to move the August Regular meeting to the alternate date and time, Tuesday, August 17, 2021 at 6:30 p.m. Seconded by Chapman. Motion passed 5-0.**

***Exchange Bank Contract***

Dr. Gaddis presented a contract from Exchange Bank.

**Motion by Chapman to sign the Exchange Bank Agreement and pay the fees. Seconded by Neill. Motion passed 5-0.**

***Budget Hearing***

Dr. Gaddis discussed the budget with the board. The County Clerk has to be notified by July 20 if the school intends to exceed the Revenue Neutral Rate and the highest Mill Rate we wish to consider.

**Motion by Chapman to hold the RNR hearing at 6:00 pm on Wednesday, September 1, 2021. Seconded by Neill. Motion passed 5-0.**

**Motion by Chapman to hold the budget hearing at 6:15 pm on Wednesday, September 1, 2021. Seconded by Neill. Motion passed 5-0.**

***Executive Session –  
Personnel***

**Motion by Neill at 8:08 pm to enter into executive session to discuss non-elected personnel matters pursuant to the non-elected personnel exception under KOMA, and the open meeting will resume in the board room at 8:20 pm. Motion seconded by Chapman. Motion passed 5-0.**  
(Gaddis present)

The board resumed in open session at 8:20 pm.

***Action Following Executive  
Session***

**Motion by Neill to issue a contract for 186 days for \$39,500 for school nurse to Katie Madden. Seconded by Cormode. Motion passed 5-0.**

***Adjournment***

**At 8:21pm, Chapman moved to adjourn the meeting. Motion seconded by Neill. Motion passed 5-0.**

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Melissa Gormley, Board Clerk