

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
AUGUST 22, 2017
6:15 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Barbara Chapman, Tana Hoffman, Nancy Keith, and Greg Smith

Members Absent

Jeff Martin, Steve Meeks, and Stephanie Moore

Others Present

Superintendent Dr. Andrew Gaddis, Principal Mandi McMillan, Josh Snyder, Dennis Schwarzer, Kelli Bottorff, Corey Neill, and Mary Meyers, Globe.

Call to Order

The budget meeting was called to order at 6:17 pm by Nancy Keith.

Hearing of Audience

None.

Budget Hearing

The 2017-2018 proposed budgets were reviewed and questions from board members answered. Proposed budgets were as follows:

General	\$ 5,096,400
Supplemental General (LOB)	1,646,046
Virtual Education	15,000
Capital Outlay	673,971
Driver Training	9,000
Food Service	425,000
Professional Development	40,000
Special Education	1,225,000
Vocational Education	155,000
Federal Funds	160,271
Gifts and Grants	40,000
At Risk (4Yr Old)	45,000
At Risk (K-12)	750,000
KPERS Special Retirement	450,128
TOTAL USD EXPENDITURES	\$10,730,816

Total Mill Levy 47.454

The Budget Profile booklet, Budget-at-a-Glance booklet, one page summary, and all forms and codes were available at the hearing. The budget hearing concluded at 6:30pm.

**Approval of
2017-2018 Budget**

Motion by Hoffman, seconded by Chapman, to approve the 2017-2018 budgets as presented. Motion passed 4-0.

Approval of Agenda

***Approval of Consent
Agenda***

Motion by Chapman, seconded by Smith, to approve the agenda as presented. Motion passed 4-0.

Motion by Hoffman to approve the consent agenda as presented. Seconded by Chapman. Motion passed 4-0.

The consent agenda included the following:

- Minutes of the July 10, 2017 meeting

- Minutes of the July 17, 2017 meeting

- Treasurer's report for July 2017

- JSH activity reports for July 2017, Elementary activity reports for July 2017, Cash Summary Report for July 2017, bills and claims in the amount of \$474,110.24, the VISA bill.

- Acceptance of gifts and grants:

 - Clothing to Elementary School from Denny Cunningham

 - Clothing to Elementary School from Jan Oswald

 - School supplies from Angie Hughes, Farm Bureau Financial Services

 - Back packs (50) from Angie Hughes, Farm Bureau Financial Services

 - Paperback dictionaries to each third grade student from Stephen and Dede Caplinger

 - \$290.32 in curriculum materials for STEAM class from Atchison County Farm Bureau

- Applications of non-resident student applications

Accept Keystone reports and documents as follows:

- Superintendents Advisory Council minutes for July 11, 2017

- FY 2018 Budgets

 - FY 2018 Assessments

 - FY 2018 Form 120A

- Staffing Changes

- BOD Minutes July 19, 2017

- Superintendent's Agenda July 31, 2017

- Financials June 2017

- Superintendent Advisory Council minutes July 31, 2017

- BOD Agenda August 16, 2017

Other consent approvals as follows:

- Personnel Report

 - New Hires:

 - Jodi Boldra – elementary at-risk teacher, MS step 7

 - Mary Sullivan – elementary aide, \$12.00/hour

 - Mary Perkins – elementary aide, \$12.00/hour

 - Terri Sheeley – preschool aide, \$9.00/hour

 - Anthony Munoz – custodian - \$8.50/hour; increase to \$9.00/hour after 60 day probationary period

 - Tenille Forbes – school nurse, \$29.00/hour

 - Ashley Lott – custodian, \$9.00/hour

 - Resignations:

 - Alyssa Richardson – preschool aide

 - Katie Lanter – elementary aide

 - Carla Forbes – school nurse

**Approval of Consent
Agenda (continued)**

Retirements:

Jan Falk – elementary aide

Building Valuation Report

Approved Field Trips

9/17/17 - A Eckert - HS Soundmasters to Overland Park
9/19/17 - N Walters - KSHSAA StuCo conference at Overland Park
9/20/17 - K Bodenhausen - FFA Greenhand Conference at Silver Lake
9/30/17 - M Oswald - HS Science Club at Lincoln, NE
10/11/17 - K Bodenhausen - FFA Dairy Cattle Judging at Sabetha
10/24-28/17 - K Bodenhausen - FFA National Convention in Indianapolis, IN
11/1/17 - J Hawk-Porter - HS National Honor Society to KCMO
2/5/18 - K Bodenhausen - FFA Meats Judging at Easton
3/6/18 - K Bodenhausen - FFA Ag at Wamego
4/4/18 - K Bodenhausen - FFA Super CDE Day at Highland
4/18/18 - K Bodenhausen - FFA Livestock Judging at Seneca
4/29-5/1/18 - K Bodenhausen - FFA State CDE Contests at Manhattan
5/4/18 - J Hawk-Porter - HS Senior Class Trip TBD
5/29-6/1/18 - K Bodenhausen - FFA State Convention at Manhattan
09/08/2017 - A Lott - HS Cheer to Spirit Spreader @ HCC
09/27/2017 - G Linscott - XCountry to Topeka Rescue Mission
10/05/2017 - J Cave - Advanced Art classes to Joslyn Art/Omaha, NE
02/15/2018 - J Cave - All art classes to Nelson-Atkins Museum/KCMO

Handbooks: Cross Country, Dance, Football, JH Football, and Volleyball

Approved Fundraisers

ACCHS Drama (Noelle Walters) 8/1/17 - 5/30/2018 - StuCo Vending Machines
ACCHS Football (Corey Thomas) 8/15-26/17 - Adrenaline Sports
ACCHS FFA (Kayla Bodenhausen) 10/1-11/1/2017 - Seitz Fruit and Products
ACCJSH Band (Alicia Kerwood) 10/25 - 11/7/2017 - Cherrydale Farms
ACCHS GBB (Mike Eckert) 9/10/2017 - Golf Tournament

Approved substitute list

Teachers: Nancy Fasse, Deb Forbes, Pat Forge, Jennifer Gigstad, Susan Kramer, James Jensen, Duane Feldkamp, Ruth Beal, Cecillia Cappinelli, Denny Cunningham, Roberta Keys, Dorothy McDermid, Pat Rork, Loretta Schrick, Tim Walters, Chris Willis, Scott Dunn, and Barb Metcalf

Aides/Secretaries: Mary Kay Barnett, Marci Feldkamp, and Courtney Richardson

Leadership Reports

Dr. Gaddis reported enrollment numbers as of 8/22/17. He also shared information about repairs that are needed and others that have been completed. In addition, he informed the board of some adjustments that are being made to the Building and District Leadership Teams to better align with the new KESA accreditation process.

Handbook Approvals

The following handbooks were presented for approval:

Transportation Handbook
Safety Handbook
Personnel Handbook
Emergency Operations Plan
Wellness Handbook
Substitute Handbook

Motion by Chapman to approve the 2017-2018 District and Building Handbooks as presented. Seconded by Smith. Motion passed 4-0.

Bids for Roof Replacement on Old Bus Garage and Press Box

The Board reviewed the bids received to repair the roofs on the old bus garage and the press box.

	<u>Old Bus Garage</u>	<u>Press Box</u>	<u>Total Bid</u>
Kirberg Roofing	23,500.00	2,600.00	26,100.00
Fair & Square Roofing Repair	25,009.60	2,100.00	27,109.60

Motion by Hoffman to proceed with repairing the roof on only the press box at this time. Seconded by Chapman. Motion passed 4-0.

Insurance Update

Dr. Gaddis and Mrs. Gracey shared information they obtained during a conference call with KASB and the McInnes Group concerning employee health insurance bids.

Bids for Busses

The Board reviewed the bids received to purchase two new busses and to trade in bus #42 and bus #47.

	<u>New Busses</u>	<u>Trade In</u>	<u>Net Cost</u>
Midwest Transit	158,092	(10,600)	147,492
Kansas Truck	156,816	(6,500)	150,316
Bob's Car Corner	0	(2,793)	(2,793)

Motion by Hoffman to accept the bid from Midwest Transit for the purchase of two new busses with the trade-in of bus #42 and bus #47 totaling \$147,492. Seconded by Smith. Motion passed 4-0.

Insurance Coverage for Buildings

A valuation conducted by the CBIZ Valuation Group, LLC on June 1, 2017 suggested that the District's buildings were valued \$2,916,311 higher than our current insurance coverage. CBIZ Insurance Services, Inc. prepared a new quote showing an additional premium cost of \$3,647 to fully insure the buildings based off of the new valuations.

Motion by Hoffman to approve the new insurance coverage on the buildings. Seconded by Chapman. Motion passed 4-0.

Superintendent Evaluation

New Superintendents must be evaluated in the first 60 days of each semester. The 60th day is 10/10/17, so the evaluation will need to be completed during the 10/13/17 BOE meeting. The board discussed the evaluation tool that will be used to complete the evaluation on the superintendent.

Independent Auditor

In May, the Board accepted the bid from Kramer and Associates to complete the independent audit for the school district. Since that time, they have experienced some turnover and have informed us that they are now planning to use some contracted services. The RFP stated that "No joint ventures, consortiums, or contract service providers are acceptable."

Motion by Keith to continue with Kramer and Associates for the FY2017 audit. Seconded by Hoffman. Motion passed 4-0.

***Executive Session –
Negotiations***

Motion by Keith at 7:18 to enter into executive session to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA and that the board returns to open session in this room at 7:38pm. Motion seconded by Hoffman. Motion passed 4-0.
(Gaddis present)

The board resumed in open session at 7:38pm.

***Ratification of the
Negotiated Agreement***

Recommended changes to the Negotiated Agreement include the following:

Article III Definitions – Combine "employee" and "teacher," and to include in that group the reference to "certified employees" which is used in the Agreement.

Article V - Compensation

- *\$500 base salary increase. The base will go from \$35,320 to \$35,820
- *Allow movement for steps and columns
- *\$500 stipend
- *Increase Elementary Yearbook supplemental from 2% to 6%
- *Add a \$1000/year stipend for mentoring a teacher in a mentoring program which is required for additional certification
- *For certified staff required to continue education to support programs:
 - Reimburse up to \$550 per credit hour
 - Provide resources for any online course work (laptop, internet, etc.)
 - Allow teachers to work during non-contract times at district facilities
 - If an online or local program is NOT available or on-campus residency is required, provide any housing costs for on-campus requirements up to \$400/week
 - Mileage will be paid one way for any required on-campus course work
 - Teachers will provide a plan of study detailing course work and costs for prior approval

Article XII – Leave Policy

Add "Personal leave shall not be taken on Parent/Teacher Conference days unless leave is due to an unavoidable circumstance approved by the administration."

Article XIII – Association Rights

Add Copiers and Computers to the list of equipment the Association is allowed to use.

***Ratification of the
Negotiated Agreement
(continued)***

Motion by Hoffman to approve the 2017-2018 Negotiated Agreement as presented. Seconded by Chapman. Motion passed 4-0.

Adjournment

At 7:39pm, Smith moved to adjourn the meeting. Motion seconded by Chapman. Motion passed 4-0.

Megan Gracey, Board Clerk