

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
JULY 11, 2018
6:30 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Kelli Bottorff, Barbara Chapman, Lori Jones, Nancy Keith, Lori Lanter, Corey Neill, and Greg Smith

Members Absent

None

Others Present

Superintendent Dr. Andrew Gaddis, Principal Deanna Scherer, Dennis Schwarzer, and Mary Meyers, Globe.

Call to Order

The meeting was called to order at 6:30pm by Nancy Keith.

Approval of Agenda

Motion by Smith, seconded by Chapman, to approve the agenda as presented. Motion passed 7-0.

Hearing of Audience

None

Elections

Smith nominated Keith for President. Neill moved that nominations cease. Motion passed 7-0. Keith elected President 6-1 (Keith opposed).

Neill nominated Chapman for Vice President. Neill moved that nominations cease. Seconded by Smith. Chapman elected Vice-President 6-1 (Chapman abstained).

Chapman moved to appoint Megan Gracey as Board Clerk, Kathy Enzbrenner as Deputy Clerk, and Stephen Caplinger as Treasurer. Motion seconded by Bottorff. Motion passed 7-0.

Smith moved to appoint Larry Mears, of Mears Hausmann PA, as the 2018-2019 School Attorney. Motion seconded by Lanter. Motion passed 7-0.

Approval of Consent Agenda

Motion by Bottorff to approve the consent agenda as presented. Seconded by Lanter. Motion passed 7-0.

The consent agenda included the following:

Minutes of the June 12, 2018 meeting

Treasurer's report for June 2018

Elementary activity reports for June 2018, JSH activity reports for June 2018, Budget Summary of Funds for June 2018, Cash Summary Report for June 2018, bills and claims in the amount of \$304,288.36, the VISA bill.

Petty Cash Reports for 2018: Central Office, JSH, and Elementary

**Approval of Consent
Agenda (continued)**

Acceptance of gifts and grants:

Agriculture books purchased by the Atchison County Farm Bureau for the Elementary's project based learning curriculum (\$478.91 value)

Applications of out-of-district school attendance requests

Approval of Fundraisers:

ACCHS Cheer – Pie in the Face booth at the Atchison Co. Fair

Board members were selected for district committees as follows for the 2018-2019 school year:

Keystone Learning Services Board RepBarbara Chapman
Keystone Learning Services Board Alternate Nancy Keith
Insurance Committee (2) Lori Jones, Kelli Bottorff
Negotiations Team (2) Greg Smith, Corey Neill
KASB Government Relations (1)Corey Neill
Classified Salary (2)..... Lori Jones, Kelli Bottorff
Centennial Scholarship..... Lori Lanter
Centennial Scholarship Alternate..... Barb Chapman
ACCHS Alumni Foundation (2 Year Appt.) 0..... Nancy Keith
ACCHS Alumni Foundation – alternate.....Greg Smith

Approval of Appointments/Designations as follows:

*Insurance /Risk Management Consultant – Tom McGuire, CBIZ

*Health Insurance Representative - Mrs. Gracey, Board Clerk

*KPERs Agent (K.S.A. 74-4902(6)) – Mrs. Gracey, Board Clerk

*District Purchasing Agent – Dr. Andrew Gaddis

*Food Service Program Rep - Mrs. Theresa Cattrell

*Authorized representative to apply for and process federal funds - Mrs. Gracey, 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

Adoption of Resolutions as follows:

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

Mrs. Gracey, 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 Regular Meeting Dates

**Approval of Consent
Agenda (continued)**

Meetings to be held in the Central Office (or at a location designated by the published agenda) on the second Wednesday of the month.
Start time is 6:30 pm, with the August budget hearing at 6:15 pm.
Establishment of Mileage Reimbursement Rate – same as state rate
Establishment of Substitute Teacher Pay Rate
 \$95/day for District substitute teachers
Annual Asbestos Declaration
Designation of Freedom of Information Officer – Mrs. Gracey
Designation of Custodian of Records – Mrs. Gracey
Designation of Official School Newspaper – Atchison Globe
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
 April 1, 2019, May 6, 2019, and May 24, 2019
Designation of Attendance Officers
 Elementary – Mrs. McMillan
 Junior/Senior High – Mrs. Scherer 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
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.
Disallow pledging of first and second mortgages for security of deposit of district funds.
Approve Exchange National Bank & Trust as the Designated Depository of Funds

Review and Acceptance of Organizational Documents as follows:
Organizational Chart
Annual Notice to Parents and Students of Rights Under the Family Educational Rights and Privacy Act
Immunization policies (K.S.A. 72-5208 et seq)
Bank signature card authorizations

**Approval of Consent
Agenda (continued)**

District tax exempt certificate

Accept correspondences and reports as follows:

Keystone superintendent's meeting minutes 6/05/2018

Keystone superintendent's meeting minutes 6/12/2018

Keystone Board of Directors Minutes 6/20/2018

Title I Allocations 2018-2019 (\$86,830)

Title IIA Allocations 2018-2019 (\$20,464)

Health insurance rates 2019

Atchison County assessed valuations

Keystone superintendent's meeting agenda 7/10/2018

Other consent approvals as follows:

2nd Year Superintendent Mentorship

Personnel Report

Substitute teachers for 2018-2019:

Deb Forbes

Pat Forge

Barb Metcalfe

Dean Swafford

Duane Feldkamp

Cecilia Carpinelli

Denny Cunningham

Dorothy McDermed

Loretta Schrick

Tim Walters

Chris Willis

Kate Oswald

Courtney Caplinger

Clayton Lucas

Indirect Cost Rates for Title and Food Service 2018-2019

Final Legal Max FY2018

Insurance Loss Control Recommendations

Insurance Claim – food loss

Hoffman Auction – vehicle sales receipt

Keystone IT Services Contract

SERC Athletic Training Contract

State of Kansas Safety Inspection Report

Leadership Reports

Mrs. Gracey reported on the end of year transfers that were made to close out the FY2018 budget. She also stated that the FY2019 budget software will not be available until the mid-July.

Dr. Gaddis updated the Board on the following:

*The Principals and Dr. Brian Jordan (KASB) will meet on August 15th as a follow up to the Community Long Range Planning meetings.

*USD 377 was awarded \$9,004 for the Safety and Security Grant.

*Stevie Durkin from the Community Health Clinic came out to discuss the possibility of working together in the future.

*Status of summer projects

***Leadership Reports
(continued)***

***Petition to Place
Resolution on Ballot***

Dr. Gaddis and Nancy Keith also gave a Keystone update.

A protest petition regarding the 8 mill capital outlay resolution was filed with the County Clerk. The District has 60 days from May 31, 2018 to decide whether or not to call for an election on the question.

Estimated cost of a special election is \$7,070.

Estimated cost of a mail ballot election is \$8,380.

Estimated cost of adding it to the ballot at a general election is minimal.

The board members discussed the issue and decided not to proceed with calling for an election on the question.

KASB Policy Updates

Dr. Gaddis presented proposed KASB policy updates. First reading only – no action taken.

Budget Hearing

Motion by Bottorff to hold the 2018-19 budget hearing at 6:15 on Tuesday, August 14th. Seconded by Smith. Motion passed 7-0.

***BOE Luncheon –
August 13th***

The Board discussed providing a luncheon for staff at the August 13th professional development. No formal action taken.

***Executive Session –
Negotiations***

At 7:21pm, motion by Bottorff to enter into executive session to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA, and the open meeting will resume in the board room at 7:45pm. Motion seconded by Lanter. Motion passed 7-0. (Gaddis present)

The board resumed in open session at 7:45pm.

Motion by Lanter to enter into executive session to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA, and the open meeting will resume in the board room at 7:52pm. Motion seconded by Chapman. Motion passed 7-0. (Gaddis present)

The board resumed in open session at 7:52pm.

Adjournment

At 7:52pm, Smith moved to adjourn the meeting. Motion seconded by Lanter. Motion passed 7-0.

Megan Gracey, Board Clerk