

**MINUTES  
OF  
LYNDON USD #421 BOARD OF EDUCATION MEETING  
WEDNESDAY – JULY 13, 2016 – 7:00 P.M.**

Bob Knoernschild, President, called meeting to order.

**ROLL CALL**

**Members Present:**

Bob Knoernschild  
Lori Sturdy  
Lisa Baker  
Eric Ratzloff  
Joe Isch  
Dave Brecheisen

**Others Present:**

Cheryl Cook, Superintendent  
Donnalee Mounkes, Clerk  
Herald-Chronicle Rep  
One teacher

All members present except Melissa Herdman.

**ELECTION OF OFFICERS FOR 2016-2017 SCHOOL YEAR**

**2016-2017 BOARD PRESIDENT**

Bob Knoernschild, President, called for nominations for 2016-2017 Board President.

Lori Sturdy nominated Bob Knoernschild for President; seconded by Eric Ratzloff.

Bob Knoernschild, President, called for other nominations for 2016-2017 Board President.  
No other nominations were made.

Bob Knoernschild, elected as President for the 2016-2017 school year.

**2016-2017 VICE PRESIDENT**

Dave Brecheisen nominated Eric Ratzloff, for Vice President; seconded by Joe Isch.

Bob Knoernschild, President, called for other nominations. No other nominations were made.

Eric Ratzloff elected as Vice President for the 2016-2017 school year.

#### **APPROVAL OF AGENDA**

Motion by Lori Sturdy to proceed under the agenda as presented; seconded by Lisa Baker. 6-0, motion carried.

7:09 – Melissa Herdman, board member, came to meeting.

#### **PUBLIC HEARING**

There was nothing for public hearing.

#### **DISTRICT AUDIT REPORT**

Board members were presented with a copy of the 2015-2016 audit report for review.

Open discussion was held.

Motion by Eric Ratzloff to accept the district audit report for 2014-2015 school year as presented, with the exception of 4.b – be corrected to read on paragraph 3 \$70.00 per day in lieu of \$65.00 per day for unused leave days over an accumulated 75 days, and Supplemental Retirement Benefit Section be updated as per current negotiated agreement; seconded by Lori Sturdy. 7-0, motion carried.

#### **DISTRICT CLOSE OUT REPORT**

Open discussion on the 2015-2016 close out expenditures and transfers.

Motion by Lisa Baker to approve the 2015-2016 close-out expenditures and transfers as presented; seconded by Dave Brecheisen. 7-0, motion carried.

#### **2016-2017 FOOD SERVICE PRICES**

Cheryl Cook, Superintendent, recommended the 2016-2017 food services prices remain the same as the 2015-2016 school year. Open discussion was held.

**Motion by Melissa Herdman for the 2016-2017 lunch and breakfast prices remain the same as the 2015-2016 school year; seconded by Lisa Baker. 7-0, motion carried.**

### **2016-2017 MILK PRICES**

**Milk price quote for firm price or escalating/deescalating price for the 2016-2017 school year. Open discussion was held.**

**Motion by Eric Ratzloff to use the escalating/deescalating price for the 2016-2017 school year; seconded by Lori Sturdy. 7-0, motion carried.**

### **SPECIAL MEETING RECOMMENDATION FOR THE 2016-2017 BUDGET REVIEW**

**This agenda item was tabled until a later date.**

### **2016-2017 DISTRICT AUTHORIZATIONS**

#### **OFFICIAL DEPOSITORY FOR DISTRICT FUNDS**

**Motion by Lisa Baker to designate Lyndon State Bank as the official depository for district funds for the 2016-2017 school year; seconded by Eric Ratzloff. 7-0, motion carried.**

### **WAIVER OF REQUIREMENTS FOR GENERALLY ACCEPTING ACCOUNTING PRINCIPLES**

**Motion by Eric Ratzloff to approve the Resolution for 2016-2017 school year as follows:**

**WHEREAS, the Lyndon U.S D. #421, has determined that the financial statements and financial reports for the year ended June 30, 2016, to be prepared in conformity with the requirements for K.S.A. 75-1102a (a) are not relevant to the requirement of the cash basis and budget laws of this state and are of no significant value to the Lyndon U.S.D. #421, or the members of the general public of Lyndon U.S.D. #421 and**

**WHEREAS, there are no revenue bond ordinances or other ordinances or resolution of said municipality which require financial statements and financial reports to be prepared in conformity with said act for year ended June 30, 2016.**

**NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of Lyndon U.S.D. #421, Osage County, Kansas, in regular meeting duly assembled this 13<sup>th</sup> day of July, 2016, that the said governing body requests the Director of Accounts and Reports to waive the requirements of said law as they apply to the Lyndon U.S.D. #421 for the year ended June 30, 2016.**

**BE IT FURTHER RESOLVED that the said Lyndon U.S.D.#421, shall cause its financial statements and financial reports of the said municipality to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.**

**seconded by Dave Brecheisen. 7-0, motion carried.**

### **1116 SCHOOL CALENDAR**

**Motion by Bob Knoernschild to approve the 1116 hour school calendar as follows:**

Pursuant to K.S.A. 72-1106, the following definition of a school year be adopted for the 2016-2017 school year;

Not less than 465 school hours for pupils enrolled in kindergarten;  
Not less than 1116 school hours for pupils enrolled in grades 1 through 11; and  
Not less than 1086 school hours for pupils enrolled in grade 12;

**seconded by Eric Ratzloff. 7-0, motion carried.**

**HOME RULE RESOLUTION**

**Motion by Bob Knoernschild to approve the Home Rule Resolution as follows;**

**WHEREAS, the Board of Education of Unified School District No. 421, Osage 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 and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by 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 and responsibilities that are required of another unit of government;**

**NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 421, Osage 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. 421, Osage County, Kansas, this 13<sup>th</sup> day of July, 2016;**

**Seconded by Melissa Herdman. 7-0, motion carried**

**Motion by Lori Sturdy to approve 3.6(e); (f); (g); (h) (i); (j); (l); and (n) as follows:**

**(e) Mileage Reimbursement Rate:**

District Mileage Rate remain at 50 cents per mile reimbursement for the 2016-2017 school year, provided mileage is first approved by the superintendent and no other district vehicles are available to use; and

**(f) Petty Cash Limit:**

Authorize the 2016-2017 petty cash account to the district office only and in an amount not to exceed \$1500.00 in expenditures;

**(g) 2016-2017 Substitute Teacher Pay**

Approve recommendation of the superintendent for the substitute pay for the 2016-2017 school year to remain at \$87.00 per day; and

**(h) Copying Fee:**

Approve \$.25 per page for anyone requesting a copy of district records and for anyone requesting copies that use the district copy machines for personal reasons and further set the cost of \$.25 per page for any fax request that use the district fax machines for personal use; and

**(i) Funds to Which Interest and Miscellaneous Receipts are to be Credited:**

Approve that interest and miscellaneous receipts be credited to the capital outlay funds for the 2016-2017 school year;

**(j) District Treasurer, after conferring with the superintendent, to invest idle funds as permitted by law;**

Approve to authorize the district treasurer, after conferring with the superintendent, to invest idle funds as permitted by;

**(l) District Participation in Title I, Title II, PL. 874 and all other Federal Programs the District may Choose to Participate in:**

Approve Assurance for Title VI, Title IX and Americans with Disabilities Act compliance and authorize the superintendent to participate in during the fiscal year 2016-2017; and

**(n) Rescind Policy Statements Found in Board Minutes on June 30, 2016, and approve current board policy beginning July 1, 2016;**

Approve that all policy statements found in the minutes of this Board of Education prior to June 30, 2015, 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 2016-

**2017 school year, subject to periodic review, amendment and revision by the Board of Education;**

**seconded by Dave Brecheisen. 7-0, motion carried.**

**3.6 (k) DISTRICT PARTICIPATING IN KSDE FOOD SERVICE PROGRAM**

**Motion by Bob Knoernschild to authorize the superintendent and food service representative to take administrative action necessary for the district to participate in the 2016-2017 food service program; seconded by Melissa Herdman. 7-0, motion carried.**

**3.6 (m) OFFICIAL DISTRICT NEWSPAPER**

**Motion by Eric Ratzloff to designate Herald Chronicle as the official newspaper for legal notices for the 2016-2017 school year; seconded by Lisa Baker. 7-0, motion carried.**

**INCLEMENT WEATHER/SCHOOL EMERGENCY MAKE-UP DAYS**

**Motion by Lori Sturdy to approve the recommendation that the inclement weather/school days be recognized on the approved district calendar as follows:**

<b>November 28, 2016</b>	<b>December 12, 2016</b>	<b>January 2, 2017</b>
<b>February 24, 2017</b>	<b>March 17, 2017</b>	

**seconded by Lisa Baker. 7-0, motion carried.**

**BOARD OF EDUCATION MEETING DATE-LOCATION-TIMES**

**Motion by Eric Ratzloff that pursuant to K.S.A. 72-8205 the Board of Education of USD 421, Osage County, Kansas, by Resolution duly adopted at its regular meeting held on July 13, 2016, establishing the following meeting schedule for the Board of Education meeting to be held during the 2016-2017 school year:**

<b>Hours of commencing the meeting:</b>	<b>7:00 p.m.</b>
<b>Days of Week meeting will be held:</b>	<b>Wednesday</b>
<b>Week of month meeting to be held:</b>	<b>Second</b>
<b>Location of meeting:</b>	<b>District conference Room Lyndon High School Building</b>

**with reservation to change location of meeting if needed.**

**If the established date falls on a legal holiday or a holiday specified by the Board of Education, such regular meeting will be held on the day following, commencing at the same hour as presented.**

The Board of Education reserves the right to adjourn any regular meeting to another date and time; seconded by Melissa Herdman. 7-0, motion carried.

**DISTRICT OFFICE BUSINESS HOURS AND DATES**

Motion by Eric Ratzloff to define the following district office hours and dates for the 2016-2017 school year as recommended;

District Office will remain open daily on all week days from 7:30 a.m. to 3:30 p.m.  
With half-hour lunch, except for legal holidays, winter break, spring break and inclement weather days recognized on the approved district calendar, unless said inclement weather days are used for snow make-up days;  
Summer Office Hours (Monday thru Thursday) will be from 6:30 a.m. to 4:30 p.m., daily, with half-hour lunch;  
Summer office hours are subject to change.

Seconded by Lori Sturdy. 7-0, motion carried.

**BUILDING OFFICE BUSINESS HOURS**

Motion by Eric Ratzloff to define the following building office hours and dates for the 2016-2017 school year as recommended;

Building Offices will remain open daily on all week days from 7:30 am. to 3:30 pm, with half-hour lunch, except for legal holidays, winter break, spring break, and inclement weather days recognized on the approved district calendar, unless said inclement weather days are used for snow make-up days;  
Building Offices are closed for one month during the summer hours, subject to dates as specified on their contracts;  
Summer Office hours are subject to change.

Seconded by Lisa Baker. 7-0, motion carried.

**2016-2017 APPOINTMENTS**

Motion by Eric Ratzloff to approve the 2016-2017 appointments (a) through (m) as follows:

- (a) Hearing officer – Free & reduced Meal Program – Cheryl Cook
- (b) District Food Service Representative - Donnalee Mounkes
- (c) District representative – KPERS - Donnalee Mounkes
- (d) District School Board Attorney - Michael Coffman

- (e) District Clerk of the Board - Donnalee Mounkes
- (f) District Treasurer of the Board - Merri Wilburn
- (g) District rep – Title/Federal Programs - Cheryl Cook
- (h) District rep – Americans w/Disabilities Act - Cheryl Cook
- (i) District rep – Freedom of Information Act - Cheryl Cook
- (j) District rep – Homeless Liason & Migrant - Cheryl Cook
- (k) District Supervisor - #421 Activity Account - Brad Marcotte
- (l) District Bookkeeper - #421 Activity Account - Teresa Fitch

**APPOINTMENTS:**

- District rep - #421 Teacher Evaluation Team Lisa Baker
- District rep – KASB Governmental Relations Bob Knoernschild
- District Rep – Three Lakes Educ Coop Eric Ratzloff
- District Rep – Alternate Three Lakes Educ Lori Sturdy
- District Rep – Behrens Scholarship Melissa Herdman
- District Rep – Professional Dev. Council Melissa Herdman

Seconded by Joe Isch. 7-0, motion carried.

**2016-2017 Book Rental Fees**

Cheryl Cook, Superintendent, recommended no increase in book rental fees for the 2016-2017 school year – but recommended considering a technology fee for all students for the 2016-2017 school year; Open discussion was held.

Motion by Lisa Baker to have a technology fee of \$10.00 per student for the 2016-2017 school year; seconded by Melissa Herdman. 4-3, motion carried.

Motion by Eric Ratzloff to approve the recommendation for no increase in textbook rental fees, art fees and agenda fees for the 2016-2017 school year; seconded by Lisa Baker. 7-0, motion carried.

**EMPLOYEE DISCIPLINE PLAN (Teachers)**

Cheryl Cook, Superintendent, presented an Employee Discipline Plan, prepared by the Building Principals, for board’s consideration. Open discussion was held.

It was the consensus of the board for the Employee Discipline Plan to be tabled until the August Board of Education meeting to allow the board to study the plan. This agenda item was tabled until the August Board of Education meeting.

## **SUPPLEMENTAL CONTRACTS JOB DESCRIPTION:**

**Cheryl Cook, Superintendent, presented the Board with Job Descriptions for Supplemental Assignments. Open discussion was held.**

**Motion by Eric Ratzloff to approve the supplemental contract job descriptions as presented; seconded by Lori Sturdy. 7-0, motion carried.**

## **CONSENT AGENDA**

**Activity Fund Report**

**District Treasurer's Report**

**Minutes of June 15, 2016 Board of Education meeting**

**Bills for Payment**

**Motion by Lori Sturdy to approve the Consent Agenda as presented, disregarding from the Superintendent's Report the portion concerning technology fees being established, which includes Bills for Payment in the amount of \$153,842.56; seconded by Joe Isch. 7-0, motion carried.**

**BREAK – No Request for Break**

**Professional Development Council Report –**

**Cheryl Cook, Superintendent, advised the board on upcoming professional development activities being planned.**

## **KASB REPORT**

**Bob Knoernschild, district representative, gave a report on upcoming KASB seminars.**

## **LYNDON RECREATION REPORT**

**Minutes from the May 8, 2016 meeting were presented to the board.**

**EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS OF NON-ELECTED PERSONNEL TO PROTECT THE PRIVACY INTERESTS OF AN IDENTIFIABLE INDIVIDUAL**

**Motion by Eric Ratzloff to go into executive session for ten (10) minutes to discuss personnel matters of non-elected personnel to protect the privacy interests of an identifiable individual; seconded by Melissa Herdman. 7-0, motion carried.**

**In session: 8:55 p.m.**

**Parties present:**

**Out of session: 9:05 p.m.**

**Board members**

**Cheryl Cook, Superintendent**

**9:05 p.m. – board back in session.**

**Motion by Eric Ratzloff to go into executive session for ten (10) minutes to discuss personnel matters of non-elected personnel to protect the privacy interests of an identifiable individual; seconded by Melissa Herdman. 7-0, motion carried.**

**In session: 9:07 p.m.**

**Parties present:**

**Out of session: 9:17 p.m.**

**Board members**

**Cheryl Cook, Superintendent**

**9:17 p.m. – board back in session.**

**Motion by Eric Ratzloff to go into executive session for ten (10) minutes to discuss personnel matters of non-elected personnel to protect the privacy interests of an identifiable individual; seconded by Melissa Herdman. 7-0, motion carried.**

**In session: 9:18 p.m.**

**Parties present:**

**Out of session: 9:28 p.m.**

**Board members**

**Cheryl Cook, Superintendent**

**9:28 p.m. – Board back in session.**

**RESIGNATIONS:**

**None**

**EMPLOYMENT:**

**Motion by Melissa Herdman to offer contract of employment to Raylene Brecheisen, as a food service employee, for 165 days at 5.5 hours per day at \$8.25 per hour; beginning on August 18, 2016, seconded by Lori Sturdy. 7-0, motion carried.**

**ADJOURNMENT**

**Time: 9:35 p.m. – motion by Lori Sturdy to adjourn meeting; seconded by Lisa Baker. 7-0, motion carried.**

**Dated:**

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**Donnalee Mounkes, Clerk**