

**MINUTES  
OF  
LYNDON U.S.D. #421 BOARD OF EDUCATION MEETING  
WEDNESDAY – JULY 12, 2017 – 7:00 P.M.**

Eric Ratzloff, Vice President, called meeting to order.

**Members Present:**

Lori Sturdy  
Lisa Baker  
Eric Ratzloff  
Joe Isch  
Dave Brecheisen  
Melissa Herdman

**Others Present:**

Charles Coblentz, Supt.  
Donnalee Mounkes, Clerk  
Herald-Chronicle Rep  
One teacher  
Mr. Welch, C.P.A.

All members present except Bob Knoernschild.

**ELECTION OF OFFICERS FOR 2017-2018 SCHOOL YEAR**

**PRESIDENT**

Eric Ratzloff, Vice President, called for nominations for the 2017-2018 Board President.

Dave Brecheisen nominated Eric Ratzloff for President for the 2017-2018 school year; seconded by Lisa Baker. 6-0, motion carried.

Eric Ratzloff called for other nominations. No other nominations – nominations closed.

Eric Ratzloff elected the Board President for the 2017-2018 school year.

## VICE PRESIDENT

Eric Ratzloff, President, called for nominations for the 2017-2018 Board Vice President.

Lori Sturdy nominated Lisa Baker for Vice President for the 2017-2018 school year; seconded by Eric Ratzloff. 6-0, motion carried.

Eric Ratzloff, President, called for other nominations. No other nominations – nominations closed.

Lisa Baker elected Vice President for the 2017-2018 school year.

## APPROVAL OF AGENDA

Additions/Deletions:               None

Eric Ratzloff, President, stated that Agenda item 4.1 be moved to be heard first after Approval of Agenda.

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

## PUBLIC HEARING

There was nothing for public hearing.

## DISCUSS DISTRICT FINANCE AUDIT SERVICES

Mr. Coblenz introduced John Welch, C.P.A. to the board members.

Mr. Welch spoke with the board on his qualifications and proposal to conduct the district's audit for the 2016-2017 school year. Open discussion was held.

Motion by Joe Isch to authorize the superintendent to enter into an agreement with Mr. Welch to audit the 2016-2017 district financial records for an amount not to exceed \$7,500.00; seconded by Melissa Herdman. 6-0, motion carried.

## DISTRICT CLOSE-OUT REPORT

Charles Coblenz, Superintendent, gave a report on the 2016-2017 close-out expenditures and transfers. Open discussion was held.

**Motion by Eric Ratzloff to approve the 2016-2017 close-out expenditures and transfer as presented; seconded by Dave Brecheisen. 6-0, motion carried.**

#### **SPECIAL BOARD MEETING FOR REVIEW OF THE 2017-2018 BUDGET**

**Tabled to a later time after a decision is made on the budget software.**

#### **2017-2018 DISTRICT AUTHORIZATIONS**

##### **Official Depository for District Funds**

**Motion by Eric Ratzloff to designate Lyndon State Bank as the official depository for district funds for the 2017-2018 school year; seconded by Lori Sturdy, 6-0, motion carried.**

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

**Motion by Melissa Herdman to approve the Resolution for the 2017-2018 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, 2017, 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, 2017.**

**NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of Lyndon U.S.D. #421, Osage County, Kansas, in regular meeting duly assembled this 12<sup>th</sup> day of July, 2017, 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, 2017.**

**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 Lori Sturdy. 6-0, motion carried.**

#### **1116 School Calendar**

**Motion by Eric Ratzloff to approve the 1116 hour school calendar as follows:**

**Pursuant to K.S.A. 7i2-1106, the following definition of a school year  
Be adopted for the 2017-2018 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 Melissa Herdman. 6-0, motion carried.

#### **MILEAGE REIMBURSEMENT RATE**

Charles Coblenz, Superintendent, recommends the district mileage rate be set at \$.50 per mile, after approved by the superintendent and no other district vehicles are available to use. Open discussion was held.

Motion by Lorie Sturdy to approve \$.50 per mileage rate for the district for the 2017-2018 school year; provided mileage is first approved by the superintendent and no other district vehicles are available to use, seconded by Melissa Herdman. 6-0, motion carried.

#### **PETTY CASH LIMIT**

Motion by Melissa Herdman to authorize the 2017-2018 petty cash account to the district office only and in an amount not to exceed \$1500.00 in expenditures; seconded by Lori Sturdy. 6-0, motion carried.

#### **2017-2018 SUBSTITUTE PAY**

Charles Coblenz, Superintendent, recommended no increase for the 2017-2018 substitute pay and requested the substitute pay remain at \$87.00 per day for the 2017-2018 school year. Open discussion was held.

Motion by Lisa Baker to approve the recommendation of the superintendent for the 2017-2018 substitute pay at \$87.00 per day; seconded by Lori Sturdy. 6-0, motion carried.

#### **COPYING FEE**

Motion by Joe Isch to 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 for any fax request that use the district fax machines for personal use; seconded by Lisa Baker. 6-0, motion carried.

#### **DISTRICT TREASURER, AFTER CONFERRING WITH THE SUPERINTENDENT, TO INVEST FUNDS AS PERMITTED BY LAW**

Motion by Dave Brecheisen to authorize the district treasurer, after conferring with the superintendent, to invest idle funds as permitted by law; seconded by Joe Isch. 6-0, motion carried.

**DISTRICT PARTICIPATION IN KSDE FOOD SERVICE PROGRAM**

Motion by Melissa Herdman to authorize the superintendent and food service representative to take administrative action necessary for the district to participate in the 2017-2018 food service program; seconded by Dave Brecheisen. 6-0, motion carried.

**DISTRICT PARTICIPATION IN TITLE I, TITLE IIA, Title IVA, PL 874 AND ALL OTHER FEDERAL PROGRAMS THE DISTRICT MAY CHOOSE TO PARTICIPATE**

Motion by Lori Sturdy to approve Assurance for Title I, Title IIA, Title IVA and Americans with Disabilities Act compliance and authorize the superintendent to participate in during the fiscal year 2017-2018; seconded by Melissa Herdman. 6-0, motion carried.

**OFFICIAL DISTRICT NEWSPAPER**

Motion by Dave Brecheisen to designate Osage County Herald Chronicle as the official newspaper for legal notices for the 2017-2018 school year; seconded by Joe Isch. 6-0, motion carried.

**FUNDS TO WHICH INTEREST AND MISCELLANEOUS RECEIPTS ARE TO BE CREDITED**

Motion by Joe Isch to approve interest and miscellaneous receipts to be credited to the capital outlay funds for the 2017-2018 school year; seconded by Dave Brecheisen. 6-0, motion carried.

**RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES ON JUNE 30, 2016 AND APPROVE CURRENT BOARD POLICY BEGINNING JULY 1, 2017**

Motion by Eric Ratzloff that all policy statements found in the minutes of this Board of Education prior to June 30, 2016, 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 2017-2018 school year, subject to periodic review, amendment and revision by the Board of Education; seconded by Lisa Baker. 6-0, motion carried.

**HOME RULE RESOLUTION**

Motion by Eric Ratzloff to approve the Home Rule Resolution as presented;

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 12th day of July, 2017**

**seconded by Lori Sturdy. 6-0, motion carried.**

#### **2017-2018 DISTRICT SCHEDULING**

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

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

<b>November 27, 2017</b>	<b>December 11, 2017</b>	<b>January 26, 2018</b>
<b>February 23, 2018</b>	<b>March 16, 2018</b>	

**seconded by Melissa Herdman. 6-0, 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 12, 2017, establishing the following meeting schedule for the Board of Education meeting to be held during the 2017-2018 school year:**

<b>Hours of commencing th 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 Board Room</b>

**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 Dave Brecheisen. 6-0, motion carried.

#### **DISTRICT OFFICE BUSINESS HOURS AND DATES**

Motion by Lori Sturdy to define the following district office hours and dates for the 2017-2018 school year as recommended;

District Office will remain open daily on weeks days from 7:30 a.m. to 3:30 p.m., with a half-hour lunch break, except on legal holidays, winter and spring break, as well as on inclement weather days recognized on the approved district calendar, unless the inclement weather days are used as snow make-up days;  
Summer hours to be determined later and subject to change.

seconded by Melissa Herdman. 6-0, motion carried.

#### **BUILDING OFFICE HOURS AND DATES**

School Building Offices will remain open daily on weeks days from 7:30 a.m. to 3:30 p.m., with a half-hour lunch break, except on legal holidays, winter and spring break, as well as on inclement weather days recognized on the approved district calendar, unless the inclement weather days are used as snow make-up days;  
School Building Offices are closed for on-month during the summer Recess, subject to dates as specified in employee contracts.  
Summer hours to be determined later and subject to change.

#### **2017-2018 APPOINTMENTS**

Motion by Eric Ratzloff to approve the 2017-2018 appointments as presented in Agenda 3.5(a) thru (m):

Hearing Officer – Free and Reduced Meal program	- Charles Coblentz
District Food Service Representative	- Donnalee Mounkes
District representative – KPERs	- Donnalee Mounkes
District Board Attorney	- Michael Coffman
District Attendance/Truancy Officers	- Brad Marcotte – Jennifer Hamlet
District Clerk of the Board	- Donnalee Mounkes
District Treasurer of the Board	- Merri Wilburn
District representative – Title/Federal Programs	- Charles Coblentz
District representative – American w/Disabilities Act	- Charles Coblentz
District representative – Free of Information Act	- Charles Coblentz
District rep – Homeless Liason 7 Migrant Coordinator	- Charles Coblentz

District supervisor - #421 Activity Account - Brad Marcotte  
District Bookkeeper - #421 Activity Account - Teresa Fitch

Eric Ratzloff, Board President, made the following appointments:

District Rep - #421 Teacher Evaluations - Joe Isch  
District Rep – KASB Governmental Relations - Eric Ratzloff  
District Rep – Three Lakes Educ Cooperative - Eric Ratzloff  
District Rep Alternate Three Lakes Educ Cooperative - Dave Brecheisen  
District Rep – Behrens Scholarship - Lisa Baker  
District Rep – Professional Development Council - Melissa Herdman

seconded by Dave Brecheisen. 6-0, motion carried.

#### BOARD POLICY UPDATES (2017-2018)

Mr. Coblenz, Superintendent, presented the recommended KASB board policies for board's consideration. Open discussion held.

This Agenda item was tabled until the August Board of Education meeting.

#### DISCUSS CLASSIFIED EMPLOYEES CONTRACT FORMS

This agenda item was tabled until a later meeting.

#### KASB MEMBERSHIP AND LEGAL ASSISTANCE

Motion by Lori Sturdy to approve the legal assistance in the amount of \$1650.00 and membership to Kansas Association of School Boards in the amount of \$5310.00 for a total of \$6960,00; seconded by Joe Isch. 6-0, motion carried.

#### CONSENT AGENDA

District Treasurer's Report  
Superintendent's Report  
Minutes of June 12, 2017 Board of Education meeting  
Bills for Payment

Open discussion held.

Motion by Lori Sturdy to approve the Consent Agenda as presented, which includes Bills for Payment in the amount of \$77,807.90; seconded by Dave Brecheisen. 6-0, motion carried.

BREAK – No Request for Break

**Professional Development Council Report**

No report

**Three Lakes Educational Cooperative Report**

Eric Ratzloff, district representative, gave an update on Three Lakes Educational Cooperative activities.

**KASB Report**

No Report

**Lyndon Recreation Commission Report**

No Report

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

Motion by Lori Sturdy to go into executive session for five (5) minutes to discuss personnel matters of non-elected personnel to protect the privacy interests of an identifiable individual; seconded by Dave Brecheisen. 6-0, motion carried.

In session: 8:40 p.m.

Parties present:

Out of session: 8:45 p.m.

Board Members

Charles Coblentz, Superintendent

8:45 p.m. – board back in regular session.

Motion by Lori Sturdy to go back into executive session for fifteen (15) minutes to discuss personnel matters of non-elected personnel to protect the privacy interests of an identifiable individual; seconded by Dave Brecheisen. 6-0, motion carried.

In session: 8:45 p.m.

Parties present:

Out of session: 9:00 p.m.

Board Members

Charles Coblentz, Superintendent

9:00 p.m. – board back in regular session.

**RESIGNATIONS:**

**John Ryan – Operation/Maintenance Employee**

**Motion by Melissa Herdman to accept letter of resignation from John Ryan, effective June 20, 2017; seconded by Dave Brecheisen. 6-0, motion carried.**

**EMPLOYMENT:**

**CLASSIFIED EMPLOYEES**

**Motion by Melissa Herdman to renew classified employees for the 2017-2018 school year with salaries to be determined later; seconded by Joe Isch. 6-0, motion carried.**

**ADJOURNMENT**

**Time: 9:10 p.m.**

**Motion by Lori Sturdy to adjourn meeting; seconded by Lisa Baker. 6-0, motion carried.**

**Dated:**

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**Donnalee Mounkes, Clerk**