

**MINUTES OF REGULAR BOARD OF EDUCATION MEETING
HERINGTON UNIFIED SCHOOL DISTRICT 487
CITY/SCHOOL OFFICES
19 NORTH BROADWAY
Monday, January 18, 2010
6:30 P.M.**

Bret Beye called to order the regular meeting of the Board of Education of USD 487 at 6:30 p.m. January 18, 2010. Board members and other staff present were: Alan Stuart, Phil Brockmeier, Stacey Berndt, Beki Denning, Anna Gustafson, Superintendent John Thissen, and Clerk of the Board Robyn Heitfield. David Powell was absent.

1. ADOPTION OF AGENDA

Anna Gustafson moved (Brockmeier) to adopt the agenda. Motion carried 6-0.

2. APPROVAL OF MINUTES

Anna Gustafson moved (Denning) to approve the minutes of the regular meeting of December 21, 2009 and the special meeting of January 11, 2010 Motion carried 6-0.

3. PUBLIC FORUM

4. FOOD SERVICE DIRECTOR RECOGNITION

Recognition was given to Jennifer Lollar, the District's Food Service Director, for achieving the Certified Child Nutrition Manager 1. This involves 60 hours of additional training and was awarded by the Child Nutrition and Wellness division of KSDE. Ms. Lollar was one of two in the State to achieve this prestigious award. The board recognized her effort and congratulated her on her accomplishment.

5. GIFTS AND GRANTS

A check for \$1975.00 was given to the District's middle school wrestling program from the Memorial Poker Run in honor of Mort Ditto. The gift was used to purchase uniforms and singlets for the team. Stacey Berndt moved (Brockmeier) to accept with gratitude the funds donated in memory of Mort Ditto. Motion carried 6-0.

6. ADMINISTRATORS' REPORT

Rich DeMont reported on the Elementary School:

- Title I Reading and Math will meet with parents January 25 to acquaint parents to fee websites to assist students
- Staff will attend a technology in-service at the Marion hosted by TEEN
- Dickinson County Health Department will be here January 22 to administer a second dose of the nasal spray to around 20 students. First time doses will also be offered to students who were not able to attend the first time around.
- Assessment preparation is under way as there is a lot more paperwork this time

Steve Mies reported on the following activities at the MS/HS buildings:

- The middle school awards assembly was rescheduled to January 21st at 12:25 p.m. due to a snow day
- Mr. Mies attended the Task Force to Reduce Underage Drinking meeting this month
- The Flint Hills Junior League basketball tournament was held at Mission Valley the week of January 11. The high school tournament will be in Emporia the week of January 18
- Flint Hills Jr. League Band Fest will be held at Emporia State University on February 4th

Jon Utech reported on the following:

- High school student netbooks were updated December 21-23. Replacement parts to the end caps on the hinges were ordered for twelve and keyboard parts for two.
- TEEN techs met to discuss the upcoming teacher in-serve on January 18. "MASHUP" will be held at Marion High School with Terry Ryff and Jon Utech presenting in two of the workshops.
- Middle school students will be using a group of the netbook computers and will provide feedback to the technology department for possible future use of these computers at the middle school level
- Erate for next year is underway

7. HUTTON CONSTRUCTION

A copy of the contract from Hutton Construction was provided to members for review. The District's attorney contacted Hutton with one minor change that Hutton was in agreement with. Fee structures were explained by Mr. Thissen. Hutton agreed to change the wording on the fee for General Conditions (page 9) to read; *Payment for General Conditions will not exceed 4.25%*. An explanation was requested by a board member as to what the First Aid Expense (Exhibit "A" Scope of Work including General Conditions) entailed. Another request was made as to the details of Paragraph 6.1.2.4 in Exhibit "C" regarding insurance, tool rental and labor burden.

8. HOLLIS + MILLER

A schematic design package was presented to members, updating them of the changes made since the last meeting due to additional suggestions made by staff, conversations with Kaw Valley and contact with the landscaping architect. The team will be back to meet with staff at the elementary on January 27th.

9. CAPITAL OULAY PROJECTS

A capital improvement workbook was composed in 2002 identifying numerous needs within the district wherein many were met. An updated list from 2010 to 2020 was presented to members by Mr. Thissen for review. Some of the major concerns include; high school gym bleachers, asbestos in the high school ceilings, football stadium bleachers, roof issues and the high school gym floor. Discussion then followed as to a time frame of starting these projects with respect to budget cuts and the passing of the bond issue. Due to the state's consideration of extending the life of a school bus from 20

to 25 years and the proposal of operating with one less activity bus, the suggestion was made to delay the purchase of the bus that was initially budgeted to in the 2009-10 school year. At the request of board members, Mr. Thissen will look into a cost and time frame of replacing the bleachers in the high school gym and report back to them at the February meeting.

10. BOE POLICY (Sections C & D) (Sections E & F)

Policy Sections C & D were reviewed since changes were made during the October regular meeting but action was not taken.

Table of Contents

Add **CC.....Current Organizational Chart**

CEC Superintendent Recruitment

The board **may** select.....

CEF Expense Reimbursement and Credit Cards

The superintendent's use.....necessary school business. **Limits will be set by the Superintendent each year on the July consent agenda and the board shall monitor monthly receipts and reimbursement expenses.** Expenses for district travel.....

CGI Administrator Evaluation

Delete the second paragraph.

CMA Administrative Rules and Regulations

First paragraph first sentence; **omit the comma between recommending rules**

First paragraph second sentence to read; **These rules and regulations shall be considered for approval, modification or disapproval by the board.**

Staff Involvement

The superintendent **may** include representatives.....

Rules Drafting

All proposed rules **may** be submitted.....

CN Records

Disposition

The clerk is designated as the official custodian of all district office records maintained by the district.

CO Reports

Budget Reports

The budget report shall be included in the board's agenda and **may** include each account, the original appropriation.....and the remaining balance in each account **or information as directed by the board.**

DC Annual Operating Budget

Priorities

The board **may** establish priorities.....

Recommendations

Recommendations **from the professional staff and the budget committee** concerning the district's educational.....presented to the **superintendent no later than May 1st** of each year.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget introduction letter that will includepriorities. Fund expenditures and other information as requested by the board will also.....programs. A preliminary draft ofto the board on or before August 25th each year.

DFK Gifts and Requests

Income derived from gifts.....as specified by the board and as allowed by state statute.

DH Bonded Employees

A position bond in the amount of \$100,000 is required.....

DJE Purchasing

Purchasing Authority

The board may appoint a purchasing agent for the district. In the absence of a purchasing agent appointed on the July consent agenda, the Superintendent shall be the purchasing agent.

DJEF Requisitions

Second paragraph second sentence to read; After a purchase order has been issued, the original copy of the requisition and one copy of the purchase order shall be filed in the office of the purchasing agent in numerical sequence.

Last sentence to read; School paper shall not be used.....

Stacey Berndt moved (Denning) to accept Policies C & D as stated and put into effect immediately. Motion carried 6-0.

Policy E & F suggested changes:

EBB Safety (See JBH)

Safety Unit

At the beginning of each year or semester, teachers who instruct in hazardous curriculum areas will teach a unit dedicated.....

Safety Inspections

Defects in excess of \$500.00 will be reported....

EBBA Hazardous Waste Inspection and Disposal

Inspection

Regular inspection.....shall be conducted. Delete by _____. Written records...

Disposal

Delete 2nd paragraph of this section. Redundant to paragraph under Rules

EBBD Evacuations and Emergencies (See EBBF and JBH)

If an emergency.....by the superintendent or designee.

School-Closing Announcements

When the superintendent believes.....announcements made over radio/TV stations(s). omit ()

EBBE Emergency Drills

No changes are to be made. It was noted to confirm parents are receiving a copy of the building's emergency plans each year.

EBBF Crisis Planning (See EBBD)

The superintendent, in cooperation.....principal and crisis team, shall.....

EBCA Vandalism

Offering a reward

The board of education, as authorized by K.S.A. 12-1672a, hereby offers **up to a \$500.00** reward to any.....

Persons having any knowledge.....superintendent of schools at **19 N Broadway, Herington**, telephone **785-258-2263**.

ECH Printing and Duplicating Services

Note to make sure this notice is posted near all copy machines.

FD Capital Outlay Long Range Planning

The board directs the administration.....the district staff, **site councils** and

Changes will be recommended for the administration part of Policy G by Bret Beye and Stacey Berndt at the February meeting.

11. SCHOOLS FOR FAIR FUNDING

A Supreme Court motion was filed January 11, 2010, by a number of Kansas school districts asking the courts to re-open the Montoy vs. State of Kansas lawsuit concerning school finance. The decision by board members to join SFFF has been discussed in length but presently tabled.

12. CONSIDERATIONS FOR THE 2009-10 AND 2010-11 BUDGETS

A list grouped into clusters of possible budget cuts have been presented to members by John Thissen. These clusters are the work of a budget committee consisting of district personnel listing ideas and costs and then grouped into five clusters by administration. Currently clusters 1 and 2 are up for immediate consideration. Some issues within the clusters include instructional/office supplies, student trips, clinics/workshop expenses, technology, salary and benefits, possible reductions in teaching staff and other items that must be dealt with during IBB, the certified negotiations process. Phil Brockmeier made a motion (Gustafson) to approve the recommended budget cuts for the 2010-11 school year with the exception of items listed as IBB/personnel. Motion carried 6-0.

13. PERSONNEL

A. Executive Session

At 9:10 p.m., Stacey Berndt made a motion (Gustafson) for the Board to go into executive session for the purpose of discussing personnel matters for non-elected personnel; with the Board returning to the open meeting at 9:25 p.m., and that Mr. Thissen attend. The executive session is required to protect the privacy interests of identifiable individuals. Motion carried 6-0.

Upon returning to the open meeting, Anna Gustafson moved (Brockmeier) for the Board to return to executive session for the purpose of discussing personnel matters for non-elected personnel; and that the Board returns to the open meeting at 9:30 p.m. with Mr. Thissen attending. Motion carried 6-0.

B. Budget Cuts

C. Action on Personnel

D. Employee Overtime

The Board reviewed the employee overtime report for December 2009.

14. SUPERINTENDENT'S REPORT

A. Budget

A summary was provided through December 2009.

B. Credit Cards

Credit card statements were supplied for all cardholders for Board review.

C. Kansas Broadband Internet

KBI is waiting on FCC approval to be able to proceed with utilizing the district's wireless assets. There is much optimism the equipment will be in test mode before the end of the year.

D. TEEN Mashup

E. Strategic Planning

The district's strategic plan needs to be reviewed and updated since its completion 6 years ago. Goals, capital outlay, leadership ideas and the district's mission statement are a few of the items that need to be discussed.

F. IBB

February 9th and March 4th have been set to kick off the IBB process for the 2010-11 school year.

15. VOUCHERS

A motion was made by Stacey Berndt (Gustafson) to approve vouchers as presented. Motion carried 6-0.

16. POSSIBLE AGENDA ITEMS FOR NEXT REGULAR BOARD MEETING

A. Building Project

B. Policy

C. Piper Jaffray

17. FOR THE GOOD OF THE ORDER

February will be the first month to attempt a paperless board meeting. A paper copy of the agenda will be available to board members.

It would be a good idea to have something in place for anyone wanting to donate money toward the elementary construction project.

18. ADJOURNMENT

At 9:48 p.m., Bret Beye declared the meeting adjourned.

Robyn Heitfield, Clerk of the Board of Education

Attest: _____
Bret Beye, Vice-President

Date: _____