

USD 377 BOARD OF EDUCATION
REGULAR SESSION 7:30 PM
JULY 10, 2006
CENTRAL OFFICE, EFFINGHAM

The Board of Education of Unified School District #377 met at 7:30 pm on July 10, 2006, at the Central Office, Effingham, Board members present: Steve Caplinger, Todd Gigstad, Cindy Ladd, Leonard Lange, Jeff Martin, Mark Westermann. (Michael Postma absent.)
Administrator present: Steve Wiseman, Mark Preut.

Visitors: None

Caplinger called the meeting to order at 7:30 pm.

ORGANIZATION OF BOARD FOR 2006-2007:

1. ELECTION OF BOARD OFFICERS

Westermann moved the nomination of Steve Caplinger as Board President and that a unanimous ballot be cast for Caplinger for Board President. Motion seconded by Ladd. Motion passed 5-1 (Caplinger abstained.)
Gigstad moved the nomination of Mark Westermann as Vice President and that a unanimous ballot be cast for Westermann for Board Vice-President. Motion seconded by Martin. Motion passed 5-1 (Westermann abstained.)

Caplinger assumed the chair.

2. APPROVAL OF AGENDA

Items added: D1) Consider approval of Elementary Student Handbook, Elementary Staff Handbook, Middle School Student Handbook and High School Student Handbook, D2) Consider approval of recommendation to migrate from CenterPoint to PowerSchool student management system.

3. CONSENT AGENDA

Caplinger asked for committee representatives under Item #15. The following committee members were selected:

NEKESC Board Representatives	Todd Gigstad, Leonard Lange, Alt.
Professional Development Committee	Steve Caplinger, M. Westermann, Alt.
Insurance Committee	Cindy Ladd, Todd Gigstad
Tax Abatement	Todd Gigstad
Negotiating Team	Mark Westermann, Steve Caplinger
Governmental Relations	Cindy Ladd
Centennial Scholarship	Michael Postma, M. Westermann, Alt.
Classified Salary	Jeff Martin, Mark Westermann
Capital Outlay/Facilities	Jeff Martin, Michael Postma
Steering Committee	Leonard Lange, Steve Caplinger
ACCHS Alumni Foundation	Michael Postma, Leonard Lange, Alt.
Technology Committee	Michael Postma, Leonard Lange
NEK Area Vo-Tech Representative	Leonard Lange

Motion by Lange, seconded by Ladd, to accept the Consent Agenda with amendments. (Items A-B and C1-30.) Motion passed 6-0.

The consent agenda included:

- A. Approval of Minutes of the June Regular and Special Meetings.
- B. Approval of Treasurer's Report dated 6-30-06, Activity Reports, Petty Cash Reports, Bills & Claims in the amount of \$60,745.13.
- C. Organization Appointments
 - 1. Appointed Ruth Dillon as Clerk of the Board
 - 2. Appointed Gene Hegarty as Treasurer of the Board
 - 3. Appointed Larry Mears as Board Attorney at \$100 per hour
 - 4. Named Clements Agency as Insurance Agent of Record
 - 5. Appointed the Superintendent as Purchasing Agent
 - 6. Appointed the Clerk as KPERS Agent
 - 7. Named the Clerk as Health Insurance representative
 - 8. Designated the Clerk and Superintendent as representatives to determine when to pay utilities and obligations where a penalty or discount may occur
 - 9. Named the Building Principals to report violations of compulsory attendance law to Superintendent
 - 10. Named Steve Wiseman as Hearing Officer and Mark Preut as Alternative Hearing Officer for Long-Term Suspension and Expulsion of pupils
 - 11. Selected the superintendent as the authorized representative to apply for and process federal funds
 - 12. Appointed the superintendent as Section 504 Compliance Officer
 - 13. Selected the superintendent as Food Service Program Representative and board president as District Hearing Officer
 - 14. Selected the superintendent as the person responsible for determining free textbooks and board president as district hearing officer
 - 15. Appointed board members to serve as representatives to committees as listed above
 - 16. Selected the Atchison Daily Globe as the official newspaper
 - 17. Designed Farmers & Merchants Branch, Exchange National Bank for depository of funds
 - 18. Established by resolution Petty Cash Accounts of \$750 for the elementary centers, middle and high schools and \$1500 for the district office with the building principals and superintendent responsible
 - 19. Adopted a 1116 hour school year
 - 20. Established the employee mileage rate the same as the state rate (.43 effective July 1)
 - 21. Established the employee meal allowance as breakfast, \$5.25, lunch \$7.25, dinner \$10.75 for a maximum of \$23.25 per day
 - 22. Disallowed pledging of first and second mortgages for security of deposit of district funds
 - 23. Adopted by resolution the annual waiver of requirements for generally accepted accounting principles
 - 24. Adopted Resolutions to create activity funds under the provisions of HB 2802
 - 25. Approved district Organizational Chart as presented
 - 26. Reviewed immunization policies
 - 27. Reviewed district insurance schedule
 - 28. Approved 19 applications for out-of-district school attendance and transportation as recommended.
 - 29. Approved 38 Non resident student applications as recommended.
 - 30. Approved the gift of \$250 from the State of Kansas to the Middle School for a tobacco survey.

4. **MEETING DATES AND TIMES**

Caplinger moved the board adopt the following resolution:
 Be it resolved that pursuant to KSA 72-8205, the Board of Education of Unified

School District No. 377, Atchison County, Kansas, at its regular meeting held on July 10, 2006, establish the following meeting schedule for regular board of education meetings to be held during the 2006-07 school year: Hour of commencing the meeting, 7:30 pm, Day of the week of meeting will be held on: Monday, Week of the month the meeting will be held: 2nd; Meeting Place: Board of Education office unless otherwise determined. If the established meeting date falls on a Sunday, a legal holiday or a holiday specified by the board of education, such regular meeting will be held the following Monday commencing at 7:30 pm. If the established meeting is cancelled because of an emergency within 24 hours of such cancellation, the board shall establish and give notice of the new meeting date and time.

The board of education reserves the right to adjourn any regular meeting to another time and place.

Dates specified were: Aug. 14*, Sept. 11, Oct. 9, Nov. 13, Dec. 11, Jan. 8, Feb. 12, Mar. 12, Apr. 9, May 14, June 11, July 9. (*Budget Hearing at 7:00 pm, regular session 7:30 pm.)

5) HEARING OF AUDIENCE

None

6) COMMENDATIONS/LETTERS OF APPRECIATION

None

7) PRESENTATIONS

None

8) BOARD REPORT/POSITIVES

a) Special Ed Report – Gigstad reported he was unable to attend the last NEKESC Board meeting.

9) **LEADERSHIP REPORTS**

a) Board Clerk

The board clerk reported the district has been notified by KSDE that school district individual early retirement programs need to be reviewed by someone specializing in the tax code to determine if in compliance with IRS Code 409A. Larry Mears suggested the use of tax attorney, Doug Fincher, Topeka.

b. Superintendent's Report

Mr. Wiseman included a Summer Maintenance Progress report in the board packet. He reported on July 22 Booster Club will be painting the Tiger Stadium bleachers. Wiseman reviewed lodging for the KSHSAA Annual Coaching School; presented figures from KASB from the Atchison County census for district apportionment; gave a Feasibility Study Update and presented charts by mean averages on state assessments.

10) **OLD BUSINESS**

a. Executive Session – Personnel

Motion by Caplinger at 8:33 pm to go into executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interests of the individual/s to be discussed, and that the board return to open session in this room at 8:45 pm. Motion seconded by Westermann. Motion passed 6-0. (Wiseman present 8:33-8:40).

The board resumed in open session at 8:45 pm.

Motion by Caplinger, seconded by Westermann, to re-enter executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interests of the individual/s to be discussed, and that the board return to open session in this room at 8:55 pm. Motion passed 6-0.

The board resumed in open session at 8:55 pm.

b. Approval of Personnel Report

Caplinger moved to set the salary of the superintendent for the 2006-07 school year at \$77,000 and to give the fringe benefit of family health insurance as part of the package. Motion seconded by Westermann. Motion passed 5-1. (Lange opposed.)

Motion by Caplinger, seconded by Martin to approve the personnel report as presented. Motion passed 6-0.

(The personnel report included: Resignation of Patricia Robinson from her custodial position, resignation of Cy Wallisch as head HS volleyball coach; approval of extending a contract to Judy Ledell for a 3/7 HS business teaching position to include single health insurance; approval of Delbert Gilleece and Donald Wing as 12 month custodians at \$8.40 per hour; approval of supplemental contracts: Cy Wallisch, assistant HS Football; John Scoggins, Assistant Baseball; Richard Lundin, Assistant Softball, Pat Forge, HS PDC representative; approval of 15 substitute teachers and 10 emergency substitute teachers.)

c. Consider Approval of Level II & III Equipment Requests

Motion by Caplinger, seconded by Ladd, to approve Level II and III equipment requests as presented. Motion passed 6-0.

11) NEW BUSINESS

a. Consider Bids – Milk & Fuel

Bids for milk were presented as follows:

		Escalating	Firm
Roberts Dairy	½ Pt 2%	.15	.16
	½ pt Chocolate	.14	.15
	½ pt. Strawberry	.14	.15
	4 oz juice	.11	.11
Anderson Erickson	½ pt 2%	.15	.16
	½ pt Chocolate	.14	.15
	½ pt Strawberry	.15	.16
	4 oz Orange		.11
	4 oz Apple		.12
	4 oz Grape		.14

Bids for gasoline were presented as follows:

Jackson Farmers: .03 over dealer cost

Consumer Oil: .04 over dealer cost for Lancaster & Cummings, .06 over dealer cost for Effingham.

Bids for propane were presented as follows:

Jackson Farmers: .04 over dealer cost
Consumer Oil: .05 over dealer cost

Motion by Martin to approve bids as presented.

Wiseman explained milk was bid by escalating or firm and that last year the board accepted the escalating bid but was charged the firm. The escalating bid was \$2,964 less than firm for the year. Wiseman recommended accepting the Roberts Dairy escalating bid. Don Hinz, Jackson Farmers, was asked about a rate for pre-paying gasoline and was told if done today the price would be \$2.55 per gallon. The district uses approximately 4,000 gallons per month.

Martin amended his motion to approve milk and fuel bids as recommended and that the district pre-pay 90 days worth of fuel. Motion seconded by Lange.

Martin amended the above motion to approve the milk bid as recommended. Amended motion seconded by Lange. Motion passed 6-0.

Caplinger moved the district prepay a 90 day supply of 12,000 gallons of diesel fuel at \$2.55 per gallon from Jackson Farmers. Motion seconded by Gigstad. Motion passed 6-0.

Gigstad moved the board approve the propane bid from Jackson Farmers at .04 over dealer cost for the 06-07 school year. Motion seconded by Ladd. Motion passed 6-0.

b. Asbestos Resolution

Motion by Westermann to approve the following Annual Asbestos Resolution: Be it resolved that the Board of Education of Atchison County Community Unified School District 377, Effingham, Kansas, will make a commitment for inspection and reinspection of all areas in the school buildings that have friable or nonfriable asbestos present at least every three years after the Management Plan is implemented.

The Board of Education further resolves that it will review the Management Plan recommendations and initiate implementation of the recommendations in the Plan on an annual bases. The Board has appointed Dan Coder, Maintenance Supervisor, as the District Local Education Agency Designated Person. The Designated Person is responsible for the regulations under the Asbestos Hazard Emergency Response Act of 1986 as stated in Section 763-84.

Adopted this 10th day of July, 2006, at the regular meeting of the USD 377 Board of Education.

Motion seconded by Lange. Motion passed 6-0.

c. Budget Development

The board was informed to date budget workshops have not been scheduled nor the budget document received from the KSDE.

d. KASB Policy Updates

Motion by Caplinger that all policy statements found in the minutes of this board of education prior to June 30, 2006, be rescinded, and that the board of education adopt the board policy manual as presented and recommended by the superintendent of schools to govern this school district during the 2006-07 school year, subject to periodic review, amendment and revised by the board of

education. Motion seconded by Ladd. Motion passed 6-0.

d 1. Consider approval of ES Student Handbook, ES Staff Handbook, MS Student Handbook, HS Student Handbook

Mr. Pruett discussed changes in the HS student handbook using weighted grades for GPA. A list of classes for weighting was reviewed. Weighted classes would receive an extra grade point.

Motion by Ladd to approve building level handbooks as presented. Motion by Martin. Motion passed 6-0.

d 2. Consider approval of recommendation to migrate from CenterPoint to PowerSchool student management system.

Wiseman explained CenterPoint would only be supported for two more years and that CenterPoint would be integrated into PowerSchool. There will be no additional cost to the district. Wiseman recommended the board approve to migrate from CenterPoint to PowerSchool mid-term of the 2006-07 school year.

Martin moved the board approve the recommendation to migrate from CenterPoint to PowerSchool for the 2006-07 school year. Motion seconded by Westermann. Motion passed 6-0.

e. Select Place for August BOE Meeting

Motion by Gigstad that the August meeting be held on the 14th with the budget hearing at 7:00 and regular session at 7:30 pm in the District Office. Motion seconded by Ladd. Motion passed 6-0.

f. Consider Approval of Special July Session: Board Retreat & Goal Setting Session to include the USD #377 Administrative Team.

Caplinger moved to set the date of July 24 for a board retreat including the administrative team and curriculum director at 7:30 pm in the Central Office. Motion seconded by Ladd. Motion passed 6-0.

Motion by Caplinger, seconded by Lange, to adjourn at 9:22 pm. Motion passed 6-0.

Ruth Dillon
Board Clerk