

USD 377 BOARD OF EDUCATION
REGULAR SESSION 7:30 PM
JULY 11, 2005
CENTRAL OFFICE, EFFINGHAM

The Board of Education of Unified School District #377 met at 7:30 pm on July 11, 2005, at the Central Office, Effingham, Board members present: Steve Caplinger, Todd Gigstad, Cindy Ladd, Leonard Lange, Jeff Martin, Michael Postma, Mark Westermann.
Administrator present: Steve Wiseman

Visitors: Jeff Schmucker, Globe; Susan Erickson, Andrea Doty.

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

ORGANIZATION OF BOARD FOR 2005-2006:

I. ELECTION OF BOARD OFFICERS

Westermann moved the nomination of Steve Caplinger as Board President.
Seconded by Lange.
Ladd moved that a unanimous ballot be cast for Caplinger for Board President.
Motion seconded by Martin. Motion passed 7-0.
Postma moved the nomination of Mark Westermann as Vice President.
Motion seconded by Gigstad.
Ladd moved that a unanimous ballot be cast for Westermann for Board Vice-President.
Motion seconded by Martin. Motion passed 7-0.

Caplinger assumed the chair.

II. CONSENT AGENDA

Caplinger added as E-#33, Approval of Food Service Agreement, under Organization Appointments, changed the order of action items with #3, Personnel, to follow Budget Development #5, added as a Discussion item prior to Advanced Agenda, Evaluation Tool and Process for Superintendent of Schools. Caplinger informed the board that students listed below the blank space on Insert H (E #29), Applications for Out-of-District School Attendance and Transportation, were recommended for approval.

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

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

A. Approval of Agenda

Motion by Postma, seconded by Westermann, to accept the Consent Agenda with amendments. (Items A-D AND E1-33) Motion passed 7-0.

The consent agenda included:

- B. Approval of Minutes of the June Regular and Special Meeting.**
- C. Approval of Treasurer's Report dated 6-30-05, Activity Reports, Petty Cash Reports, Bills & Claims in the amount of \$94,219.01.**
- D. Approval of Substitute Teacher Applications**
- E. 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 \$95 per hour**
 - 4. Named Clements Agency as Insurance Agent of Record**
 - 5. Appointed the Superintendent as Purchasing Agent**
 - 6. Appointed Ruth Dillon KPERS Agent**
 - 7. Named Ruth Dillon 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. Approved 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 (.40 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 a contract with NEK Multi-County Health Department for Nursing Services for 2005-06 with a 3% increase**
 - 29. Approved 13 applications for out-of-district school attendance and transportation as recommended**
 - 30. Approved 6 Non resident student applications as recommended by the building principals**
 - 31. Accepted the gift of a CVAP holding cabinet for food service**
 - 32. Approved the High School Technical Review Team as presented**
 - 33. Approved the 2006 Child Nutrition & Wellness Program Agreement with the Kansas State Department of Education**

III. MEETING DATES AND TIMES

Lange moved the board adopt a resolution to meet on the second Monday of the month with meetings to begin at 7:30 pm in the central office, with at least one board meeting per year held at the outlying centers, on the dates listed except the budget hearing on August 8 beginning at 7:00 pm with regular session at 7:30, with meetings ending at 11:00 pm unless a majority of the board votes to extend the meeting. Motion seconded by Ladd. Motion passed 7-0.

Dates specified were: Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, Feb. 13, Mar. 13, Apr. 10, May 8, June 12, July 10.

HEARING OF AUDIENCE

None

Clerk's Report: The Clerk announced upcoming KASB workshops and dates of a workers comp premium audit (July 19) and district audit by Bogner & Long (Aug. 15).

ADMINISTRATIVE REPORTS

Special Education: Todd Gigstad reported at their last meeting the NEKESC board discussed negotiations. Judy Denton was offered a supplemental contract to be acting director for the month of July.

Superintendent: Wiseman updated the board on progress being made on Buildings A & B to address the mold assessment report.

The original projected cost for the mobile unit at Cummings was \$13,430. The board was informed the cost is more than expected, approximately \$16,000, with adding the cost of electricity and skirting.

Wiseman reviewed a new Superintendent conference he recently attended.

The board was told summer maintenance projects are on schedule, that the 1,000 lb. lift for the panel truck has been installed at a cost of \$2,300.

ACTION ITEMS

1. Consider Bids – Milk & Fuel

Bids were presented as follows for Propane:

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

Gasoline & Diesel bids were presented as follows (over dealer cost):

	Consumer Oil	Jackson Farmers
Lanc/Cumm Elem	.0325	.029
Bus Garage	.0325	.029
Unleaded	.0325	.029
Diesel	.0325	.029

Milk bids were received as follows:

	Roberts Dairy		Anderson-Erickson	
	Esc.	Firm	Esc.	Firm
1/2 Pt Homogonized	.187	.192	.1685	.175
1/2 Pt 2%	.174	.179	.1562	.163
1/2 Pt Chocolate	.162	.167	.1479	.155
1/2 Pt Strawberry	.165	.17	.156	.163
4 oz Juice	.12	.12		
4 oz Orange				.10
4 oz Apple				.106
4 oz Grape				.137

Motion by Gigstad, seconded by Ladd, to accept the low bid from Jackson Farmers for fuel and propane for the 2005-06 school year. Motion passed 7-0.

Motion by Gigstad, seconded by Lange, to accept the low escalating bid from Anderson Erickson for milk for the 2005-06 school year. Motion passed 7-0.

2. Asbestos Resolution

Caplinger moved the adoption of the following 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 resolved that it will review the Management Plan recommendations and initiate implementation of the recommendations in the Plan on an annual basis. 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 state in Section 763-84.

Adopted this 11th day of July, 2005, at the regular meeting of the USD 377 Board of Education.

Motion seconded by Postma. Motion passed 7-0.

4. Bids for Sale of Suburban

One bid was received for \$500. Mr. Wiseman stated Charlie Buttron suggested several options, putting in an auction, parting out, or rebidding. Wiseman was directed to come up with a plan for the next agenda.

5. Budget Development

Increases and reductions in line items, amount of projected increase in state aid for 2006 and the assessed valuation were discussed.

3. Personnel

Motion by Gigstad, seconded by Lange, to enter executive session at 8:13 pm to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed and that the board return to open session in this room at 8:23 pm. Motion seconded by Lange. Motion passed 7-0. (Wiseman present.)

The board resumed in open session at 8:23 pm.

Caplinger moved the board accept the resignations from Joy Mottin from her HS assistant volleyball coaching position, Eileen Montgomery as MS Stuco Co-sponsor, and Virginia Garrett from her Cook/Manager position at the high school. Motion seconded by Westermann. Motion passed 7-0.

Motion by Caplinger to extend a contract as Curriculum/School Improvement Specialist to Tom Hinrichs at his placement on the teacher salary schedule plus 20 days supplemental, contingent upon being able to hire a qualified replacement. Motion seconded by Postma. Motion passed 7-0.

6. KASB Policy Updates

Wiseman reviewed updated facility use rules. He added on page 3 a school facility use annual waiver with the stipulation the board reserves the right to revoke this waiver at any time. Training and keys will be provided to reduce the need for extra help. If a cook or custodian is needed there will be additional fees. Wiseman presented board members with a disk of the board policy manual with the updates from KASB.

Motion by Caplinger, seconded by Ladd, that all policy statements found in the minutes of this board of education prior to June 30, 2005, be rescinded, and 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 2005-06 school year, subject to periodic review, amendment and revision by the board of education. Motion passed 7-0.

7. Select Place for August BOE Meeting

Motion by Gigstad, seconded by Postma, to hold the Budget Hearing at 7:00 pm and regular session at 7:30 pm in the Central Office. Motion passed 7-0.

DISCUSSION ITEMS

1. Board Retreat & Goal Setting Session

Motion by Caplinger to direct the superintendent to set up a board retreat for Tuesday, July 19th at 7:00 pm. Motion seconded by Postma. Motion passed 7-0.

2. Tiger Stadium Bleacher Discussion

Wiseman reported an engineer came in today and inspected the bleacher facilities. The structure is in good shape with some minor repairs needed. The engineer felt fixing the seats and flooring would be acceptable. The district will receive a report which will be presented to the board and Facility/Capital Outlay committee. The goal is to do this project in the summer of 2006.

3. District Phone System

Wiseman asked this item be tabled to the next meeting.

5. Superintendent evaluation tool and process

Caplinger presented an evaluation tool from KASB. He asked board members to review the document and look at the job description and time table.

4. Advanced Agenda Planning

Supplemental contracts were added to the printed list.

Postma made and Martin seconded a motion to adjourn at 8:50 pm. Motion passed 7-0.

Ruth Dillon, Board Clerk