

UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
JUNE 28, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present	Steve Caplinger, Todd Gigstad (7:05 pm), Cindy Ladd, Jeff Martin, Steve Meeks.
Members Absent	Tom Lee, Michael Postma.
Others Present	Superintendent Steve Wiseman, Principal Mark Preut; Katie Blair, Globe.
Call to Order	The meeting was called to order at 7:00 pm by President Caplinger.
Approval of Agenda	Amendment to Agenda: Consider change of organization meeting in July from the 19 th to another date. Motion by Ladd to approve the agenda as amended. Seconded by Martin. Motion passed 4-0.
Bills & Claims	Bills & Claims in the amount of \$799,597.45 were presented along with the JR/SR High and Intermediate School 2009-10 Petty Cash Reports. Motion by Martin to approve the financial reports as presented. Motion seconded by Ladd. Motion passed 4-0.
Gifts & Grants	Motion by Meeks, seconded by Ladd, to accept the gift of an electric treadmill from Ruth & Rich Beal for the exercise room. Motion passed 4-0.
Renaming of Intermediate School	Ladd moved to approve renaming the Intermediate School to Atchison County Community Elementary School. Motion seconded by Gigstad. Motion passed 5-0.
Schools for Quality Education Membership	Motion by Martin to approve the SQE membership renewal as presented. Motion seconded by Meeks. Motion passed 5-0.
Disposal of Surplus Property	Gigstad moved to dispose of surplus property as recommended. Motion seconded by Meeks. Motion passed 5-0. (Property to be disposed of: small laminator to be gifted to the Effingham Community Library; accept sealed bids on food service Market Forge Steamer and 40 gallon kettle.)
Personnel Report	Gigstad moved to approve the personnel recommendations and non-renewal resolutions as presented. Motion seconded by Martin. Motion passed 5-0. (Personnel recommendations: Extend a Character Ed Harassment Bullying Specialist contract to Jenna Hawk at \$11 per hour with benefits; extend a School Nurse contract for 2010-11 to Tenille Forbes at \$22.50 per hour, 7.5 hours per day, rescind approval of Jennifer Hansen as HS Dance

Transportation Salary Schedule

Sponsor and extend a supplemental contract to Myka Speer for the position; approve final resolutions of non-renewal for the following teachers, Judy Ledell, Ripp Harrison, Joel Cormode, Vicky Hegarty.)

No recommendation at this time.

Copier Lease Agreement Recommendation

Wiseman recommended a 60 month equipment lease agreement with Marlin Leasing Corporation at an annual cost of \$8,820 and a maintenance agreement with OCE Imagistics at a per copy cost of .0065 per copy for the life of agreement, in accordance with the state bid contract.

Martin moved to approve the copier lease and maintenance agreement recommendation as presented. Motion seconded by Ladd. Motion passed 5-0.

Capital Outlay Mill Levy

Wiseman presented a letter from the Atchison County Clerk stating on June 15 a petition was filed by registered voters in USD 377 opposing the resolution passed by the board to levy a tax for Capital Outlay and that there were sufficient signatures to place the question on the ballot in the General Election, November 2nd, or if desired at a special election. Following discussion it was the consensus of the board to wait until the 2011 budget is completed to make a decision.

Budget Close-Out and Transfers

Motion by Gigstad, seconded by Ladd, to authorize the superintendent and board clerk to encumber outstanding purchase orders and make necessary transfers to close out the budget for the fiscal year 2010 and, if final General, Supplemental General, Special Ed and KPERS state payments are not received until July to record as June 2010 revenues and expenditures. Motion passed 5-0.

2010-2011 Budget Discussion & Superintendent's Report

Wiseman reviewed expenditures in the Supplemental General Fund , presented an Amelia Earhart ad for the Globe, updated progress on summer maintenance and projects, and discussed the State Budget Workshop recently attended. Wiseman presented a Google applications demonstration. Hay on district property across from the high school was discussed. The FFA will be contacted to see if they want it as a project.

July Organization Meeting

Motion by Gigstad to hold the July meeting on the 8th at the Central Office at 7:30 pm. Motion seconded by Ladd. Motion passed 5-0.

Adjournment

At 8:09 pm, Motion by Martin, seconded by Meeks, to adjourn. Motion passed 5-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
JUNE 14, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

<i>Members Present</i>	Steve Caplinger, Todd Gigstad , Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
<i>Members Absent</i>	Tom Lee
<i>Others Present</i>	Superintendent Steve Wiseman, Principals, Jamie Wetig & Mark Preut; Katie Blair, Globe.
<i>Call to Order</i>	The meeting was called to order at 7:30 pm by President Caplinger.
<i>Approval of Agenda</i>	<p>Amendments to the Agenda: Recommendations for Action related to teaching contracts, classified contracts, supplemental/Extended day contracts, and principal contracts.</p> <p>Motion by Postma to approve the amended agenda. Seconded by Meeks. Passed 6-0.</p>
<i>Approval of Consent Agenda</i>	<p>Motion by Gigstad, seconded by Postma, to approve the consent agenda. Motion passed 6-0.</p> <p>(The consent agenda included approval of the minutes of the May regular & extended meetings; the treasurer’s report dated 05/31/2010, activity reports, bills, claims & transfers in the amount of \$635,312.28; and acceptance of correspondence. Gifts were accepted from Country Mart for the Primary/Intermediate Schools \$364.42 and JSH of \$533.01, from the ACCHS Alumni Association to Soundmasters of \$100 and from ACCHS Alumni to Soundmasters, \$401.62.)</p>
<i>Hearing of Audience</i>	None
<i>Commendations</i>	None
<i>Presentations</i>	None
<i>Special Ed Report</i>	Minutes of Keystone meetings were included in the board packet.
<i>Board Reports</i>	None
<i>Leadership Reports</i>	<p>Wetig presented estimated enrollment numbers for the Primary/Intermediate school for 2010-11 and gave a summer school update.</p> <p>Wiseman gave a brief legislative report, reviewed a draft of a mitigation</p>

plan for the county , discussed negotiation with the state department on assessment scores, and related at a Keystone meeting he received an estimated special education assessment for next year with a \$26,000 increase. Wiseman gave an update on the sale of the Lancaster and Cummings buildings relating there is some discussion with Lancaster on the contract wording and a delay in financing on the Cummings building.

Motion by Postma to terminate the contract with Nick Wright on the Cummings building and to communicate the board's decision. Motion seconded by Ladd. Motion passed 6-0.

***Old Business
Curriculum Director
Supplemental Position***

Wiseman recommended adding a Curriculum Director supplemental position of \$2500 for the 2010-11 school year.

Motion by Postma to approve the Curriculum Director Supplemental Position as presented. Motion seconded by Martin. Motion passed 6-0.

JSH Student Handbook

Wiseman reviewed several sections of the handbook. The handbook will be presented for approval on June 28.

JSH Staff Handbook

The staff handbook will be presented for approval on June 28.

2010-2011 Textbook Fees

Wiseman recommended no change in fees for 2010-11. Kindergarten will remain \$25, Gr. 1-4 \$50, Gr. 5-8 \$75, and Gr. 9-12 \$100.

Motion by Gigstad to approve textbook fees as presented which are the same as current fees. Motion seconded by Meeks. Motion passed 6-0.

KASB Student Insurance

Martin moved to approve the \$100 deductible student accident insurance plan for the 2010-11 school year from KASB at a premium of \$5,544.00. Motion seconded by Ladd. Motion passed 6-0.

2010-11 Meal Prices

Wiseman presented a recommendation for meal prices for 2010-11 as follows:

	Lunch	Breakfast
Adult	\$3.25	\$1.85
Elem	\$1.90	\$1.20
JSH	\$2.15	\$1.30

Motion by Postma to approve meal prices for 2010-11 as presented. Motion seconded by Meeks. Motion passed 6-0.

***New Business
Job Descriptions***

Wiseman presented job descriptions for School Nurse and Character Ed Harassment Bullying Specialist for consideration.

Meeks moved to approve the School Nurse and Character Ed Harassment Bullying Specialist job descriptions as presented. Motion seconded by Ladd. Motion passed 6-0.

***Greenbush Energy Group
Participation Agreement &
Hedging Authorization for
2010-2011***

The 2010-11 Greenbush participation fee is \$400. Service cost fee is three cents per mcf per year.

***Greenbush Energy Group
Natural Gas Supplier
Contract***

Motion by Gigstad to approve to participate in the Greenbush Energy Group for the 2010-11 school year. Motion seconded by Ladd. Motion passed 6-0.

Greenbush has recommended Asgard Energy LLC as the preferred supplier of natural gas for 2010-11.

Motion by Gigstad to approve the Asgard Energy, LLC, Natural Gas and Transportation Services Supplier contract as presented. Motion seconded by Meeks. Motion passed 6-0.

***Resolutions to Destroy
Records***

Resolutions were presented for the destruction of high school records prior to 6/1/2005, elementary records 2004-05 and older and for Central Office accounting records 1990-1995.

Postma moved to approve the three resolutions to destroy records as presented. Motion seconded by Ladd. Motion passed 6-0.

***General Liability and
Workers Comp Insurance
Policy Renewal 2010-11.***

Renewal rates were presented from EMC/Clements for Worker's comp \$38,546, Liability, Vehicle \$47,124, total \$85,670 with adjustments to be made to include Cummings and Lancaster buildings if not sold by renewal date and to add coverage on several equipment items.

Motion by Martin to renew General Liability and Workers Compensation Insurance policies with EMC. Motion seconded by Postma. Motion passed 6-0.

***2010-2011 Negotiated
Agreement***

Wiseman presented the new salary schedule and summary of changes.

Motion by Ladd to approve the 2010-11 Negotiated Agreement and teacher salary recommendations as presented. Motion seconded by Martin. Motion passed 6-0.

***KASB Policy
Recommendations***

The Board discussed KASB recommended policy updates. Approval will be at a later meeting.

***Consider Approval of
Personnel Report***

Motion by Caplinger to enter into executive session at 9:00 pm in order to discuss matters related to personnel in order to protect the privacy interest of individuals and that the board return to open session in this room at 9:10 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 9:10 pm.

Motion by Caplinger to approve the Personnel report as presented. Motion seconded by Ladd. Motion passed 6-0.

(The Personnel Report included approval of Ripp Harrison, K-12 Art Instructor and Jody Watkins as Elementary Teacher. Classified contracts were approved with a 1.25% increase for classified hourly staff and department supervisors. Supplemental contracts were approved as follows: Dean Swafford – 20 days extended for FFA, Jamie Wetig as summer school administrator for 2010, John Wetig – HS Boys Track Head

***Select Time, Date and Place
for July 2010 Organizational
Meeting***

Adjournment

and Girls Track Head, Courtney Strine - JH VB Head, Natalie Leseberg – JH VB Assistant. A \$750 increase for principal contracts was approved with an extended contract for Jamie Wetig for federal programs and LCP.

Ladd moved to hold the July meeting on the 12th. Motion died for lack of a second.

Martin moved to hold the July organization meeting on the 19th at 7:30 pm at the district office. Motion seconded by Gigstad. Motion passed 6-0.

At 9:18 pm Caplinger moved to adjourn the meeting to June 28 at 7:00 pm in the Central Office. Motion seconded by Postma. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
MAY 27, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks.
Members Absent	Tom Lee, Michael Postma.
Others Present	Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Alison Ostertag, Sheila Chalfant, Wanda Small.
Call to Order	The meeting was called to order at 7:00 pm by President Caplinger. Motion by Ladd to recess to 7:15 pm. Motion seconded by Meeks. Motion passed 5-0.
Approval of Agenda	Amendments to Agenda: Table Item #8, KASB Insurance; Add Resolution to Approve E-FM Consulting and State Assessment Presentation; additions were made to Non-Resident student recommendations, Personnel, Summer Project Bids and Breakfast/Lunch prices. Motion by Martin to approve the agenda as presented. Seconded by Ladd. Motion passed 5-0.
State Assessments Presentation	Hinrichs presented information on state assessments, 2009-10.
Non-Resident Student Recommendations	Motion by Martin to approve the non-resident student admission recommendations as presented. Motion seconded by Gigstad. Motion passed 5-0.
Summer Project Bids	Bids were presented for JSH Sidewalk pad & curb with Martin Construction the low bidder of \$5,850; Intermediate School Electric Outlets - Coder Electric the low bid of \$4,507.95; Condensate Tank Replacement, - McElroy's \$6,850; Fence Bids with Atchison Fence the low bidder of \$2,369.00; Fitness Bldg Guttering and Downspouts - Fox Seamless low bid of \$1,310, Doors for Intermediate and JSH - Commercial Door low at \$7,780; JSH Girls Restroom with L & L Construction low bid of \$33,448 and JSH Firewall repair, L & L Construction \$1,180. (List of bids attached.) Motion by Gigstad to approve Tier I bids as recommended. Motion seconded by Ladd. Motion carried 5-0. Wiseman presented an additional bid from McElroy's to replace steam traps in the intermediate gym and weight room of \$13,043.

Breakfast/Lunch Price Discussion

Motion by Martin to approve McElroy's bid of \$13,043 to replace steam traps in the Intermediate gym and weight room. Motion seconded by Meeks. Motion passed 5-0.

Wiseman presented information on prices for lunch and breakfast charged by schools in the area and the state averages. A recommendation will be presented at the June Meeting for 2010-2011 for USD 377.

Resolution to Approve E-FM Consulting to Act on Behalf of the District in the Analysis and Development of a County Hazard Mitigation Plan

A resolution was presented to authorize EFM Consulting to prepare a Atchison County Multi-Jurisdiction hazard mitigation plan in accordance with FEMA requirements.

Motion by Meeks to approve the Mitigation Plan Appointment Resolution as presented. Motion seconded by Martin. Motion passed 5-0. (Copy of Resolution attached.)

Executive Session - Personnel

Motion by Caplinger to enter into executive session at 7:50 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 8:05 pm. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present 7:50-7:54; 8:00-8:05; Preut 7:54-8:00)
The board resumed in open session at 8:05 pm.

Motion by Caplinger to enter into executive session at 8:07 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 8:12 pm. Motion seconded by Meeks. Motion passed 5-0. (Wiseman present)
The board resumed in open session at 8:12 pm.

Motion by Caplinger to enter into executive session at 8:17 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 8:22 pm. Motion seconded by Meeks. Motion passed 5-0. (BOE Only)
The board resumed in open session at 8:22 pm.

Personnel Contract Extensions

Motion by Ladd to approve the personnel report as presented. Motion seconded by Martin. Motion passed 5-0. (The personnel report included approval of a PK-12 counselor contract for Vicki Hegarty, JSH Counselor In-Training for Charles Watkins under the mentorship of Vicki Hegarty; and approval of the following supplemental assignments: HS Friends of Rachel sponsor – Noelle Walters; HS Driver Ed – Duane Feldkamp; HS Sr Class – Amy Eckert and Deanna Scherer; HS Baseball Head – Justin Sloop; HS Baseball Asst. – Andrew Eckert; HS Cheerleader Sponsor – Tonya Haase; HS Cross Country Head – Nate Smith; HS Dance Team – Jennifer Hansen; HS Softball Head – Joe Worthington; HS SB Asst – Charles Watkins; HS Summer Weights – Mark Smith and John Wetig; HS FB Asst – Cody Sprang; JHS Cheerleading – Barb Scoggins; JH Boys BB Head – Justin Sloop; JH Boys BB asst – Mike Eckert; JH Girls BB Head – Mike Eckert; JH Girls BB Asst. – Margo Ellerman; JH Girls Track Head – Joyce Thompson; JH WR Head –

Adjournment

Cody Sprang; PDC Member – Anita Stutesman; PK-12 Counselor Extended Days (10) – V. Hegarty; K-12 Librarian 6 days extended – Susan Erickson.)

Wiseman presented FFA certificates to board members.

At 8:28 pm, motion by Martin to adjourn the meeting. Motion seconded by Meeks. Motion passed 5-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
MAY 10, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad (7:33 pm), Cindy Ladd, Jeff Martin (8:00 pm) Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals, Tom Hinrichs, Jamie Wetig & Mark Preut (8:00 pm), Katie Blair, Globe; Kathleen McKelvy, Dana Clary & Elaine Scott, Parents as Teachers; Karen Coder, Christy Brull, & Lainie Swendson, PTO; Tammy Ricketts & Jan Reiss, Site Council chair persons; Jerry & Julie Boyle & Darwyn, Shelly Thorne, Alison Ostertag.
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	Amendments to the Agenda: Under Old Business, Item D, Summer Projects a JSH wiring change, add Food Service equipment bids, withdraw recommendation on JSH Auditorium doors; Under New Business add Parents as Teachers Unit Request, supplemental contract recommendations to the Personnel Report and add an Executive Session prior to Personnel Report. Motion by Ladd to approve the amended agenda. Seconded by Postma. Passed 5-0.
Approval of Consent Agenda	Motion by Ladd, seconded by Meeks, to approve the consent agenda. Motion passed 5-0. (The consent agenda included approval of the minutes of the April regular & extended meetings, and May 4 special meeting; the treasurer's report dated 04/30/2010, activity reports, bills, claims & transfers in the amount of \$788,974.59; and acceptance of correspondence.)
Hearing of Audience	None
Commendations	None
Presentations	Dana Clary presented the Parents as Teachers report stating 48 families and 60 children were served. They would like to keep 5 units again for next year. Elaine Scott discusses services provided and group meetings. Kathleen McKelvy introduced Jerry & Julie Boyle & Darwyn. Julie discussed the Tiny K and PAT programs Darwyn participated in. Books made by Shelly Thorne for one of the play groups were viewed. Tammy Ricketts gave the Elementary and Intermediate and Jan Reiss the Junior/Senior High Site Council reports.

A PTO report was given by Lainie Swendson which included their fund raising projects and the programs they sponsored for students and staff. Thanks were expressed to the PTO for their support of the district.

Special Ed Report

Gigstad discussed the Keystone changes in leadership for next year; the i3 grant from the US Dept of Education being applied for by Terri Coughlin in partnership with Laura Downey, KACEE, to pursue grant funding for JDLA and participating districts; and a contract approved with The Guidance Center for services associated with JDLA.

Board Reports

Gigstad related John Koepke, KASB executive director, will retire this year.

Motion by Gigstad for the USD 377 Board to send a letter of best wishes to John Koepke on his retirement and appreciation for his many roles at KASB and years of service as executive director. Motion seconded by Martin. Motion passed 6-0.

Leadership Reports

Hinrichs presented allocations for FY 2011 Title programs, the Primary School Wellness Week schedule, gave an overview of the i3 grant from the US Department of Education being applied for by Keystone, and updated the board on progress with the Head Start Program. It was recommended the administration continue to pursue the program.

Wetig presented a written monthly report which included testing information, upcoming events, field trips and the Intermediate Wellness week schedule.

Preut announced upcoming events at the JSH, expressed appreciation to those groups and individuals who helped with the KASB Regional, discussed a school facilitated/parent sponsored 8th grade trip to Worlds of Fun, and plans for School Health Week.

Wiseman related Mr. Lucas and Mr. Swafford had a joint student project to redo the sign in front of the JSH; expressed thanks to those who helped with the KASB Regional, discussed the transition from Outlook to Google e-mail, moving servers to the JSH on June 1, an i3 grant through Greenbush, and announced the staff appreciation breakfast on May 28 at 7:45 am.

Old Business Elementary Promethean Bids

A low bid of \$60,521.00 was received from CDWG for Elementary Prometheans to be purchased from Title I ARRA funds.

Motion by Gigstad to approve the CDWG Elementary Promethean Bid recommendation as presented. Motion seconded by Postma. Motion passed 6-0.

Junior/Senior High Promethean Bids

A low bid of \$13,938 was presented from CDWG for Jr./Sr. High Prometheans.

Motion by Postma to approve the CDWG Junior/Senior High Promethean bid recommendation as presented. Motion seconded by Ladd. Motion passed 6-0.

Elementary Laptop Bids

A low bid was received from CDWG for 20 elementary teacher laptops at a cost of \$17,000.

**District Budget Discussion
and Summer
Projects/Capital
Expenditure
Recommendations**

**Summer School 2010
Proposal**

**New Business
Parents as Teachers Unit
Request**

Keystone Efficiency Study

**Curriculum Director
Supplemental Position**

**Summer Maintenance
Proposal**

**Executive Session -
Personnel**

Motion by Meeks to approve the CDWG bid for 20 elementary teacher laptops as presented. Motion seconded by Postma. Motion passed 6-0.

Low bids were presented for various Tier I summer projects. A change was made for JSH wiring from \$3984.53 to \$5141.29. A low bid by Spatula Central for a Food Service Steamer and kettle for \$25,494 was added. The bid on JSH auditorium doors was withdrawn.

Motion by Gigstad to approve the amended summer project bid recommendation of \$113,668.74. Motion seconded by Martin. Motion passed 6-0.

Hinrichs presented a recommendation for the 2010 summer school program with 5 instruction days for grades 2-6 from June 2 to June 30 at a cost of \$7,255.07 from Title I funds.

Motion by Postma, seconded by Meeks, to approve the 2010 summer school program as presented. Motion passed 6-0.

The PAT Program coordinator is requesting the district continue with 5 PAT units at a cost of \$17,500 for the 2010-11 school year.

Motion by Gigstad to approve the proposed PAT request for five units. Motion seconded by Postma. Motion passed 6-0.

KSDE is sponsoring an efficiency study to determine if there are ways to share resources to reduce costs. Cost of the study is \$2000 split between the 7 schools and Keystone.

Gigstad moved to spend our portion to participate in the Keystone Efficiency Study. Motion seconded by Martin. Motion passed 6-0.

Wiseman told the board several staff members have that expertise and there was a possibility one could take over the duties of Curriculum Director with time allotted.

Wiseman recommended hiring five workers for help with relocation this summer: Cy Wallisch, Joyce Thompson, Donna Blackledge, Krista Sowers at \$8.50 per hour and Cody Sprang at \$8.00 per hour.

Ladd moved to approve the maintenance proposal as presented. Motion seconded by Gigstad. Motion passed 6-0.

Motion by Caplinger to enter into executive session at 8:57 pm in order to discuss matters related to personnel in order to protect the privacy interest of individuals and that the board return to open session in this room at 9:07 pm. Motion seconded by Martin. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 9:07 pm.

**Personnel
Recommendations**

Gigstad moved to approve the Supplemental assignments for 2010-2011 as recommended and Jeff Henning as a custodian substitute for 2009-2010 as presented. Motion seconded by Martin. Motion passed 6-0.

(HS Positions: Mark Smith – Head Football; John Wetig – Asst FB, Head B BB; Jenna Hawk – Head VB, Asst G BB; Jennifer Hansen – Asst VB, Jr Class Sponsor, JSH PDC; Andrew Eckert – Asst B BB; Cy Wallisch – Head G BB, Jr Class Sponsor; John Flores – Head WR; Jerry Madden – Asst WR; Barb Gigstad – NHS; Mike McGuire – KAYS; Joe Worthington – JSH Band; Susan Kramer – Math Club, JSH PDC, JSH Math Club; Amy Eckert – JSH Vocal; Noelle Walters – Forensics, Drama, STUCO.

JH Positons: Terry Porter – Head FB; Charles Watkins – Asst FB; Natalie Leseberg – Head VB; John Flores – Asst WR; Brenda Royer – ACCIS PDC. Lynn Lanter – Kindergarten Roundup Coordinator.)

Wiseman recommended listing on KEEB and district School Recruiter K-12 Art and JSH Counselor positions.

Motion by Gigstad, seconded by Ladd, to post the two positions. Motion passed 6-0.

**Elementary School
Handbook Changes**

Elementary staff and parent/student handbook changes were included in the board packet.

Motion by Gigstad to approve the Elementary handbook changes as presented. Motion seconded by Martin. Motion carried 6-0.

**Select Place for June
Meeting**

Motion by Gigstad to hold the June meeting at the Central Office, Effingham at 7:30 pm. Motion seconded by Martin. Motion passed 6-0.

Adjournment

At 9:15 pm, motion by Martin to adjourn the meeting to May 27 at 7:00 pm in the Central Office. Motion seconded by Ladd. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
SPECIAL MEETING
MAY 4, 2010
6:00 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, (6:03 pm) Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks.
Members Absent	Tom Lee, Michael Postma
Others Present	Superintendent Steve Wiseman.
Call to Order	The meeting was called to order at 6:00 pm by Vice President Ladd.
Dispose of an offer on the Cummings Building	<p>A proposal for the purchase of the Cummings building for \$70,000 was presented from Nick Wright, Tonganoxie.</p> <p>Motion by Martin to accept the offer of \$70,000 for the Cummings School. Motion seconded by Ladd. Motion carried 4-1 (Gigstad Opposed.)</p>
Review the contract on the Lancaster property before presenting to the City for signature	Caplinger related he had asked Larry Mears to send contract language to consider. A copy of the proposed Real Estate Purchase Contract was presented to board members. It was the consensus of the board to deliver the contract to the City of Lancaster.
Executive Session - Personnel	<p>Motion by Caplinger to enter into executive session at 6:39 pm. to discuss matters relating to 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 6:59 pm. Motion seconded by Meeks. Motion passed 5-0. (Wiseman present.)</p> <p>The board resumed in open session at 6:59 pm.</p> <p>Motion by Caplinger to enter into executive session at 7:00 pm. to discuss matters relating to 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 7:35 pm. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present.)</p> <p>The board resumed in open session at 7:35 pm.</p>
Adjournment	At 7:36 pm, motion by Martin to adjourn the meeting. Motion seconded by Gigstad. Motion passed 5-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
APRIL 26, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Katie Blair, Globe; Alison Ostertag, Rita Dieckman, Tim Callahan.
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	<p>Additions to Agenda: A) Tim Callahan representing the City of Lancaster regarding the Lancaster Elementary Building added following budget hearing; A2) Offer on Cummings Building; B) Consider approval of two days off for students at the IS and JSH who achieve Standard of Excellence goals in math and reading; C) Consider approval of KASB membership dues (\$7,659) and legal assistance fund (\$1,400); Consider acceptance of elementary PTO gift of \$2,716.42 for elementary field trips.</p> <p>Motion by Martin to approve the amended agenda. Seconded by Postma. Motion passed 6-0.</p>
Amended Budget Hearing	<p>The budget was amended to increase K-12 At-Risk to \$485,853 and Vocational Education to \$193,000. The increase in At-Risk is due to an increase in students receiving free lunches. The Vocational Budget was increased because of additional instructional time, fringe benefits, and employer KPERS.</p> <p>Motion by Postma to approve the FY10 K-12 At-Risk and Vocational Education budgets as presented. Motion seconded by Ladd. Motion passed 6-0.</p>
City of Lancaster Building Proposal	<p>Tim Callahan representing the City of Lancaster stated they were interested in the elementary building and their plan was to turn it into a community center. Playground equipment and other items that belong to the district were discussed. Callahan presented a formal offer of \$750 from the City of Lancaster.</p> <p>Motion by Martin to accept the offer of \$750 as presented from the City of Lancaster and to instruct the administration to draft a formal contract. Motion seconded by Gigstad. Motion passed 6-0.</p>

**Contract offer for
Cummings Elementary**

An offer was presented from John Bechtold, Leavenworth, of \$30,000 for the Cummings elementary building. Plans for use of the building were as a residence and possibly a business.

Motion by Gigstad to reject the Bechtold offer as presented. Motion seconded by Martin. Motion passed 6-0.

**Consider Architect Fees to
Refurbish Junior/Senior
High Girls' Restroom**

A quote from Creal, Clark and Seifert to develop drawings for the JSH girls' restroom renovation in the amount of \$1300 was presented.

Postma moved to approve the Creal, Clark & Seifert quote of \$1300 to provide architectural/engineering services for the JSH girls' restroom renovations. Motion seconded by Meeks. Motion passed 6-0.

Capital Outlay Mill Levy

Motion by Ladd to adopt a Capital Outlay resolution as determined by the board. Motion seconded by Postma.

Motion by Martin to amend Ladd's motion to add for a period of five years not to exceed 8 mills. Amended motion seconded by Postma. Amended motion passed 6-0. Ladd's motion passed 6-0.

Server Relocation Bids

Wiseman presented the low bid on equipment and software to consolidate and relocate district servers to the JSH from Allegiant Networks of \$35,645.45.

Motion by Martin to approve the server relocation low bid recommendation from Allegiant Networks as presented. Motion seconded by Ladd. Motion passed 6-0.

Budget Update

Wiseman presented an estimated cost of approximately \$28,000 for 100-110 car parking across the street from the JSH which would include rock and trim. An updated capital expenditure spreadsheet was presented. Wiseman related that half the replacement of teacher lap tops was added to the list at a cost of \$850 each, total \$21,000. Several other projects were discussed.

**JSH Classroom
Refurbishment Change
Order**

A change order from Hundley Construction to add electrical outlets to the new technology classroom at the JSH was presented in the amount of \$1,631.

Motion by Gigstad to approve the JSH classroom refurbishment change order for \$1631 as presented. Motion seconded by Postma. Motion passed 6-0.

**Atchison County 4-H
Request to use school bus**

A request was presented from the Atchison County 4-H Council to use a school bus to transport members to 4-H camp at Rock Springs on June 15 and return on June 18.

Motion by Postma to accept the request from the Atchison County 4-H Council to use a district school bus to transport members to 4-H camp at Rock Springs in accordance with district policy and guidelines. Motion seconded by Martin. Motion passed 6-0.

KASB Regional Update

Plans for the KASB Regional at ACCJSH on April 29th were updated. To date 42 members are signed up to attend.

Consider Approval of two days off for students at the IS and JSH who achieve Standard of Excellence goals in math and reading.

Consider Approval of KASB membership dues and legal assistance fund.

Consider acceptance of the elementary PTO gift of \$2,716.42 for elementary field trips

Executive Session - Personnel

Personnel Recommendations

Adjournment

Administrators recommended students in grades 6, 7, 8, and 11 who achieved a Standard of Excellence in Reading and Math assessments receive one day off of school.

Motion by Gigstad to approve the Standard of Excellence incentive as presented. Motion seconded by Meeks. Motion passed 6-0.

Motion by Martin to approve the 2010 KASB dues in the amount of \$7,659 and legal assistance fund of \$1,400 as presented. Motion seconded by Postma. Motion passed 6-0.

Postma moved to accept the elementary PTO gift for elementary field trips of \$2,716.42. Motion seconded by Ladd. Motion passed 6-0.

Preut presented a plaque received by Project Citizen students of Clay Lucas for their presentation on a project on Nutrition.

Motion by Caplinger to enter into executive session at 8:25 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 8:55 pm. Motion seconded by Ladd. Motion passed 6-0. (Wiseman present.)

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

Motion by Caplinger to enter into executive session at 8:57 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 9:27 pm. Motion seconded by Meeks. Motion passed 6-0. (Wiseman present; Wetig 8:57-9:02pm)

The board resumed in open session at 9:27 pm.

Motion by Caplinger to enter into executive session at 9:27 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 9:32 pm. Motion seconded by Postma. Motion passed 6-0. (Board only)

The board resumed in open session at 9:32 pm.

Motion by Gigstad to approve the amended personnel report, accepting the resignation of Tom Hinrichs, Primary Principal/Curriculum Director effective June 30, 2010, with appreciation and regret, adopt a resolution to non-renew the contract of Vicki Hegarty and renegotiate a contract for 2010-2011, adopt resolutions to non-renew long term substitute teachers, Ripp Harrison and Joel Cormode. Motion seconded by Ladd. Motion passed 6-0.

At 9:40 pm, motion by Postma to adjourn the meeting. Motion seconded by Meeks. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
APRIL 12, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad (7:33 pm), Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Allison Ostertag, Jerry Madden (7:50 pm).
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	Changes to Consent Agenda: Withdraw recommendation for approval of out-of-district student request. Amendments to Agenda: Withdraw Item F. Summer School Recommendation under Old Business; additions to Item G. Personnel report under New Business.
Approval of Consent Agenda	Motion by Postma to approve the amended agenda. Seconded by Ladd. Passed 5-0. Motion by Postma, seconded by Ladd, to approve the consent agenda as amended. Motion passed 5-0. (The consent agenda included approval of the minutes of the March regular & extended meetings; the treasurer's report dated 03/31/2010, activity reports, bills, claims & transfers in the amount of \$708,439.63; and acceptance of correspondence.)
Hearing of Audience	None
Commendations	None
Presentations	None
Special Ed Report	Keystone minutes were included in the board packet.
Board Reports	The board clerk asked for registrations for the KASB Regional hosted at the high school on April 29. Cindy Ladd, Jeff Martin, Steve Caplinger, Michael Postma and Steve Wiseman asked to be registered.
Leadership Reports	Wetig presented a written monthly report which included information on testing, upcoming events and field trips.. Preut announced Katie Barnes received 1 st place in Sumobots at the Kansas Robot League KSU open house meet. Preut reviewed various

competitions, reported on testing , announced dates for the prom and graduation. He stated they were starting a book bag experiment for a couple of weeks in the classrooms. A book shelf grant has been awarded to Clay Lucas.

Hinrichs reported on testing, announced three aides have become highly qualified, presented a 5 year Reading Recovery Recognition to Alison Ostertag, reviewed the Ident-a-kid program, K-Round Up and possible Headstart program for next year.

Wiseman updated the board on the projected Keystone Special Education assessment for next year, legislative news, Wellness Committee plans for the last week of school, bids on several items, and sports complex progress.

Old Business

Junior High Retention Policy

Preut reviewed the proposed policy which is consistent with high school graduation requirements. .

Motion by Martin to approve the Junior High Retention Policy as presented. Motion seconded by Postma. Motion passed 6-0.

Eighth Grade Promotion

Board members and administrators discussed establishing dress code guidelines and purchasing or renting graduation gowns in the future.

Motion by Gigstad to approve the Eighth Grade Promotion recommendation. Motion seconded by Martin. Motion passed 4-2. (Ladd, Meeks opposed.)

Activities Handbook Policy Update

Wiseman stated the recommended policy aligns with the board policy manual.

Motion by Postma to approve the Activities Handbook Policy as presented. Motion seconded by Meeks. Motion passed 6-0.

District Budget Planning 2010-2011

Capital Outlay projects were discussed for all buildings and grounds with estimated costs presented. Wiseman discussed a change order for Hundley Construction on the shop area. The time line for a Capital Outlay mill levy resolution was reviewed.

Offer on the Cummings Building

An offer to purchase the Cummings building for \$25,000 was presented from Michael and Tammy Wilson.

Motion by Gigstad to reject the offer of \$25,000 from the Wilsons. Motion seconded by Ladd. Motion carried 6-0.

Summer School 2010 Discussion

This item was removed from the agenda.

New Business

Approve Recommendation to Republish the 2009-10 K-12 At-Risk and Vocational Education budgets

Motion by Ladd to approve the recommendation to republish the 2009-10 K-12 At-Risk budget at \$485,853 and the Vocational Education budget at \$193,000 and to hold a hearing for said budgets at 7:30 pm, Monday, April 26, at the USD 377 Central Office. Motion seconded by Martin.

Approve Creal, Clark & Seifert Bid to Provide Services for Fire Wall Fire Stopping at Junior/Senior High

Motion passed 6-0.

Wiseman related the State Fire Marshal's Office recommended that a certified engineer render judgment or recommendation for a qualified contractor to fix the firewall at the JSH. Bids were received as follows: Creal, Clark & Seifert, \$1500, Keystone \$1828 plus mileage, Kevin Cowan Architects \$2500 plus reimbursables.

Motion by Gigstad to approve the Creal, Clark & Seifert bid to provide architectural/engineering services as presented. Motion seconded by Ladd. Motion passed 6-0.

Approve Use of Contingency Reserve Funds for 2009-2010 Fringe Benefits – Health Insurance

Wiseman recommended using \$49,813.80 of Contingency Reserve funds for part of the current year General Fund fringe benefit increase.

Motion by Ladd to approve that \$49,813.80 of Contingency Reserve funds be used for current year fringe benefit increases. Motion seconded by Meeks. Motion passed 6-0.

Primary School 1st Grade Field Trip Request

A request was presented from Mrs. Pieper, Mrs. Schwalm, Mrs. Stutesman and Mr. Hinrichs for the 1st grade to visit the Kansas Speedway and National Agricultural Hall of Fame.

Motion by Meeks, seconded by Postma, to approve the 1st Grade Field Trip request as presented.

Statement of Support for the National Guard and Reserve.

A letter was presented from KASB encouraging all school boards to sign a Statement of Support for the National Guard and Reserve. Board members expressed interest in providing the symbolic demonstration of support.

Executive Session – Personnel

Motion by Caplinger to enter into executive session at 9:10 pm in order to discuss matters relating to personnel in order to protect the privacy interest of individuals and that the board return to open session in this room at 9:40 pm. Motion seconded by Martin. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 9:40 pm.

Motion by Caplinger to enter into executive session at 9:40 pm in order to discuss matters relating to personnel in order to protect the privacy interest of individuals and that the board return to open session in this room at 10:10 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present; Hinrichs 9:40-9:43; Wetig 9:43-9:50; Preut 9:50-10:08)

The board resumed in open session at 10:10 pm.

Motion by Caplinger to enter into executive session at 10:15 pm in order to discuss matters relating to personnel in order to protect the privacy interest of individuals and that the board return to open session in this room at 10:45 pm. Motion seconded by Gigstad. Motion passed 6-0. (Wiseman present)

The board resumed in open session at 10:45 pm.

Personnel Report

Motion by Gigstad to approve the personnel report as presented along with a resolution of intent to non-renew Judy Ledell, part-time JSH business instructor. Motion seconded by Meeks. Motion passed 6-0.

(The personnel report included extending supplemental contracts to Cherrie Preut for Intermediate STUCCO, Jenna Hawk for Junior High Assistant Track, Natalie Leseberg for Primary School Yearbook, extending a teaching contract to Julia Dillon, Junior High Science, for 2010-11; accepting the resignation of Karen Benson from her HS counseling position; adopting a resolution to non-renew the contract of Judy Ledell, HS business instructor.)

May Meeting

Motion by Ladd to hold the May meeting in the Central Office, Effingham. Motion seconded by Martin. Motion passed 6-0.

Adjournment

At 10:55 pm, motion by Caplinger to adjourn the meeting to April 26 at 7:30 pm in the Central Office. Motion seconded by Postma. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
MARCH 15, 2010
6:00 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present

Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Katie Blair, Globe; Alison Ostertag.

Call to Order

The meeting was called to order at 6:00 pm by President Caplinger.

Approval of Agenda

Additions to Agenda: Out-of-District Transportation request. Move Budget and Long Range Planning to end.

Motion by Postma to approve the revised agenda. Seconded by Ladd. Passed 6-0.

Personnel Report

Wiseman recommended extending a long-term substitute teaching contract to Ripp Harrison to fill Nora Culver's vacancy. A letter of resignation was presented from Mary Montgomery, Intermediate school aide, effective March 19.

Motion by Gigstad to approve the Personnel recommendations as presented. Motion seconded by Ladd. Motion passed 6-0.

**Out-of-District
Transportation Request**

A request was received to allow South Brown County, District, #430, to provide transportation to and from school for two students who reside in USD 377.

Motion by Postma, seconded by Gigstad, to approve the Out-of-district attendance and transportation request. Motion passed 6-0.

Leadership Reports

Wiseman presented a written legislative report. Summer capital expenditures were discussed. The Board Clerk reviewed plans to host the KASB Regional on April 29.

Old Business

Use of Title I ARRA Funds

Administrators recommended the use of \$62,000 ARRA Title I funds be used for fourteen K-6 promethean boards rather than summer school as originally planned. Wetig presented a handout of ideas which included an outline of a summer learning enrichment program.

Motion by Gigstad, seconded by Ladd, to use Title I ARRA funds for fourteen promethean boards for K-6 students. Motion passed 6-0.

Health Insurance Contract Approval

Wiseman presented information on the health insurance bids presented by CBIZ, relating the insurance committee recommended selecting the core or base plan (Option 3) of the Blue Choice AffordaBlue Program with a single premium of \$570.08.

Motion by Gigstad to accrue the recommendation of the health insurance committee for the health insurance renewal as presented. Motion seconded by Postma. Motion passed 6-0.

Executive Session - Personnel

Motion by Caplinger to enter into executive session at 6:36 pm to discuss personnel matters of non-elected personnel in order to protect the privacy rights of the individuals to be discussed, and that the board return to open session at 6:51 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 6:51 pm.

District Budget and Long Range Planning

The reconfiguration of moving K-1 students from the primary building to Buildings B and the Intermediate school was discussed.

Caplinger moved the board give guidance to the administration to begin the process of moving the K-1 classes onto the same campus with 2-6 students in the most efficient method as possible and if something changes or if a lot of money turns up to do something different but the district should begin the process. Motion seconded by Gigstad. Motion passed 6-0.

Administrators will begin obtaining costs for needed updates.

Gigstad moved the administrators and superintendent be given authority to continue to search for ways to streamline and make cuts as appropriate to the budget and bring back to the board as necessary. Motion seconded by Meeks. Motion passed 6-0.

Wiseman presented information on No Child Left Behind.

At 7:08 pm, motion by Ladd to adjourn the meeting. Motion seconded by Postma. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
MARCH 8, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present

Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Katie Blair, Globe; Cy Wallisch, Allison Ostertag, Clay Lucas, Denise Kelly.

Call to Order

The meeting was called to order at 7:30 pm by President Caplinger.

Approval of Agenda

Additions to Consent Agenda: Gifts and Out-of-District student approval were added.

Motion by Postma to approve the agenda. Seconded by Ladd. Passed 6-0.

Approval of Consent Agenda

Motion by Ladd, seconded by Postma, to approve the consent agenda as amended. Motion passed 6-0.

(The consent agenda included approval of the minutes of the February regular & extended meetings; the treasurer's report dated 02/28/2010, activity reports, bills, claims & transfers in the amount of \$335,703.54; acceptance of gifts of \$100 from Caplingers LLC and \$25 from Leita Weber to Soundmasters; approval of four out-of-district students, and acceptance of correspondence.)

Hearing of Audience

None

Commendations

None

Presentations

Clay Lucas discussed the Civic Mosaic program funded through the US Dept of Education, Education for Democracy Act. He presented information on the Voice's program, his trip to Birmingham, a student comparison of citizenship oral history project, a reference book titled "Exploring Political Ideas", and an upcoming international program grant for grades 4-8 which is being applied for.

Wiseman announced Lisa Mead won the Kansas category in a DAR essay contest. Her short story will be submitted to the national level.

Special Ed Report

Gigstad related Keystone held two meetings in the last month. They are talking with the Guidance Center about working in conjunction with the John Dewey Center. The Ozawkie school will not be available at this time.

Board Reports

The Keystone special meeting was for budget discussion.

The board clerk discussed Medicaid claiming and changes effective this year.

Leadership Reports

Hinrichs reported the curriculum audit process has begun, state testing is in progress, training for highly qualified Title I aides is being held with 8 participants, and K Round-up starts this Wednesday. Hinrichs stated he will have a Headstart proposal for the April meeting.

Wetig presented a written report with upcoming events, honors, and field trips. He stated 5-6 grade pre-enrollment is in progress.

Preut reviewed winter sports and forensics. Preut presented a Junior High Retention policy draft and will present the final version at the April meeting.

Wiseman updated the board on the district health insurance renewal; reported principals are working on Capital Outlay needs lists; gave a Lancaster/Cummings building update; gave a legislative update.

Wiseman reviewed proposed MTSS job descriptions.

Old Business

MTSS Job Descriptions

Motion by Gigstad to approve the MTSS Job Descriptions as presented. Motion seconded by Ladd. Motion passed 6-0.

District Budget and Long Range Planning

Wiseman gave a budget overview, including increased costs in the special education assessment and health insurance for next year. Estimated costs to move servers, upgrade building A and restrooms were discussed. The possible relocation of grades K-1 will be discussed at a community meeting on March 9.

Summer School 2010 Discussion

Wiseman stated the district originally planned to use Title I ARRA funds for summer school but the funds could be used for technology. A survey was sent out to teachers. The majority felt the purchase of promethean boards would have a higher value to students. Hinrichs explained they were in the process of putting together a summer program substitute for students who are behind in reading and/or math. Students would receive packets in the mail in place of on campus summer school.

New Business

Activity Handbook Review

In regard to the Activity Handbook Wiseman discussed core beliefs. Practices on Wednesday nights and Sundays were discussed. The handbook will be revised and brought back for approval.

Intermediate School 3rd Grade Field Trip Request Intermediate School 4th Grade Field Trip Request Intermediate School 5th Grade Field Trip Request

Requests were presented for a 3rd grade field trip to the Kansas History Museum & State Capitol, a 4th grade trip to the Kansas History Museum and a 5th grade trip to Steamboat Arabia Museum in KC.

Motion by Gigstad to approve the 3rd, 4th & 5th grade field trip requests. Motion seconded by Postma. Motion passed 6-0.

Resignation/Release from Contract

Motion by Caplinger to approve the resignation of Nora Culver from her teaching position as presented. Motion seconded by Meeks. Motion passed 6-0.

**Executive Session – Personnel
Executive Session - Negotiations**

Motion by Caplinger to enter into executive session at 10:00 pm in order to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed and to discuss Negotiations in order to protect the public interest and that the board return to open session in this room at 10:10 pm. Motion seconded by Ladd. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 10:10 pm.

Adjournment

At 10:11 pm, motion by Caplinger to adjourn the meeting to March 15 at 6:00 pm in the Central Office. Motion seconded by Gigstad. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
FEBRUARY 22, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad,(7:04 pm) Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Katie Blair, Globe; Jennifer Gigstad, Charlie Watkins, Sheila Chalfant, Anita Stutesman, Alison Ostertag.
Call to Order	The meeting was called to order at 7:00 pm by President Caplinger.
Approval of Agenda	Additions to Agenda: Added Executive Session – Personnel as first item of business. Motion by Postma to approve the revised agenda. Seconded by Ladd. Passed 5-0.
Executive Session - Personnel	Motion by Caplinger to enter into executive session at 7:03 pm. to discuss matters relating to 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 7:13 pm. Motion seconded by Postma. Motion passed 5-0. (Gigstad arrived at 7:04 pm. Wiseman present.) The board resumed in open session at 7:13 pm.
Personnel	Motion by Martin to approve the Personnel recommendations as amended. Motion seconded by Ladd. Motion passed 6-0. (The Personnel Report included acceptance of the resignation of Clayton Keller from his custodial position, and approval of extending a teaching contract to Joel Cormode as a long-term substitute to replace Jill Trenor, HS LA and JSH Yearbook.)
Budget Discussion	Wiseman presented worksheets to be used for prioritization of budget cuts for the 2010-2011 school year. Wiseman presented staffing models and discussed further reconfiguration. These items will be taken back to the staff and site councils for input. Caplinger suggested another board meeting after meeting with teachers and before taking to the public. An update will be given at the March 8 meeting. Wiseman reviewed the effect of the snow days on required hours for the school year. At 8:30 pm, motion by Gigstad to adjourn the meeting. Motion seconded by Meeks. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
FEBRUARY 8, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs & Mark Preut; Katie Blair, Globe; Deanna Scherer, Allison Ostertag
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	Additions to Agenda: Added Executive Session – Personnel under Old Business prior to Item C) District Budget/Long Range Planning. Motion by Postma to approve the revised agenda. Seconded by Ladd. Passed 6-0.
Approval of Consent Agenda	Motion by Gigstad, seconded by Postma, to approve the consent agenda as printed. Motion passed 6-0. (The consent agenda included approval of the minutes of the January regular & special meetings; the treasurer’s report dated 01/31/2010, activity reports, bills, claims & transfers in the amount of \$530,069.54; acceptance of a gift of \$70 from the Dive into Christmas Promotion for Soundmasters; approval of Christine Noll as an emergency substitute teacher, approval of two out-of-district students, and acceptance of correspondence.)
Hearing of Audience	None
Commendations	None
Presentations	Deanna Scherer gave a power point presentation on the Jr./Sr. High after-school program discussing benefits and individualized attention.
Special Ed Report	Todd Gigstad referred to the Keystone minutes in the board packet.
Board Reports	None
Leadership Reports	Hinrichs reported the Primary school has a practicum student working with Tracy Pieper; Kindergarten Roundup has been scheduled for March 10-12 with packets being sent to prospective students; the district testing calendar has been completed.

Old Business

Education – Pre-School Presentation

Wetig presented the Intermediate School monthly report with enrollment, discipline and attendance numbers. Upcoming events and field trip costs were presented. Wetig stated he was working with the high school on pre-enrollment of next year's 7th graders.

Preut related the enrollment process has begun at the high school with a general information meeting scheduled for parents this Saturday and reviewed other upcoming events for the Jr./Sr. High.

Wiseman related Clayton Lucas was accepted to participate in a Civic Voices workshop in Birmingham, that the Legislature came out with a Post Audit study today on school consolidation.

Lancaster/Cummings Buildings

Hinrichs presented information on the possibility of a three-year old program funded through Head Start. Head start would provide teachers and instructional materials, the district would provide the facility, transportation and compliance. Hinrichs discussed the current pre-school model and an inclusion model with the Sp. Ed. Pre-school which would serve more 3-4 year old students. Hinrichs will bring back a proposal.

Wiseman related marketing materials were sent out to all the prospective parties and posted on the district website. It was suggested to order "For Sale" banners to be placed at the Cummings and Lancaster sites listing the district phone number and web site. Wiseman was asked to make follow-up phone calls to the entities who expressed interest in the properties.

Executive Session - Personnel

Motion by Caplinger to enter into executive session at 8:45 pm. to discuss matters relating to 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 9:15 pm. Motion seconded by Meeks. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 9:15 pm.

District Budget and Long Range Planning

Wiseman reviewed possible budget cuts for the 2010-11 school term. He stated that a number of different measures will have to be looked at which could include further consolidation of moving primary students to Building B and the Intermediate school, relocating the Central Office, custodial and technology offices and servers, staff reduction, make Food Service self-sufficient, extended hours/fewer days. A list of proposed cuts will be put together for the next meeting.

School Calendar

Wiseman presented a new version of the 2010-2011 school calendar which would still be subject to change.

Motion by Postma to adopt the school calendar for 2010-2011 as presented. Motion seconded by Martin. Motion passed 6-0.

New Business

Discuss New Blue Cross/Blue Shield Health Insurance Renewal Options

Wiseman presented a proposal from CBIZ to provide services as outlined in Section C of Addendum A, to bid out district health insurance, for a fee of \$5,000.

Approve Drivers' Education Fees Recommendation	Motion by Martin to enter into a contract with CBIZ for \$5,000 as presented. Motion seconded by Ladd. Motion passed 6-0.
Approve Job Olympics Field Trip Request	Motion by Ladd, seconded by Meeks, to approve 2010 Driver Ed fees as presented. Motion passed 6-0. (Fees: In District-\$150, out-of-district-\$225.)
ACCHS Soundmasters Out-of-State Trip Request	Motion by Gigstad, seconded by Postma, to approve the Job Olympics Trip Request to Overland Park as presented. Motion passed 6-0.
Intermediate School 6 th Grade Field Trip Request	Motion by Gigstad, seconded by Postma, to approve the Soundmasters out-of-state trip request to Memphis, TN. Motion passed 6-0.
Release of Contract Request	Motion by Gigstad, seconded by Postma, to approve the 6 th grade field trip to Topeka. Motion passed 6-0.
Executive Session – Personnel & Negotiations	Motion by Postma to approve a release from teacher contract request from Jill Trenor effective March 9, 2010. Motion seconded by Meeks. Motion passed 6-0.
	<p>Motion by Caplinger to enter into executive session at 10:00 pm. to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed and to discuss Negotiations in order to protect the public interest and that the board return to open session in this room at 10:15 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present .)</p> <p>The board resumed in open session at 10:15 pm.</p>
	<p>Motion by Caplinger to re-enter executive session to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed and to discuss Negotiations in order to protect the public interest and that the board return to open session in this room at 10:55 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present .)</p> <p>The board resumed in open session at 10:55 pm.</p>
Adjournment	At 10:57 pm, motion by Caplinger to adjourn the meeting to February 22 at 7:00 pm in the Central Office. Motion seconded by Ladd. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
SPECIAL MEETING
JANUARY 28, 2010
5:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present

Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principal Tom Hinrichs.
Katie Blair, Globe; Rita Eckert, Natalie Leseburg, Amy Parton & spouse.

Call to Order

Board members signed a Waiver of Notice.
The meeting was called to order at 5:30 pm by President Caplinger.

Budget Discussion

Wiseman presented a handout which included health insurance renewal costs, budget outlook for 2010-11, and a list of possible cost saving strategies to be implemented this year to help offset increased health insurance premiums. Since one of the items was suspension of all after-school programs beginning February 1st, Wiseman asked after school staff to talk about the after school program and the value of it. Leseburg and Eckert presented a handout on their program and discussed the need and benefits. They asked to continue the program at least until spring break to help prepare students for state testing.
Amy Parton addressed the board in support of the after school program. Wiseman suggested the program continue with the principal and teachers to determine if there could be any reduction in days or any other cost saving measures for the remainder of this year.
Wiseman reviewed the other items on the list of possible cost saving strategies to be implemented.

The board took a five minute recess from 6:20 to 6:25 pm.

**Executive Session –
Negotiations/Personnel**

Motion by Caplinger to enter into executive session at 6:25 pm. to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed and to discuss negotiations in order to protect the public interest in negotiating a fair and equitable contract and that the board return to open session in this room at 6:55 pm. Motion seconded by Martin. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 6:55 pm.

Motion by Caplinger to re-enter executive session to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed and to discuss negotiations in order to

Adjournment

protect the public interest in negotiating a fair and equitable contract and that the board return to open session in this room at 7:40 pm. Motion seconded by Martin. Motion passed 6-0. (Wiseman present, Gigstad left the meeting at 7:20 pm.)

The board resumed in open session at 7:40 pm.

At 7:41 pm, motion by Ladd to adjourn the meeting. Motion seconded by Postma. Motion passed 5-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
JANUARY 11, 2010
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals, Jamie Wetig, Tom Hinrichs. Katie Blair, Globe; Jerry Madden.
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	<p>Additions to Agenda: Disposal of Excess Library Books as an Action Item, additions to Personnel Report and current year calendar, combine executive sessions; additional gift added under consent agenda.</p> <p>Motion by Ladd to approve the revised agenda. Seconded by Martin. Passed 6-0.</p>
Approval of Consent Agenda	<p>Motion by Postma, seconded by Meeks, to approve the consent agenda as amended. Motion passed 6-0.</p> <p>(The consent agenda included approval of the minutes of the December regular meeting; the treasurer's report dated 12-31-09, activity reports, bills, claims & transfers in the amount of \$416,016.20; acceptance of gifts and correspondence.)</p>
Hearing of Audience	None
Commendations	None
Presentations	None
Special Ed Report	Todd Gigstad referred to the Keystone minutes in the board packet and reported the Lecompton boiler froze up over the weekend.
Board Reports	None
Leadership Reports	<p>Hinrichs presented the 09-10 Primary School Mid-Term Observation Survey Results and reviewed upcoming Primary school events.</p> <p>Wetig presented a written report from Mr. Preut with information on finals and events. Wetig presented a handout on the Intermediate School enrollment, absences and Mid-Year MAP testing results.</p>

Old Business

Lancaster/Cummings Buildings

Wiseman presented information on services through the Greenbush Consortium, discussed relief efforts for the Camblin family, and a recent grant received for technology reimbursement. Chapters 4 & 5 of the Global Achievement Gap were discussed.

District Budget and Long Range Planning

Wiseman related a sale flyer has been developed which will be added to the district website, a packet will be put together, and a letter sent to groups who have expressed interest in the buildings. Wiseman stated he is also working on contract language.

Jr/Sr High Sports Complex and Old Woodshop Renovation Bids

Wiseman presented information on the required timeline for establishing a Capital Outlay Mill Levy. This will be added to the 2011 budget calendar. The list of possible cost saving measures will be reviewed. Budget planning depends on what the legislature does in the current session.

Bids were received as follows for Classroom renovations and a new concession building:

Company	Classroom	Concession slab	Concession Bldg	Alternate
Broner	\$55,389	\$22,801	\$150,771	\$1,071
Free Country	\$66,500	\$28,800	\$158,500	No Bid
Helsel	\$44,907	\$17,999	\$117,979	\$6,754
Jim Walters	\$58,960	\$28,900	\$147,089	No Bid
Kearney	\$42,470	\$14,222	\$103,295	\$1,082
L & L	\$59,740	\$12,400	\$127,720	\$7,250
Lawhon	\$78,800	\$48,100	\$153,600	No Bid
Grover	\$58,124	\$21,831	\$146,091	\$1,243
M Hundley	\$39,138	\$13,800	\$107,748	\$1,300
SM Const	\$47,850	\$21,247	\$123,520	\$3,230

Motion by Martin to approve the Base #1 low bid of \$39,138 by Michael Hundley Construction to complete classroom renovations at the Jr/Sr High School. Motion seconded by Ladd. Motion passed 6-0.

New Business

Legislative Position Statements

Wiseman presented a list of possible priority positions the board could present to legislators. Board members felt the wording was good and this was a good start. (List attached.)

Approve 6th Grade Starbase Field Trip

Motion by Martin, seconded by Meeks, to approve the 6th Grade Starbase Field Trip as presented. Motion passed 6-0.

2010-2011 School Calendar Development

Wiseman presented a draft of a 2010-2011 School Calendar. Staff input will be solicited.

Curriculum & Course Recommendations for 2010-2011

The following class changes were recommended for the 2010-2011 school year: Removed Computer Applications as a graduation requirement and continue as an elective; add a Contemporary American Issues class as an elective, move Assessment Prep Math from math credit to an elective.

Motion by Martin, seconded by Postma, to approve the curriculum change recommendations for 2010-2011 as presented. Motion passed 6-0.

**Current Year Calendar
Change Recommendation**

Because of the loss of school days due to inclement weather, Wiseman recommended the addition of January 18 as a regular school day, moving the last day for seniors to May 14, and to be given the authority to add five minutes to each day at the high school.

Gigstad moved to approve the recommended changes in the current 2009-10 school calendar and daily schedule as presented. Motion seconded by Ladd. Motion passed 6-0.

**Executive Session –
Personnel**

Motion by Caplinger to enter into executive session at 9:47 pm. to discuss matters relating to 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 9:57 pm. Motion seconded by Martin. Motion passed 6-0. (Wiseman present 9:47-9:53pm)
The board resumed in open session at 9:57 pm.

Personnel Report

Motion by Caplinger to approve the Personnel report as presented. Motion seconded by Gigstad. Motion passed 6-0.
(Personnel Report: Accepted resignation of Marilyn Schwalm; approved Mildred Hawk, Music Aide; Cindy Lackey, emergency substitute; Retha Haltom as volunteer for Primary school. Approved extending contracts to Suzy Oertel, HS Language Arts, JH/HS Yearbook sponsor, \$2,000 signing bonus out of Title IIA, Recruiting and Retention, plus \$1000 for National Board Certification as per negotiated agreement. Approved extending a contract to Paul Mitchell Oswald, HS Science, compensated commensurate with experience and college hours/degrees.)

**Superintendent’s Contract
Extension**

Motion by Caplinger to extend the Superintendent’s contract through the 2012-13 school year. Motion seconded by Gigstad. Motion passed 6-0.

**Executive Session -
Negotiations**

None

**Disposal of Excess Library
Books After Reorganization**

Librarian Susan Erickson recommended excess library books from Cummings and Lancaster be gifted to the Effingham Library.
Gigstad moved to approve the disposal of excess library books as presented. Motion seconded by Postma. Motion passed 6-0.

**Select Place for February
Meeting**

Motion by Gigstad to hold the February meeting at the Central Office at 7:30 pm. Motion seconded by Meeks. Motion passed 6-0.

Adjournment

At 10:05 pm, motion by Gigstad to adjourn the meeting. Motion seconded by Meeks. Motion passed 6-0.

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
DECEMBER 14, 2009
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals Mark Preut, Jamie Wetig, Tom Hinrichs. Patty Moore, Globe; John Wetig, and 6 students.
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	<p>Additions to Agenda: Additions were made to the Personnel Report under New Business 8c; Food Service Steamer & Kettle Bids added as 8i. Two gifts were added under the consent agenda.</p> <p>Motion by Ladd to approve the revised agenda. Seconded by Postma. Passed 6-0.</p>
Approval of Consent Agenda	<p>Motion by Gigstad, seconded by Martin, to approve the consent agenda as amended. Motion passed 6-0.</p> <p>(The consent agenda included approval of the minutes of the November regular meeting; the treasurer's report dated 11-30-09, activity reports, bills, claims & transfers in the amount of \$392,807.18; acceptance of gifts and correspondence.)</p>
Hearing of Audience	None
Commendations	Wiseman acknowledged a number of commendations to Staff and announced KASB/KANSPPRA publication awards.
Presentations	<p>Riley Hundley presented a proposal for the purchase of wall mats for the gymnasium asking the district to purchase the mats up front with the athletic teams to raise 50% of the cost. Three quotes were presented with SportsGraphics submitting the lowest bid with a 10% discount, \$4,800.20. The Booster Club has approved a \$500 donation.</p> <p>Motion by Martin to approve the purchase of the mats from SportsGraphics for a total of \$4,800.20. Motion seconded by Ladd. Motion passed 6-0.</p>
Special Ed Report	Todd Gigstad referred to the Keystone minutes in the board packet. He related board discussions have included the budget and discussing what to do with the John Dewey program.

Board Report

Ladd and Postma gave highlights of the KASB annual convention recently attended, reviewing several workshop presentations. Both felt it was a good experience to network with other board members. Fred Patton is the new president elect.

Leadership Reports

A written report was presented from Tom Hinrichs. Preut and Wetig reviewed upcoming events and attendance at P/T conferences. Preut reviewed proposed curriculum changes, and presented an article on students attending a leadership program at a middle school in Leavenworth. Wetig presented a handout on the Kansas Starbase field trip for 6th graders.

Wiseman presented a draft of his annual report, discussed state funding reductions, related he would be presenting a draft of the 2010-2011 school calendar following a survey to staff to gather information, suggested the board put together some legislative position statements, announced Dec. 29 as the due date for bids on the sports complex concession stand and woodshop project.

Old Business

Lancaster/Cummings Buildings

Wiseman presented an example of deed restriction language on the use of the buildings for educational purposes that would compete with USD 377. Board members felt this should be the only restriction language included. Caplinger and Wiseman related they were in the process of putting together a web page and getting marketing material ready to send out to those who expressed interest.

Board Self-Evaluation

Caplinger presented a copy of the compiled self evaluation forms from board members. The results were discussed.

District Budgeting and Long Range Planning

Wiseman reviewed board goals and a budget calendar. Looking at a Capital Outlay mill levy was discussed.

New Business

Race to the Top Memorandum of Understanding

The State of Kansas is applying for a Race To the Top grant to reward states for creating conditions for educational change and provide incentives for reforms. Districts must have a Memorandum of Understanding to participate.

Motion by Gigstad, seconded by Ladd, to participate in the RTTT grant. Motion passed 6-0.

Executive Session - Personnel

Motion by Caplinger to enter into executive session at 8:55 pm. to discuss matters relating to 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 9:25 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present; Hinrichs 9:05-9:20; Preut 9:20-9:25.)

The board resumed in open session at 9:25 pm.

Motion by Caplinger to re-enter executive session to discuss matters

relating to 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 9:55 pm. Motion seconded by Gigstad. Motion passed 6-0. (Wiseman present; Preut 9:25-9:40; Wetig 9:40-9:46.)

The board resumed in open session at 9:55 pm.

Personnel Report

Motion by Caplinger to adopt the Personnel report as presented with addendums A & B. Motion seconded by Gigstad. Motion passed 6-0. (Personnel Report: Accepted resignations of Deb Schneider and Therese Tremmel from their teaching positions effective the end of this school year; accepted the resignation of Lloyd (Nub) Schrader from his bus driving position effective 12-31-09 with pay for unused sick leave; approved extending contracts to Mildred Hawk, part-time vocal music accompanist and Judy Chalfant, regular route bus driver; approved supplemental contracts for Jill Trenor as HS & JH yearbook sponsor and Barb Gigstad as HS National Honor Society Sponsor; approved Laura Higbee as an emergency teacher sub and Joshua Smith as sub custodian and sub Teacher Aide/Para.)

HS Big 7 League Speech Tournament

Motion by Gigstad to designate no school for students in grades 7-12 on Weds., March 3,2010. Motion seconded by Caplinger. Motion passed 6-0.

Extra Duty Pay Recommendation for Administrative Supervision

Wiseman recommended setting a rate for administrative supervision at home events at \$17 per hour and \$10 per hour for away events.

Motion by Postma to approve the extra duty administrative recommendation as presented. Motion seconded by Gigstad. Motion passed 6-0.

Intermediate School STUCO Sponsor Recommendation

Mr. Wiseman and Mr. Wetig recommended adding an IS STUCO sponsor to be compensated at .5% of the base teacher salary.

Motion by Gigstad, seconded by Meeks, to approve the IS STUCO sponsor recommendation as presented. Motion passed 6-0.

Food Service Steamer and Kettle Bids

The low bid of \$24,814 was presented for the purchase of a 40 gallon tilting kettle and double stack steamer for food service. No action was taken.

Executive Session - Negotiations

Caplinger moved the board enter into executive session at 10:02 pm to discuss Negotiations in order to protect the public interest in negotiating a fair and equitable contract, and that the board return to open session in this room at 10:07 pm. Motion seconded by Ladd. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 10:07 pm.

Select Place for January Meeting/Adjournment

At 10:08 pm, motion by Gigstad to hold the January meeting in the Central Office at Effingham and to adjourn the meeting. Motion seconded by Meeks. Motion passed 6-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
NOVEMBER 9, 2009
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principals Mark Preut, Jamie Wetig, Tom Hinrichs. Katie Blair, Globe; Linda Aldridge & Rhonda Denning, Keystone; John Wetig, Ryan Martin, Blaze Hollands; Darren Falk, FFA.

Call to Order

The meeting was called to order at 7:30 pm by President Caplinger.

Approval of Agenda

Additions to Agenda: A payment to KMA of \$607.50 for summer reading program incentives was added to the Consent Agenda under Bills & Claims; a presentation by Linda Aldridge, Keystone, was added to the Agenda.

Motion by Postma to approve the revised agenda. Seconded by Ladd. Passed 6-0.

Approval of Consent Agenda

Motion by Martin, seconded by Meeks, to approve the consent agenda as amended. Motion passed 6-0.

(The consent agenda included approval of the minutes of the October regular meeting; the treasurer's report dated 10-31-09, activity reports, bills, claims & transfers in the amount of \$759,229.46 plus payment to KMA of \$607.50; acceptance of gifts and correspondence. The Personnel report included approval of Jill Trenor, HS Language Arts teaching position, Kayla Auen and Lance Cormode emergency substitute teachers, Terry Sheeley food service/teacher aide/secretary sub and Adrienne Murray as a food service substitute.)

Hearing of Audience Commendations

None
None

Presentations

Ryan Martin representing the boys basketball team thanked the board for their approval to purchase 30 "Tiger Team Chairs," and presented the district with \$2,336 raised towards the purchase. John Wetig explained they are looking at a new project of replacing the wall padding in the gymnasium.

Linda Aldridge, Keystone, presented a handout on the Special Education program which included head count, FTE, assessments, and budget issues. She explained the two components of Keystone, Special education and the

Service Center. Aldridge related it was a given there will be an increase in assessments for next year but it is unknown at this time how much.

Darren Falk, FFA Chapter Secretary-Treasurer, gave highlights of the National FFA Convention in Indianapolis and thanked the board for the opportunity for the students to attend.

Special Ed Report

Todd Gigstad did not give a report since Linda Aldridge made a presentation.

Board Report

Jeff Martin reported on the KASB Regional meeting he attended at DeSoto.

Leadership Reports

The three building principals presented information on activities and events in their buildings.

Wiseman discussed a possible decrease of \$150 in base state aid per FTE, reviewing possible budget cuts. Chapter 3 of the Global Achievement Gap was discussed.

Old Business

Caplinger related at the last meeting the superintendent was directed to obtain a commercial appraisal of properties, obtain a commitment for title insurance, and contact the board attorney for counsel on possible deed restrictions. The appraisal was presented from Gary Gurss, Leavenworth appraiser. Title work was done by O'Keefe and Wilson and a letter was received from Larry Mears on deed restrictions. Setting a price, terms, conditions and restrictions were discussed.

Lancaster/Cummings Buildings

Motion by Ladd to set the asking price at \$60,000 for Lancaster and \$150,000 for Cummings and that a deed restriction be imposed for future use as a delivery model for education. Motion seconded by Martin. Motion passed 6-0.

Resolution to Declare District Property as Surplus and Quit Claim Deed to City of Lancaster, KS

Motion by Martin to adopt the following Resolution declaring district property as surplus and disposing of by Quit Claim Deed to the City of Lancaster:

Resolution

WHEREAS, Kansas law authorizes the board of education of any unified school district to designate school property as surplus and no longer needed;

THEREFORE, BE IT RESOLVED by the Board of Unified School District No. 377, Atchison County, Kansas, that the South Ten feet (S10') of Lot Twenty-one (21) and all of Lots Twenty (20) and Nineteen (19) in Block Eighteen (18), City of Lancaster, Atchison County, Kansas, is surplus and to be Quit Claim Deeded to the City of Lancaster, Atchison County, Kansas. ADOPTED this 9th day of November, 2009, by the Board of Education of Unified School District No. 377, Atchison County, Kansas.

Motion seconded by Meeks. Motion passed 6-0.

Audit Report for the Fiscal Year Ended June 30, 2009

Motion by Gigstad to accept the audited financial statements as presented. Motion seconded by Ladd. Motion passed 6-0.

Retain the services of auditing firm for fiscal year 2010

Motion by Postma to approve the Long CPA audit proposal for the Fiscal Year 2010. Motion seconded by Meeks. Motion passed 6-0.

Sports Complex Concession Stand

Wiseman presented drawings by Terry Clark on a baseball/softball concession stand, restrooms and storage facility. The building would be located on the north side of the softball score board. The first phase would be for the foundation slab and any plumbing/electrical work that would need to be completed prior to concrete work.

Motion by Gigstad to approve a call for bids for the sports complex concession stand. Motion seconded by Ladd. Motion passed 6-0.

Woodshop Classroom Renovation call for bids

Motion by Ladd to call for bids for renovation of the woodshop area. Motion seconded by Postma. Motion passed 6-0.

New Business

Names of schools and building signage

Wiseman stated he wanted to make sure the names given to the three buildings were long term before going to the expense of new signs. Digital signs were discussed. It was the consensus of the board to get feedback from the Site Councils and Transition team.

Board Self Evaluation

A time will be set aside for the board self-evaluation process.

Call for Bus Bids

Wiseman requested approval of a call for bids for two 64 passenger buses with video camera surveillance and intercom speaker systems. Motion by Postma to call for bids as presented. Motion seconded by Gigstad. Motion passed 6-0.

Executive Session - Personnel

Motion by Caplinger to enter into executive session at 9:30 pm. to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed and to discuss Negotiations in order to protect the public interest in negotiating a fair and equitable contract, and that the board return to open session in this room at 9:50 pm. Motion seconded by Postma. Motion passed 6-0.

The board resumed in open session at 9:50 pm.

Executive Session - Negotiations

Motion by Caplinger to re-enter executive session to discuss Negotiations in order to protect the public interest in negotiating a fair and equitable contract, and that the board return to open session in this room at 10:00 pm. Motion seconded by Meeks. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 10:00 pm.

Select Place for December Meeting

Motion by Caplinger to hold the December meeting at the Central Office and to adjourn this meeting . (10:05 pm.) Motion seconded by Postma. Motion passed 6-0.

Adjournment

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
OCTOBER 12, 2009
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present

Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principals Mark Preut, Jamie Wetig, Tom Hinrichs. Katie Blair, Globe; Lance & Paula Larson, David Bogner, district auditor; Cy Wallisch, John Wetig, Jerry Martin, and 8 students, two representatives from the Lancaster City Council, two parents.

Call to Order

The meeting was called to order at 7:30 pm by President Caplinger.

Approval of Agenda

Additions to Agenda: Under Consent Agenda, Bills & Claims, a change in the check amount to S & R Betts; added a presentation proposal by John Wetig to purchase New Tiger Chairs. Two agenda items were added under new business 1) Consider stipend to building principals to cover phone costs; 2) consider approval of Creal, Clark & Seifert proposal to complete drawings for sports complex concession stand facility.

Motion by Postma to approve the revised agenda. Seconded by Ladd. Passed 6-0.

Approval of Consent Agenda

Motion by Ladd, seconded by Postma, to approve the consent agenda as amended. Motion passed 6-0.

(The consent agenda included approval of the minutes of the September regular meeting; the treasurer's report dated 9-30-09, activity reports, bills & claims in the amount of \$480,702.32, with the check to S & R Betts cancelled and reissued; acceptance of gifts and correspondence.)

Hearing of Audience

The Larsons expressed a concern that the USD 339 bus was not being allowed to pick up their students this year. They requested permission for pick up at home by USD 339.

Commendations

Steve Wiseman presented Katie Blair, Globe, a letter of appreciation.

Presentations

David Bogner of Bogner Accounting, reviewed the district FY 2009 audit citing a budget violation for not republishing the K-12 At-Risk Fund.

Several ACCJSHS students presented a proposal for the district to purchase 28 team chairs to be used in the gym for athletic events. A price quote of \$2,852 was presented from Allied Scoring Tables. The students stated it was their intention to raise 50% of the cost of the purchase.

**Special Ed Report
Board Report**

Martin moved to approve the purchase of the 28 chairs at a cost not to exceed \$2,852 and accept the student offer to reimburse the district for half. Motion seconded by Postma. Motion passed 6-0.

Todd Gigstad referred to the minutes in the board packet.
The Clerk gave registration information for the KASB District 1 Regional and annual Convention.

Leadership Reports

The three building principals presented information on enrollment, testing, and activities in their buildings.

Wiseman discussed health issues and student absences, presented the Sept. 20 enrollment count, presented a summer project handout and budget book. He updated the board on soliciting audit firm bids and announced the district grossed \$13,000 at the surplus property sale on Saturday.

Old Business

**Lancaster/Cummings
Buildings**

Caplinger presented a proposed Repurposing of District Real Estate plan. Interest in the buildings has been expressed by the following government agencies: Atchison County Commissioners and Glacial Hills Resource Conservation & Development Region for use of the Cummings Building and Rural Water District #5 for the Lancaster building. Caplinger asked the board to determine procedures for disposal.

Motion by Martin to instruct the Superintendent to obtain commercial appraisals of both the Lancaster and Cummings properties; to obtain a commitment for title insurance in preparation for a subsequent transaction and to contact the attorney for advice on restrictions if the board places them on the properties. Motion seconded by Ladd. Motion passed 6-0.

It was suggested to have a time component on how long the buildings would remain vacant.

**Update on USD 377
Property Located Across the
Street from Lancaster
Elementary**

Caplinger reviewed his research on the section of land adjacent to the city building that the board intends to give to the city if they are willing to accept.

Motion by Postma to instruct the superintendent to inquire if the City of Lancaster would accept said property, the south ten feet(\$10') of Lot Twenty-one (21) and all of Lots Twenty(20) and Nineteen(19) in Block Eighteen(18), City of Lancaster, Atchison County, Kansas, at no cost to the district by way of a quit claim deed. Motion seconded by Ladd. Motion passed 6-0.

**Approval of FFA Out of
State Trip to Indianapolis,
IN**

Motion by Caplinger to approve the FFA out of state trip as presented, seconded by Martin. Motion passed 6-0.

AYP and Student Learning Report

Hinrichs presented and reviewed handouts on the official Adequate Yearly Progress report for 2009 showing results by district level and information by subject/grade.

New Business

Approve KASB Annual Convention Delegate

Gigstad moved to nominate Michael Postma as delegate and Cindy Ladd as alternate to the annual KASB Delegate Assembly. Motion seconded by Martin. Motion passed 6-0.

Review & Discuss KASB Legislative Committee Report

Wiseman discussed flexibility in moving the May 1 teacher notification deadline if school finance was not determined by that date.

Communities That Care Survey

Motion by Gigstad to approve administering the Communities that Care survey to students in 6th, 8th, 10th and 12th grades. Motion seconded by Postma. Motion passed 6-0.

Retirement Notice

Doug Ambrose submitted a notice of his intent to retire as high school science teacher at the end of the current school term.

Motion by Gigstad, seconded by Meeks, to approve the retirement resignation of Doug Ambrose as presented. Motion passed 6-0.

Monitoring Implementation of Reconfiguration

Wiseman related that reports would be given throughout the year on academics, special programs, athletics/activities, social emotional well-being, staffing, safe schools, parent involvement, etc. to monitor reconfiguration.

Consider Stipend to Principals to cover phone costs

Wetig presented information on the McRel Power Walk through program to be used on I-Phones to assist collecting walkthrough data. Building principals are requesting a stipend not to exceed \$300 to be used for the purchase of a smart phone.

Motion by Postma to approve the building principals' phone stipend as presented. Motion seconded by Caplinger. Motion passed 6-0.

Consider approval of Creal Clark & Seifert proposal to complete drawings for sports complex concession stand

Motion by Gigstad, seconded by Caplinger, to approve the Creal Clark & Seifert proposal to develop drawings for the sports complex concession stand.

Executive Session – Personnel and Student Matter

Motion by Caplinger to enter into executive session at 9:15 pm. to discuss matters relating to personnel in order to protect the privacy interests of the individuals to be discussed, and to discuss matters affecting a student in order to protect the privacy interests of the individuals to be discussed, that the board return to open session in this room at 9:25 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present.) (Preut 9:20-9:25)

**November Meeting
Adjournment**

The board resumed in open session at 9:25 pm.

**Motion by Caplinger to hold the November meeting at the Central Office.
and to adjourn this meeting . (9:30 pm.) Motion seconded by Ladd.
Motion passed 6-0.**

Ruth Dillon, Board Clerk

**UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
SEPTEMBER 14, 2009
7:30 PM, CENTRAL OFFICE
EFFINGHAM, KS**

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Tom Lee (7:38 pm), Jeff Martin, Steve Meeks, Michael Postma.
Members Absent	None
Others Present	Superintendent Steve Wiseman, Principals Mark Preut, Jamie Wetig, Tom Hinrichs. Katie Blair, Globe; Tim Callahan, Allison Ostertag, Ev Cade & Casey Lauer, Johnson Controls.
Call to Order	The meeting was called to order at 7:30 pm by President Caplinger.
Approval of Agenda	Additions to Agenda: Change order added to Bills & Claims, additions to Personnel Report, Keystone Medicaid Contract added under new business. Motion by Ladd to approve the revised agenda. Seconded by Gigstad. Passed 6-0.
Approval of Consent Agenda	Motion by Postma, seconded by Martin, to approve the consent agenda as amended. Motion passed 6-0. (The consent agenda included approval of the minutes of the August regular & special meetings; activity reports, bills & claims in the amount of \$560,713.36; a change order of \$2444 for refurbishment at the Intermediate school, the 8-31-09 Treasurer's Report, acceptance of gifts and grants, approval of four non-resident students; supplemental contracts for Jodi Watkins, JH Asst VB, Joe Worthington, JH STUCO sponsor, a Title I aide contract to Mary Montgomery at \$9.00 per hour; volunteers: Linda Bottorff, Jeanne Kuibbs, Mildred Hawk, Emma Moore.)
Hearing of Audience	None
Commendations	None
Presentations	Ev Cade, Business Development Manager and Casey Lauer, Project Development Engineer with Johnson Controls gave a presentation on energy efficiency for the district. Facility needs, savings, benefits of performance contracting and guaranteed savings were discussed.
Special Ed Report	Todd Gigstad reported on recent Keystone board meetings and related the board is looking at separate mission statements and goals for Special Education and the Service Center.

Leadership Reports

Hinrichs presented reports on the Primary School beginning of the year and the fall MAP testing schedule. A K-3 Reading Report by Allison Ostertag was presented. Wetig presented an Intermediate school update and summer school PreK-6th grade report. He stated the after school program began today. An update on the Intermediate playground was given.

Preut reported on the 7-12 summer school program, activities, site council meeting and an update on transition.

Wiseman and board members discussed the book, Global Achievement Gap, members are in the process of reading, discussed the wireless and phone system, invited the board to a transition team meeting cook-out on Wednesday at 6:00 pm.

Old Business

Lancaster/Cummings Buildings

Caplinger led a discussion on developing priorities and a plan to dispose of the Lancaster and Cummings buildings. It was the consensus that the buildings are not needed for current programs and that the piece of land next to the Lancaster City building should be deeded to the city.

Caplinger moved to contact quasi government agencies including the Economic Development Council to let the board know if there is an interest in the buildings by the October board meeting. Motion seconded by Ladd. Motion passed 7-0.

City of Effingham Contract for Use of Blue Building for Primary PE

Motion by Postma to approve the contract to use the City of Effingham Blue Building as presented. Motion seconded by Martin. Motion passed 7-0.

Central Office Copier Contract

Wiseman recommended replacing the current Central Office copier with a new Savin 9090sp and a backup color Savin 9020 at an average cost of \$12,915 over a 60 month lease with Century United. Century United has been awarded a state contract for copy services.

Motion by Ladd to approve the Century United 60 month lease agreement as presented. Motion seconded by Martin. Motion passed 7-0.

Hoffman Consignment Contract

A contract was presented from Hoffman Auction for disposal of district surplus property.

Motion by Martin, seconded by Postma, to approve the contract as presented. Motion passed 7-0.

New Business

Keystone as Contact Agent for Medicaid

The Keystone Director has offered to be the Medicaid contact representative for the seven Keystone members with Carol Snyder to handle claiming procedures.

Motion by Martin, seconded by Postma, to approve Keystone Learning

Title I Summer School Recommendation	<p>Services as Medicaid Contact Agent.</p> <p>Administrators recommended using ARRA Title I funds to expand summer school services to serve more students, K-6.</p> <p>Motion by Postma, seconded by Meeks, to approve the Title I Summer School recommendation as presented. Motion passed 7-0.</p>
Pandemic Flu Plan	<p>A Pandemic Flue Plan developed by the district Crisis Management Team was presented.</p> <p>Motion by Ladd, seconded by Postma, to approve the USD 377 Pandemic Flu Plan as presented. Motion passed 7-0.</p>
Disposal of Surplus Equipment	<p>Lists of food service, maintenance and technology surplus equipment was presented for board consideration of disposal.</p> <p>Motion by Gigstad to dispose of surplus equipment as recommended and presented. Motion seconded by Martin. Motion passed 7-0.</p>
Sports Complex Board Appointment	<p>The Sports Complex Board recommended Alison Ostertag replace Nate Smith as the summer ball association representative.</p> <p>Motion by Gigstad to appoint Alison Ostertag to replace Nate Smith as the summer ball association representative on the Sports Complex Board. Motion seconded by Postma. Motion passed 7-0.</p>
Atchison County Tax Rebate Program	<p>The board was asked to consider renewal of the Atchison County Tax Rebate seven year Program.</p> <p>Motion by Martin to approve renewal of the Atchison County Tax Rebate Program. Motion seconded by Ladd. Motion passed 6-1. (Lee opposed.)</p>
Executive Session - Personnel	<p>Motion by Caplinger to enter into executive session at 9:35 pm. to discuss matters relating to 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 9:40 pm. Motion seconded by Martin. Motion passed 7-0. (Wiseman present.)</p> <p>The board resumed in open session at 9:40 pm.</p>
Executive Session – Student Matter	<p>Motion by Caplinger to enter into executive session to discuss matters relating to a student 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 9:45 pm. Motion seconded by Postma. Motion passed 7-0. (Wiseman present.)</p> <p>The board resumed in open session at 9:45 pm.</p>
Request to be Released from Contract	<p>A request was received from Rosa Dolven to be released from her teaching contract.</p> <p>Motion by Caplinger to approve the release from contract for Rosa</p>

October Meeting

Dolven contingent on finding a qualified replacement. Motion seconded by Postma. Motion passed 7-0.

Motion by Caplinger to hold the October meeting at the Central Office. Motion seconded by Ladd. Motion passed 7-0.

Adjournment

Motion by Ladd, seconded by Meeks, to adjourn the meeting at 9:50 pm. Motion passed 7-0.

Ruth Dillon, Board Clerk

USD 377 BOARD OF EDUCATION
BUDGET HEARING: 7:00 PM – REGULAR SESSION 7:30 PM
AUGUST 10, 2009
CENTRAL OFFICE, EFFINGHAM

The Board of Education of Unified School District #377 met at 7:00 pm on August 10, 2009, at the Central Office, Effingham, for the purpose of conducting a public hearing on the proposed budgets for 2009-2010. Board members present: Steve Caplinger, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma. (Tom Lee, Todd Gigstad absent.)

Administrators present: Steve Wiseman, Jamie Wetig, Tom Hinrichs.
Visitors: None

BUDGET HEARING

Steve Caplinger called the budget hearing to order at 7:00 pm. Supt. Wiseman presented budget goals, a budget overview and reviewed proposed budgets as follows: General Fund \$5,609,096 with a mill levy of 20 mills Supplemental General \$1,689,717 with an estimated mill levy of 22.346; Capital Outlay \$600,000, Driver Training \$12,000, Food Service \$530,000, Professional Development \$18,000, Summer School \$10,000, Special Education \$1,200,000, Vocational Education \$175,000, Gifts & Grants \$28,000, KPERS Special Retirement \$305,047, 4 Yr Old At-Risk \$37,962 K-12 At-Risk \$451,326, Federal Funds \$220,247, Bilingual Education \$3,375, and Bond & Interest \$88,810. The General Fund 2009 tax to be levied is \$664,267. The Supplemental General Fund tax to be levied is \$831,802. The Budget Profile and Budget-at-a-Glance booklets were available at the hearing. The budget hearing concluded at 7:25 pm.

REGULAR SESSION

The Board of Education of USD #377 met in regular session at 7:30 pm on August 10, 2009, at the Central Office, Effingham. Board members present: Steve Caplinger, Todd Gigstad (7:32 pm), Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma. (Absent: Tom Lee).

Administrators present: Steve Wiseman, Jamie Wetig, Tom Hinrichs.
Visitor: Katie Blair, Globe.

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

1) **Approval of Agenda**

Additions were made to the Consent Agenda under the Personnel Report, Bills & Claims, and Non-Resident admission. Action items added: 1) Athletic Training Services Agreement, 2) Payment Request for Refurbishment Work Completed, 3) Executive Session, 4) Consider moving meeting to the Intermediate School to tour work completed.

Motion by Martin, seconded by Ladd, to adopt the Agenda as amended. Motion passed 6-0.

2) **Approval of 2009-2010 Budgets**

Motion by Martin to approve the 2009-10 budgets as published. Motion seconded by Ladd. Motion passed 6-0.

3) **Approval of the Consent Agenda**

Motion by Martin, seconded by Ladd, to approve the Consent Agenda as amended. Motion passed 5-0. (Postma declared a conflict of interest & left the room for the vote.)

(The consent agenda included approval of the minutes of the July 13 regular and July 22 extended meetings; the July 31 Treasurer's report, bills & claims in the amount of \$445,131.78. Five out-of-district student application and four Out-of-District Transportation applications were approved. The Personnel Report included approval of Erma Moore as a volunteer, Kelli Postma as a Teacher Aide Sub, Tammy Ricketts as an Emergency Sub, teacher aide, custodial and food service sub, Lori Oswalt as a food service and custodian sub, Mark Smith and Andrew Eckert as HS Boys BB Assistants, Angie Kimmi and Noelle Walters as HS Friends of Rachel co-sponsors, Jerry Madden and Cody Sprang as HS Wrestling assistants. The resignation of Linda Boos from her library aide position was accepted. Communications were accepted.)

4) **Hearing of Audience:** None

5) **Commendations/Letters of Appreciation**

None

6) **Special Ed Report**

Gigstad reported a special meeting will be held before the next regular meeting. He related the 2% pay increase for classified and administrators was rescinded. Gigstad was congratulated on being re-elected president of the Keystone board.

7) **Leadership Reports**

Wetig reported renovation of the Intermediate school and setting up of the new playground area is going well. Preliminary enrollment figures were presented. Hinrichs presented preliminary enrollment figures, related students are being assigned to teachers, and presented a testing schedule for the 2009-2010 school year. He related the Title I school-wide application was accepted by KSDE. Wiseman reported on summer projects, presented board members with a copy of "The Global Achievement Gap" for study this year, discussed a building level administrator evaluation instrument, an energy efficiency study, updated information on the asphalt and lighting on the sports complex and installation of the new phone system. Wiseman invited board members to the August 17 back-to-school cook out for all staff and back-to-school night on the 20th. Board members viewed a Dramatic Flu Warning from the state.

OLD BUSINESS:

1) **Approval of Building Level and District Handbooks**

Handbooks submitted for approval: JR/SR High Student and Staff, District Safety, Personnel, Substitute, Curriculum and Transportation.

Motion by Postma to approve the building and district level handbooks as presented.

Motion seconded by Meeks. Motion passed 6-0.

NEW BUSINESS

1) **City of Effingham Contract for Use of Blue Building for Primary School Physical Education Classes.**

Wiseman informed the board he was in the process of obtaining a contract from the City of Effingham for approval. The contract will be drawn up by the city attorney.

2) **Executive Session – Superintendent's Evaluation**

Session not necessary.

3) **Select Place for September Meeting**

**Motion by Gigstad to hold the September meeting at the Board office at 7:30 p.m.
Motion seconded by Ladd. Motion passed 6-0.**

4) **Athletic Training Services Agreement**

The Athletic Director and JR/SR High School Principal are recommending the approval of a Cotton-O'Neil Clinic Athletic Training Services agreement for the 2009-2010 school year at a cost of \$1,500.

Motion by Martin, seconded by Postma, to approve the Cotton-O'Neil Athletic Training Services Agreement as presented. Motion passed 6-0.

5) **Payment Request for Refurbishment Work Completed**

The Architect has certified the contractor's (Helsel Design & Construction Services) application for payment for work completed on the Facility Renovation Project as of August 4 in the amount of \$66,428.10.

Motion by Postma, seconded by Martin, to approve the payment of \$66,428.10 to Helsel Design and Construction Services for work completed. Motion passed 6-0.

6) **Executive Session**

Motion by Caplinger to enter into executive session at 8:26 pm in order to discuss matters affecting a student/s 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 8:36 pm. Motion seconded by Postma. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 8:36 pm.

7) **Consider Moving Meeting to the Intermediate School to Tour Work Completed**

No action taken.

Motion by Gigstad, seconded by Ladd, to adjourn at 8:37 pm. Motion passed 6-0.

Ruth J. Dillon, Board Clerk

USD 377 BOARD OF EDUCATION
ADJOURNED MEETING 7:00 PM
JULY 22, 2009
CENTRAL OFFICE, EFFINGHAM

The Board of Education of Unified School District #377 met at 7:00 pm on July 22, 2009, in the Central Office, Effingham, in continued session from the July 13 adjourned meeting. Board members present: Steve Caplinger, Todd Gigstad, Cindy Ladd, Tom Lee (7:25 pm), Jeff Martin, Steve Meeks, Michael Postma.

Administrators present: Steve Wiseman, Tom Hinrichs, Jamie Wetig.

Visitors: Katie Blair, Globe.

Caplinger called the meeting to order at 7:00 pm.

1) **Approval of Agenda**

Changes made to the agenda: additional non-resident student and out-of-district transportation applications, additions to personnel report, added District-Student-Parent handbook approval, added Strategic Planning Session.

Motion by Postma, seconded by Ladd, to approve the revised agenda. Motion passed 6-0.

2) **Approval of bills & claims**

Motion by Ladd to approve a handwritten check in the amount of \$1,000 to United States Postal for postage for the meter. Motion seconded by Martin. Motion passed 6-0.

3) **Non-Resident Student Applications**

Motion by Martin, seconded by Meeks, to approve non-resident student applications as presented. Motion passed 6-0. (8 students approved.)

4) **Out-of-District Transportation Applications**

Motion by Postma to approve Out-of-District Transportation applications as presented. Motion seconded by Ladd. Motion passed 6-0. (13 students approved.)

5) **Personnel Report**

Motion by Martin, seconded by Gigstad to approve the Personnel Report as presented. Motion passed 6-0.

(The Personnel report included the resignations of Helen Nolting from her custodial position, of Kristin George from her secretarial position, extending a contract to Blayne Kesse for full time bus garage helper at 8.40 per hour with benefits; approval of emergency subs Jack Bishop and Heidi Hinton and supplemental contracts as follows: John Flores - Jr. & Sr. HS administrative covering and Jr/Sr High Athletic Director, Autumn Greear - K-4 Music, Amy Eckert - HS Senior Class Sponsor, Dean Swafford - HS FFA sponsor, Eileen Montgomery - Intermediate PDC member, Cy Wallisch - Jr/Sr High PDC member, Mike McGuire - HS Kays, Rosa Dolven - National Honor Society & HS Yearbook.)

6) **Declare Food Service Equipment as Surplus**

A list of surplus food service equipment from all centers was presented.

Motion by Gigstad, seconded by Meeks, to approve the Food Service Equipment as surplus as recommended. Motion passed 6-0.

- 7) **2009-2010 Budget**
Proposed district budgets and supporting forms were presented along with a copy of the Notice of Hearing, Code 99.
Motion by Martin to authorize the publication of the Notice for a Public Hearing for the 2009-2010 budgets as presented. Motion seconded by Ladd. Motion passed 6-0.
- 8) **District Student-Parent Handbook Approval**
Wiseman presented a copy of the Student-Parent handbook for approval.
Motion by Postma, seconded by Ladd, to approve the Student-Parent handbook as presented.
Motion passed 6-0.
- 9) **Strategic Planning Session**
Wiseman presented a copy of the current Strategic Plan. The following issues were identified:
Under Goal 2, parking in general district wide, signage for parking, study the adequacy of outdoor lighting, look into a grant for a community shelter. Goal 3, follow-up survey on reconfiguration, e-mail communication with parents, Keystone administrator visits to address issues, end of activity season reports from principals, employees featured in newsletters. Goal 4, support for classified staff with proper tools with accountability and retraining, survey on what needed to do a better job. Goal 1, Share good news, planning ahead for DVL league affiliation, accrual of community service hours for students. Administrators will create some focus areas and work on the wording on Goal 2, Safe Learning Environment.

Motion by Postma, seconded by Ladd, to adjourn the meeting at 8:35 pm. Motion passed 7-0.

Ruth Dillon, Board Clerk

USD 377 BOARD OF EDUCATION
REGULAR SESSION 7:30 PM
JULY 13, 2009
CENTRAL OFFICE, EFFINGHAM

The Board of Education of Unified School District #377 met at 7:30 pm on July 13, 2009, at the Central Office, Effingham. Board members present: Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma. (Tom Lee absent.)
Administrators present: Steve Wiseman, Jamie Wetig.
Visitors: Katie Blair, Globe; Jerry Madden, Jennifer & Kevin Gigstad.

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

2. Agenda

Amendments to agenda: Add #14, Substitute Pay; add bid results to #10, Approval of New Phone System; add bid results to #11a, Consider approval of Milk & Fuel bids; added PDC to 11B, District Handbooks; added #12A, Calendar Amendment, #12B, Intermediate School Refurbishment Change Order.

Postma moved to approve the agenda as amended. Motion seconded by Ladd. Motion passed 6-0.

ORGANIZATION OF BOARD FOR 2009-2010:

3. ELECTION OF BOARD OFFICERS

Postma nominated Steve Caplinger for Board President.

Ladd moved nominations cease. Motion seconded by Postma. Motion passed 6-0.

Postma nominated Cindy Ladd for Vice President.

Gigstad moved nominations cease. Motion seconded by Martin. Motion passed 6-0.

Caplinger assumed the chair.

4. Hearing of Audience:

None

5. Consent Agenda

Additional out-of district and non-resident student applications were added to the consent agenda.

Motion by Martin to approve the consent agenda as amended. Motion seconded by Gigstad. 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, Activity Reports, Bills & Claims in the amount of \$72,479.26, and Petty Cash Reports.
- c. Approval of applications for out-of-district school attendance and transportation for 10 students.
- d. Approval of Non resident student applications for 36 students.
- e. Approval of appointments of:
Clerk of the Board – Ruth Dillon, Deputy Clerk – Kathy Enzbrenner, Treasurer of the Board – Gene Hegarty, Board Attorney – Larry Mears, Insurance Agent of Record – The Clements Agency, Purchasing Agent – Superintendent, KPERS Agent – Clerk, Health Insurance Representative – Clerk, Representative to determine when to pay utilities and obligations where a penalty or discount may occur – Board Clerk, Superintendent, Building Principals to report violations of

compulsory attendance law to superintendent - Hearing Officers for Suspension and Expulsion of pupils – Wiseman and Hinrichs -, Representatives to apply for and process federal funds – Wiseman, Hinrichs, Section - 504 Compliance Officer – Superintendent – Determining Official for free/reduced meals – Theresa Cattrell - Food Service Program Representative and District Hearing Officer – Superintendent/Board President, Official newspaper – Atchison Globe, Designation of depository of funds – Farmers & Merchants Branch, Exchange National Bank, Freedom of Information Officer – Ruth Dillon.

e. Organizational Approvals, Waivers and Resolutions

Rescind policy actions and adopt current written policies

Established Petty Cash Accounts as follows: Jr/Sr High &

Primary/Elementary/Intermediate \$750; District Office \$1,500 – Jr/Sr High & Intermediate/Elem Principals/Supt. Responsible.

Established employee mileage rate – Same as State Rate (.55 effective 7-1-09)

Disallowed pledging of first and second mortgages for security of deposit of district funds.

Adopted the annual waiver of requirements for generally accepted accounting principles.

Adopted Resolution to create activity funds under the provisions of HB 2802.

Approved Organizational Chart.

Reviewed immunization policies.

Reviewed district insurance schedule.

Adopted Resolution Acknowledging and Declaring Intent to Exercise “Home Rule Authority.”

Established Employee Meal Allowance (Policy GAN-R)

Breakfast \$5.25, Lunch \$8.00, Dinner \$11.00, Maximum \$24.25.

Adopted 1116 hour school year

Adopted annual Asbestos Resolution

6. Appoint Board Member Representatives

Designations to committees were made as follows:

Crisis Management –Michael Postma, Cindy Ladd Alternate

Transition Team –Jeff Martin, Steve Meeks

Curriculum Council –Cindy Ladd, Tom Lee

Keystone Learning Board Representatives –Todd Gigstad, Steve Meeks Alternate

Professional Development Committee – Steve Caplinger, Tom Lee Alternate

Insurance Committee – Cindy Ladd, Todd Gigstad

Tax Abatement – Todd Gigstad

Negotiating Team – Steve Caplinger, Jeff Martin

Governmental Relations – Cindy Ladd

Centennial Scholarship – Michael Postma, Cindy Ladd alternate

Classified Salary – Jeff Martin, Tom Lee

ACCHS Alumni Foundation – Michael Postma (2nd year of two year appointment), Jeff Martin, Alternate.

Technology Committee – Michael Postma, Steve Meeks

NEK Area Vo-Tech Representative – Steve Meeks

Globe Editorial Board – Leave up to Administrative Team

Motion by Caplinger to establish for another year board member representatives as volunteered and selected. Motion seconded by Martin. Motion passed 6-0.

7. Approve Meeting Dates and Times

Caplinger moved to adopt a resolution for the 2009-10 school year stating the hour of commencing regular meetings as 7:30 pm, on the second Monday of the month with the meeting place at the Central Office. If the established meeting date falls on a legal holiday or a holiday specified by the board of education such regular meeting will be held the Tuesday following 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. Motion seconded by Martin. Motion passed 6-0.

Special Ed Report:

Gigstad reported the next meeting would be this Wednesday night.

Leadership Reports

Wiseman gave an update on summer maintenance and custodial work, presented a calendar of events; and expressed concerns with the Keystone Learning Center budget.

Old Business

1) Sports Complex Discussion

Wiseman updated the board on items related to the sports complex. He expressed a concern with the asphalt not being fixed. He related there is approximately \$14,000 of interest funds from bonds sold for the development of the complex available to use towards the construction of a new concession stand/restroom facility and asked for approval to get cost estimates, with the aim being to use some donated labor. The state architect will have to approve the project.

Motion by Gigstad, seconded by Postma, to obtain cost estimates from Creal, Clark and Seifert for drawing up plans for a new concession stand/restroom facility for the Sports Complex. Motion passed 6-0.

2) Commercial Umbrella Policy

Wiseman informed the board KASB does not recommend adding the commercial umbrella coverage.

3) Approval of New Phone System

Bids were presented as follows: AT & T - \$21,690.97, Allegiant Networks - \$24,980, Computer Network Solutions - \$26,218.08. At-Risk funds were used to replace switches.

Motion by Martin to approve the AT & T phone system bid as presented. Motion seconded by Postma. Motion passed 6-0.

New Business

1) Consider Bids – Milk & Fuel

Bids were received from Roberts Dairy and Anderson Erickson to provide milk for the district for the 2009-10 school year as follows:

	<u>Escalating Firm</u>			<u>Escalating Firm</u>	
Roberts: ½ pint 1%	0.1760	0.2210	Anderson-	.1649	0.2040
½ pint Chocolate	0.1790	0.2240	Erickson	.1708	0.2100
½ pint Strawberry	0.1920	0.2370		N/A	N/A
4 oz Juice, Grape,	0.1400	0.1400		0.1450	0.1500
4 oz Apple, Orange	0.1400	0.1400		0.1350	0.1400
16 oz bottle 2%, Chocolate,				0.6000	0.6600 (12 oz)
Strawberry,	0.6000	0.6500		0.6000	0.6600 (12 oz)
Orange Juice,	0.6000	0.6500		0.6500	0.6500 (12 oz)
Lemonade	0.6000	0.6500		0.5000	0.5000 (12 oz)

Wiseman recommended the firm bid of Anderson-Erickson.

Motion by Martin to accept the firm bids as presented from Anderson-Erickson. Motion seconded by Gigstad. Motion passed 6-0.

Bids were received to provide fuel as follows: Consumer Oil .06 over current dealer cost; Jackson Farmers .04 over current dealer cost.

Motion by Postma to approve the fuel bid as presented from Jackson Farmers delivered to the bus barn. Motion seconded by Martin. Motion passed 6-0.

2) Approve District Handbooks

Amendments and updates were presented to the following handbooks for board consideration: Staff Handbook, Intermediate School Student-Parent handbook, Intermediate school staff handbook, PDC plan.

Motion by Gigstad to approve the district handbooks as presented. Motion seconded by Ladd. Motion passed 6-0.

3) Budget Development

Wiseman related base aid per FTE was reduced again. The budget will be completed and reviewed by staff at School Finance. He recommended a meeting on July 22 for approval to publish the budgets and Notice of Hearing. Board members were asked to review the board budget goals.

4) Approve Negotiated Agreement with the Teachers for the 2009-10 school year

A revised copy of the Negotiated Agreement was presented for board review.

Motion by Martin to approve the 2009-10 Negotiated Agreement as presented. Motion seconded by Ladd. Motion passed 6-0.

5) KASB Policy Updates

Policy updates recommended by KASB were presented in the board packet as follows:

DC-Annual Operating Budget
GAAB-Complaints of Discrimination
GAOE-Workers Compensation
GARI-Family and Medical Leave
GARID-Military Leave
GCIA-Evaluation of Coaches and Sponsors – New Policy
IIBGA-Children’s Internet Protection Act
JGCBA-Automated External Defibrillators
MA-Goals and Objectives
JDDC-Bullying
JGECA-Racial Harassment
KN-Complaints

Wiseman expressed a concern with policy GCIA, Evaluation of coaches & sponsors.

Motion by Ladd to approve the KASB recommended policy updates with the exception of GCIA. Motion seconded by Martin. Motion passed 6-0.

6) Executive Session - Personnel

An executive session was not needed.

Motion by Gigstad, seconded by Ladd, to extend a certified contract to Mark Smith as HS Business Instructor, approve substitute teachers, emergency substitutes, and para/teacher aide/secretary substitutes as recommended. Motion passed 6-0.

6) Set Date and Time for Strategic Planning Session

Ladd moved to hold a meeting on August 3rd at 7:30 pm for Strategic Planning. Motion seconded by Postma. Motion passed 6-0.

7) 2009-10 Calendar Amendment

Wiseman presented a revised 2009-10 school calendar to reflect the negotiated agreement with the Teachers Association. April will be a regular school day. April 5 there will be no school.

Motion by Martin to approve the 2009-10 calendar amendment recommendation as presented. Motion seconded by Meeks. Motion passed 6-0.

9) Intermediate School Refurbishment Change Order Recommendation

Wiseman presented a change order to convert the first floor storage room to a staff restroom, Alternate #1 of the original refurbishment bid at a cost of \$13,655. Additional changes included 1) Deduction for toilet partition section -\$775.00; 2) Addition of masonry in-fills, \$4,293.00; 3) Addition of Alternate #1; 4) Addition of hot water to Boys 101 and Girls 201, \$2,016. Wiseman felt #2 should have been included in the original bid.

Motion by Martin to approve the change order for items 1, 3 & 4 and to give the superintendent authority to negotiate item 2. Motion seconded by Postma. Motion passed 6-0.

Motion by Caplinger, seconded by Martin, to adjourn this meeting to July 22 at 7:00 pm in the Central Office. Motion passed 6-0.

Ruth J. Dillon
Board Clerk