

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

6:00 pm Tour of Buildings

Dan Coder, Maintenance Supervisor, Steve Wiseman and Mark Preut led board members Steve Caplinger, Cindy Ladd, Steve Meeks, Jeff Martin, and Todd Gigstad on a tour of Buildings A, B, Weight Rooms, the Elementary and High schools to view summer maintenance projects.

*Regular Session 7:30 pm
Members Present*

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

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principal Mark Preut; Katie Blair, Globe.

Call to Order

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

Approval of Agenda

Amendments were made to add Personnel recommendations and provide a board policy summary.

**Motion by Ladd to approve the agenda with additions and amendments.
Motion seconded by Gigstad. Motion passed 6-0.**

*ORGANIZATION OF THE
BOARD
Election of Board Officers*

Postma nominated Steve Caplinger for President. Caplinger declined. Ladd nominated Jeff Martin for President. Caplinger moved nominations cease and a unanimous ballot be cast for Martin. Motion seconded by Gigstad. Motion passed 6-0.

Martin assumed the chair.

Gigstad nominated Cindy Ladd for Vice President. Postma moved nominations cease and a unanimous ballot be cast for Ladd. Motion seconded by Postma. Motion passed 6-0.

Hearing of Audience

None

*Approval of Consent
Agenda*

Amendments included an addition to non-resident student applications and a board appointment recommendation.

**Motion by Caplinger to approve the amended Consent agenda.
Seconded by Postma. Passed 6-0.**

The consent agenda included the following:
Minutes of June regular and special meetings, the Treasurer's report, JSH Petty Cash report, Bills & Claims in the amount of \$1,147,954.73, approval of 12 non-resident students for attendance; approval of 21 out-of-district

transportation applications. Organization appointments and designations as follows:

1. Clerk of the Board – Ruth Dillon
 2. Deputy Clerk – Kathy Enzbrenner
 3. Treasurer of the Board – Gene Hegarty
 4. Board Attorney/Contract – Larry Mears, \$125/hr.
 5. Insurance Agent of Record – The Clements Agency
 6. Purchasing Agent - Superintendent
 7. KPERs Agent (K.S.A. 74-4902(6)) - Clerk
 8. Coordinator for Homeless Children duties – Mr. Wiseman
 9. Health Insurance Representative - Clerk
 10. Representative to determine when to pay utilities and obligations where a penalty or discount may occur – Mrs. Dillon, Mr. Wiseman
 11. Truant Officers - Mr. Preut – JSH, Mr. Wetig – Elementary
 12. Hearing Officer for Suspension and Expulsion Hearings - Mr. Wiseman.
 13. Authorized representatives to apply for and process federal funds – Mr. Wetig, Mr. Wiseman
 14. Section 504 Compliance Officer – Mr. Wiseman
 15. Determining Official for free/reduced meals – Theresa Cattrell
 16. Food Service Program Rep and District Hearing Officer – Superintendent/Board President
 17. Selection and appointment of person responsible for determining free textbooks and a district hearing officer – Superintendent/Board President
 18. Official newspaper – Atchison Globe
 19. Designation of depository of funds -Farmers & Merchants Branch, Exchange National Bank & United Bank of Kansas
 20. Appointed Freedom of Information Officer by resolution – Mrs. Dillon
- b. Organizational Approvals, Waivers and Resolutions
1. Rescinded Policy Actions and Adopted Current Written Policies by resolution.
 2. Established Petty Cash Accounts and designated individuals responsible. K.S.A. 72-8208 - JSH & Elementary \$750; District Office \$1,500 – Elementary & JHS Principals & Superintendent responsible.
 3. Established employee mileage rate. K.S.A. 75-3203 – Same as State Rate (.50 cents)
 4. Disallowed pledging of first and second mortgages for security of deposit of district funds.
 5. Adopted the annual waiver of requirements for generally accepted accounting principles.
 6. Resolution to create activity funds under the provisions of HB 2802.
 7. Organizational Chart
 8. Reviewed immunization policies. K.S.A. 72-5208 et seq.
 9. Reviewed graduation requirements. QPA Regulations 91-31-35.
 10. Reviewed district insurance schedule
 11. Adopted Resolution Acknowledging and Declaring Intent to Exercise “Home Rule Authority”
 12. Established Employee Meal Allowance (Breakfast \$5.25, Lunch \$8.00, Dinner \$11.00, Maximum \$24.25.

13. Approved resolution to establish 1,116 hour school year for 2010-2011K.S.A. 72-1106
14. Approved Asbestos Resolution

***Appoint Board Member
Representatives***

Representatives were appointed as follows:

Crisis Management.....Michael Postma, Cindy Ladd Alternate
 Curriculum Council.....Cindy Ladd
 Keystone Learning Services Board Rep.....Todd Gigstad
 Keystone Learning Services Board AlternateSteve Meeks
 Professional Development CommitteeSteve Caplinger
 Professional Development CommitteeAlternate Tom Lee
 Insurance Committee (2).....Cindy Ladd, Todd Gigstad
 Tax Abatement (1).....Todd Gigstad
 Negotiating Team (2).....Steve Caplinger & Jeff Martin
 Government Relations (1).....Cindy Ladd
 Centennial Scholarship.....Michael Postma
 Centennial Scholarship Alternate.....Cindy Ladd
 Classified Salary (2).....Jeff Martin & Steve Meeks
 Facilities Committee (2)Jeff Martin, Michael Postma
 ACCHS Alumni Foundation (2 Year Appt.).....Michael Postma (Yr 1)
 ACCHS Alumni Foundation Alternate.....Jeff Martin
 Technology Committee (2).....Michael Postma, Steve Meeks
 NEK Area Vo-Tech Representative.....Steve Meeks
 Globe Editorial Board.....Leave up to Administrative Team

**Motion by Caplinger to approve the district committees as amended.
 Motion seconded by Postma. Motion passed 6-0.**

***Establish Board Meeting
Dates And Time***

Caplinger moved to adopt a resolution to set 7:00 pm for the starting time with the August budget hearing at 6:45 pm with meetings to be held in the Central Office Boardroom on the second Monday of the month and that the board may adjourn any regular meeting to another time and place. If any regular board meeting falls on a school or recognized holiday then the board has the right to set that meeting date at a time and place best suited to meet the needs of the district. Board meetings will end at 11:00 pm unless a majority of the board votes to extend the meeting. Motion seconded by Ladd. Motion passed 6-0.

Special Ed Report

Gigstad related Keystone had an increase in assessments to participating districts of 2.5%, they are changing audit firms, and have a meeting scheduled for August 12.

Board Reports

The clerk reported the unemployment rate for 2011 increased from .10 to .27 for the district.

Leadership Reports

Wiseman thanked the board for their support in improving facilities this summer and complimented Dan Coder for his work, reported we received \$750 from the City of Lancaster for the purchase of the Lancaster Building, contacted CBIZ to get a quote on putting together specs for Liability and Workers Comp bidding, suggested setting a date to set up goal setting the last of August.

Old Business
K-12 Art Contract

Motion by Gigstad to extend a K-12 Art Contract to Jeanne Gregory for the 2010-11 school year. Motion seconded by Ladd. Motion passed 6-0.

Board Policy Updates

Wiseman reviewed recommended KASB policies. Policies BDA-Developing and Adopting Policy; ED-Student Transportation Management; EDAA-School Vehicles; GARID-Military Leave; ICAA-Teaching Methods; ID-Instructional Program; JBD-Absences and Excuses; JRC-Disposition of Records were recommended as presented from KASB. It was recommended to delete policy IDA-Educational Program. Wiseman recommended policy IC-Educational Program is reworded and that none of the handbook language recommendations be considered at this time.

Motion by Caplinger, seconded by Ladd, to adopt the KASB policies as reviewed and revised. Motion passed 6-0.

New Business
Approve District Handbooks

Motion by Gigstad to approve the Substitute Handbook as presented. Motion seconded by Meeks. Motion passed 6-0.

Budget Development

Wiseman reviewed information to be used on Form 150 and recommended the board adjourn this meeting to July 19 to present the budget for approval for publishing. The budget hearing would be on August 9.

Personnel – Executive Session

An Executive session was not needed.

Set Date and Time for Strategic Planning Session

A date was not set at this time.

Caplinger reported he visited with the people who have a contract on the Cummings building and they have not been able to obtain financing. They have asked to withdraw from the contract.

Personnel Recommendations

Motion by Ladd to approve the personnel recommendations as presented. Motion seconded by Gigstad. Motion passed 6-0. (Supplemental contracts approved: HS Admin Covering – John Flores, HS FFA – Dean Swafford; JSH Athletic Director – John Flores; JSH Guidance Counselor 20 extended days – Charles Watkins; JH Admin Covering – John Flores; District ESL Program Director – John Wetig.)

Adjournment

At 8:40 pm Caplinger moved to adjourn the meeting to July 19 at 7:00 pm in the Central Office. Motion seconded by Gigstad. Motion passed 6-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
JULY 19, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present
Members Absent
Others Present

Steve Caplinger, Cindy Ladd, Jeff Martin, Steve Meeks, Michael Postma.
Tom Lee, Todd Gigstad.
Superintendent Steve Wiseman.

Call to Order

The meeting was called to order at 7:00 pm by President Martin.

Approval of Agenda

Amendments to Agenda: Added an additional Out-of-District Transportation request to the consent agenda; Added as #9 Offers on Cummings Building and as #10 Substitute Pay.
Motion by Ladd to approve the agenda with additions as listed. Seconded by Postma. Motion passed 5-0.

Out-of-District
Transportation Applications

Out-of-District Transportation Applications were presented for 8 students from USD 430.

Postma moved to approve out-of-district transportation applications as presented. Motion seconded by Caplinger. Motion passed 5-0.

Salary & Supplemental Pay
Recommendations

Wiseman presented a transportation department salary schedule for 2010-11 and a recommendation for a supplemental salary for the Local Consolidated Plan and Special Programs Director to be set at \$3,000.

Motion by Caplinger to approve the 2010-2011 salary recommendations as presented. Motion seconded by Meeks. Motion passed 5-0.

Milk & Fuel Bids

Bids for bus gasoline were received from Consumer Oil (.05 over dealer cost) and Jackson Farmers (.04 over dealer cost.) Firm and Escalating Milk bids were received from Roberts Dairy and Anderson Erickson with Anderson Erickson having the low firm and escalating bids.

Motion by Ladd to accept the Anderson Erickson Firm Bid for milk and juice products for the 2010-2011 school year and approve the Jackson Farmer fuel bid of .04 over current dealer cost for the 2010-2011 school year. Motion seconded by Postma. Motion passed 5-0.

Personnel Report

The superintendent and transportation director recommended the board eliminate the mechanic's helper position and create a new position that would combine the duties of a substitute driver and bus mechanic helper in order to guarantee that at least one substitute is available throughout the school year.

Postma moved to approve the Personnel Report as presented. Motion seconded by Ladd. Motion passed 5-0.

Wiseman reviewed changes to the Crisis, Personnel, Safety, Professional

Handbooks for Approval

Development and Transportation handbooks.

Motion by Caplinger to adopt the handbooks as presented. Motion seconded by Postma. Motion passed 5-0.

2010-2011 Budgets

Wiseman presented a Budget Overview and asked authorization to publish the Notice of Public Hearing for the 2010-2011 budgets with an estimated mill levy of 20.00 mills General Fund and 22.825 Mills Supplemental General.

Motion by Caplinger to authorize the publication of the Notice for a Public Hearing for the 2010-2011 budgets as presented. Motion seconded by Meeks. Motion passed 5-0.

Contract Offers on Cummings Building and Property

Two offers were presented for the Cummings Building, one from Michael and Tammy Wilson, \$31,000, and one from Harriet Blackaby, David Foster, Christina Campbell & Byron Foster, \$70,000. Caplinger reviewed both offers.

Motion by Postma to accept the offer of \$70,000 for the Cummings Building from Harriet Blackaby, David Foster, Christina Campbell & Byron Foster. Motion seconded by Ladd. Motion passed 5-0.

Hourly Pay Rate for Substitutes

Wiseman recommended substitute teacher pay be set at \$85 per day, substitute custodian at \$8 per hour and other classified substitutes at \$7.50 per hour.

Motion by Caplinger to approve the substitute pay rates for the 2010-2011 school year as recommended. Motion seconded by Postma. Motion passed 5-0.

Adjournment

At 7:30 pm, Motion by Postma, seconded by Caplinger, to adjourn. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
BUDGET HEARING, 6:45 PM
REGULAR MEETING
AUGUST 9, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin.

Members Absent

Tom Lee, Michael Postma, Steve Meeks

Others Present

Superintendent Steve Wiseman, Principals, Jamie Wetig & Mark Preut;
Katie Blair, Globe.

Budget Hearing

The budget hearing was held at 6:45 pm. Proposed budgets were as follows: General Fund, \$5,533,350 with a mill levy of 20 mills, Supplemental General \$1,812,524 with an estimated mill levy of 22.825, Bilingual Education \$2,006, Capital Outlay \$600,000, Driver Education \$12,000, Food Service \$530,000, Professional Development \$18,000, Summer School \$2,067, Special Education \$1,300,000, Vocational Education \$190,000, Federal Funds \$177,850, KPERS Special Retirement \$315,207, Gift & Grants \$25,000, 4-Year Old At-Risk \$36,108, K-12 At-Risk \$559,674, Bond & Interest \$88,810. The General Fund 2010 tax to be levied is \$728,087. The Supplemental General Fund tax to be levied is \$925,934. The Budget Profile and Budget-at-a-Glance booklets were available at the hearing. The budget hearing concluded at 6:55 pm.

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendments to the Consent Agenda: Additional out-of-district applications were added; substitutes and a resignation were added under Personnel.

Motion by Caplinger to approve the amended agenda. Seconded by Ladd. Passed 4-0.

Approval of 2010-2011 Budgets

Caplinger moved to approve the 2010-2011 budgets as presented. Motion seconded by Ladd. Motion passed 4-0.

Approval of Consent Agenda

Motion by Ladd, seconded by Caplinger, to approve the consent agenda. Motion passed 4-0.

(The consent agenda included approval of the minutes of the July regular & extended meetings; the treasurer's report dated 07/31/2010, activity reports, bills, claims & transfers in the amount of \$570,686.43, approval of six out-of-district student applications, and acceptance of correspondence. The Personnel report included the resignation of Karla Lindsay from her teacher aide position and approval of emergency substitute teachers:

Mike Bodenhausen, Robyn Hinton, Roberta Keys, Pat Rork, Loretta Schrick, Barbara Scoggins, & Ruth Yoder; substitute aide/para/secretaries: R. Dieckmann, L Ferris, T Sheeley, B Scoggins, J Thompson, R. Thorpe & R Yoder; food service subs Lori Oswald, Teri Sheeley & Eleanor Faught.)

Hearing of Audience

None

Commendations

None

Presentations

None

Special Ed Report

Gigstad related a special meeting was scheduled for Wednesday, the 12th, to discuss goals with the regular Keystone meeting the following week.

Board Reports

None

Leadership Reports

Wetig presented tentative enrollment numbers for the Elementary school for 2010-11.

Preut discussed enrollment, Project Citizen, JH football camp dates, DVL banners.

Wiseman presented Back-to-School inservice schedules, a calendar of events, updated the board on summer projects, and presented current goals and focus areas. E-rate, Toolbox and preparing for MAPP assessments were discussed.

Old Business

District Copiers

Wiseman informed the board the district has 7 copiers on a lease-purchase agreement with Wells Fargo that can be purchased for \$300 each. The cost to return would be \$150 to \$200 per machine. Wiseman suggested the district purchase and then sale or donate to community organizations.

Motion by Gigstad to approve the purchase of seven copiers from Wells Fargo at the completion of the lease at a cost of \$2,100. Motion seconded by Ladd. Motion passed 4-0.

Capital Outlay Mill Levy Discussion

It was the consensus of the board to leave the Mill Levy question on the November ballot.

District Handbook

Motion by Caplinger to approve the Student/Parent Handbook as presented. Motion seconded by Ladd. Motion passed 4-0.

New Business

Student Tracker for High Schools

Wiseman reviewed the StudentTracker service that provides data on high school graduates including college access, retention and completion rates at an annual cost of \$425.

Motion by Caplinger to engage in services with StudentTracker for high schools. Motion seconded by Gigstad. Motion passed 4-0.

Infosource Learning Contract

Wiseman presented information on the InfoSource program used by the district to provide technology and professional development. The service is funded with E-rate monies. The estimated cost for the 2010-11 school year is \$4,800.

CBIZ Scope of Services

Wiseman explained the 2010 contract with CBIZ for developing a health insurance package for the district at a cost of \$5000. CBIZ has presented a scope of services for this year and will provide a quote.

Board Policy Review and Revision

Policy AC School District Grade Levels requires revision since the district is now organized on a K-6, 7-8, 9-12 basis.

Motion by Gigstad to approve the policy AC change as outlined. Motion seconded by Ladd. Motion passed 4-0.

Executive Session - Personnel

Motion by Martin to enter into executive session at 7:57 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 8:12 pm. Motion seconded by Caplinger. Motion passed 4-0. (Wiseman present.)

The board resumed in open session at 8:12 pm.

Adjournment

At 8:15 pm Caplinger moved to adjourn the meeting to August 23 at 7:00 pm in the Central Office. Motion seconded by Ladd. Motion passed 4-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
AUGUST 23, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present	Steve Caplinger, Cindy Ladd, Jeff Martin, Steve Meeks, Todd Gigstad (7:05 pm).
Members Absent	Tom Lee, Michael Postma.
Others Present	Superintendent Steve Wiseman, Principals Jamie Wetig & Mark Preut; Cy Wallisch (7:35 pm)
Call to Order	The meeting was called to order at 7:00 pm by President Martin.
Approval of Agenda	Amendments to Agenda: Additional Personnel recommendations under item #2. Motion by Caplinger to approve the amended agenda. Seconded by Meeks. Motion passed 4-0.
Bills & Claims	None
Personnel Items	Motion by Ladd to approve the Personnel recommendations as presented. Motion seconded by Meeks. Motion passed 4-0. (Personnel approved: Extend a 12 month bus driver/mechanic's helper contract to Jeff Henning at \$13 per hour with benefits. Supplemental contract approval: Cy Wallisch – Asst HS FB; Julie Dillon – Asst HS VB; Cherrie Preut – ES STUCO; Sue Ellerman – KAYS sponsor – Natalie Leseberg – ES Yearbook; Renee Potter & Becky Campbell – JH STUCO co-sponsors. Tenille Forbes nurses contract was amended from hourly to salaried. Courtney Caplinger and Jeanne Knibbs were approved as elementary volunteers.)
Gifts & Grants	Patrick & Tesea Kearney donated two mirrors for the JSH girls' main restroom. Fourteen Atchison businesses donated gifts for Back-to-School in-service activities. Motion by Meeks to accept the gifts as presented to the school. Motion seconded by Ladd. Motion passed 4-0.
Disposal of Surplus Equipment	Lists were not available.
National Screening Bureau	Information was presented on using the National Screening Bureau as a member of Greenbush to run criminal background checks.
Strategic Planning Preparation Discussion	The 2009-10 Board Focus Areas were reviewed and discussed. Wiseman related he met with the principals and they were in the process of determining if each goal was measurable. Administrators will present additional information at the September meeting.

**Executive Session -
Personnel**

Motion by Martin to enter into executive session at 8:35 pm to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed and that the board returns to open session in this room at 8:45 pm. Motion seconded by Meeks. Motion passed 5-0.

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

Caplinger gave a report on the sale of the Cummings building to David & Byron Foster. The sale has been completed.

Adjournment

At 8:50 pm, Motion by Caplinger, seconded by Meeks, to adjourn. Motion passed 5-0.

Ruth Dillon, Board Clerk



UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
September 13, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Steve Caplinger, Todd Gigstad (7:10 pm) , Cindy Ladd, Jeff Martin, Steve Meeks.

Members Absent

Tom Lee, Michael Postma

Others Present

Superintendent Steve Wiseman, Principals, Jamie Wetig & Mark Preut (7:55 pm) Patty Moore, Globe.

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendments to the Consent Agenda: additional personnel items.
Additions to Agenda: under Old Business Bus Bids, under New Business CBIZ proposal for property & Casualty Insurance Consulting and Brokerage Services.

Motion by Caplinger to approve the amended agenda. Seconded by Ladd. Passed 4-0.

Approval of Consent Agenda

Motion by Ladd, seconded by Meeks, to approve the consent agenda as amended with additions as presented. Motion passed 4-0.

(The consent agenda included approval of the minutes of the August regular & extended meetings; the treasurer's report dated 08/31/2010, activity reports, bills, claims & transfers in the amount of \$307,919.16, approval of two out-of-district student applications, and acceptance of correspondence. The Personnel report included approval of substitute teachers Joel Cormode, Melissa Mitchell, Judy Ledell, Molly Bostwick; Emergency Substitutes Kayla Bodenhausen, Bryan Clark and Cecilia Carpinelli; and Heather Rush as an elementary volunteer. A supplemental assignment was approved for Becky Campbell as a PDC Member. A gift of \$100 worth of school supplies was accepted from the Lancaster Lions Club.)

Hearing of Audience Commendations

None
None

Presentations

Cindy Ladd was presented with a continuing education certificate from Kansas Association of School Boards for achieving Honor Roll, Level 1.

Special Ed Report

Minutes were included in the Board Packet.

Board Reports

Ladd reported on visiting the JSH last week.

Leadership Reports

Wiseman presented information on the KASB Listening Tour and fall Regional meetings. He reviewed the new KSHSAA concussion rules, related the Lancaster and Cummings property sales have been completed; progress is being made on the Keystone efficiency study the district is taking part in. A software attendance package available through Harris accounting was reviewed. Wiseman announced principals are in the process of scheduling promethean training at the building levels.

Old Business

Capital Expenditure Long Range Planning

Wiseman related he has started putting together items of major concern with input from staff members for a five year capital expenditure plan. He presented and reviewed a list of items. He stated he and the maintenance supervisor are going through a process of building wide inspections. The county wide mitigation plan through FEMA was discussed.

Review and Discuss Board Goals and Focus Areas

Wiseman presented a copy of the District Leadership Principles Worksheet. Goals and Focus areas in the Strategic Plan were reviewed and discussed.

Bus Bids

Bus bids were presented for a 60 passenger bus with trade-in as follows: Allied Bus \$77,486; Midwest Bus \$77,034, Kansas Truck \$66,873, Cornhusker \$80,658.30. Kansas Truck submitted the low bid with a trade-in of \$9,000. Wiseman will clarify the Kansas Truck bid and research leasing buses with a recommendation at the October meeting.

New Business

Consider Extending Warranty on District School Buses

Wiseman related IC and Allied Bus are offering extended warranties from five years to ten on two of the district 2006 buses (#41 and #42) with the VT-365 engines which have had problems with injectors. The cost is \$2250 per bus for comprehensive 120 month/200,000 mile warranties.

Motion by Gigstad to purchase the extended warranty policies as recommended. Motion seconded by Ladd. Motion passed 5-0.

Review District Bullying Policies

District bullying policies were enclosed in the packet for discussion.

Review and Discuss Policy on Classified Evaluations

The classified evaluation policy was enclosed in the board packet for discussion. Administrators recommend modifying the policy by eliminating the evaluation of all hourly at-will employees after the first year of service to the district.

Executive Session – Personnel

An executive session was not needed.

CBIZ Proposal for Property & Casualty Consulting and Brokerage Services

Wiseman explained every three years the district bids Building/Vehicle/Liability and Workman's comp insurance. CBIZ has presented a proposal with three options: 1) Consultative Services at a cost of \$5,000 for analysis of district needs, doing RFP proposals and submitting to qualified brokers & agents, analysis of proposals and recommendation to the district. 2) Broker Services and 3) Consultative Broker Services, a

Adjournment

combination of Options One and Two. Both Option 2 & 3 would be on Commission from the insurance company. Using EMC to provide services was discussed.

At 8:25 pm Gigstad moved to adjourn the meeting. Motion seconded by Meeks. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
October 11, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

<i>Members Present</i>	Steve Caplinger, Todd Gigstad (7:05 pm) , Cindy Ladd, Jeff Martin, Steve Meeks.
<i>Members Absent</i>	Tom Lee, Michael Postma
<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 7:00 pm by President Jeff Martin.
<i>Approval of Agenda</i>	Amendments to the Consent Agenda: additional personnel items, Communities That Care Survey Recommendation. Amendments to Agenda: Eligibility Policy Revision clarification, CBIZ Health Insurance recommendation, Digital Postage Meter information. Motion by Caplinger to adopt the amended agenda as presented. Seconded by Ladd. Passed 4-0.
<i>Approval of Consent Agenda</i>	Motion by Caplinger, seconded by Meeks, to approve the consent agenda as amended. Motion passed 4-0. (The consent agenda included approval of the minutes of the September regular meeting; the treasurer's report dated 09/30/2010, activity reports, bills, claims & transfers in the amount of \$581,855.70, approval of one out-of-district student application, acceptance of correspondence, approval of the Communities That Care Survey to be administered to students in grades 6, 8, 10 & 12. The Personnel report included approval of Emergency Substitute Daniel Drimmel; Classified substitute Retha Haltom, and Linda Bottorff & Heather Rush as elementary volunteers, Cherise Smith as an extracurricular volunteer. Approval was given to increase teacher aide contracts for Laura Pennington & Lorraine Strine to 8 hours per day. Supplemental assignments were approved for Angie Kimmi – 8 th grade Math Club sponsor, Susan Kramer, 7 th Grade Math Club sponsor, Joyce Thompson & Eileen Montgomery, Elementary PDC members, Nate Smith, HS BB Assistant, Cy Wallisch, HS Asst Track coach, Cody Sprang, HS Asst Wrestling coach.)
<i>Hearing of Audience Commendations</i>	None None
<i>Presentations</i>	None

Special Ed Report

Minutes were included in the Board Packet. Todd related the Keystone board met at Ozawkie and toured the building. A report was given on the Guidance Center working with JDLA.

Board Reports

Board members were asked to notify the board clerk if they wanted to be registered for KASB fall regional meetings or the KASB convention.

Leadership Reports

Preut presented a handout on JSH events and IPI Data. Wetig presented a handout on Elementary upcoming events, IPI walkthroughs, enrollment, MAP test scores, discipline referrals and attendance.

Wiseman presented a copy of statute KSA 72-1126 School Attendance, Curriculum and Accreditation on Community Service program requirements. Wiseman reported the asphalt on the north parking lot was completed, he attended a public meeting on the county hazzard mitigation plan; gave an update on the Capital Expenditure Five Year Plan, discussed the upcoming Capital Outlay Referendum; presented Sept. 20 enrollment and budget information.

Old Business

Overflow Parking Discussion

Wiseman presented a copy of the layout of the JSH and sports complex suggesting the practice field could be used for overflow parking and the concession stand site. Use of the circle drive in front of the building was discussed.

Bus Bid Approval

Bus bids were presented and discussed at the September meeting. Wiseman related he confirmed the low bid from Kansas Truck included a trade-in of \$9,000.

Motion by Caplinger to accept the low bid from Kansas Truck for the purchase of two 2012 Bluebird 60 passenger buses at a cost of \$142,746. Motion seconded by Meeks. Motion passed 5-0.

Eligibility Policy Revisions

Information was presented clarifying policy IC on eligibility.

Motion by Gigstad to approve the eligibility Policy IC revision as presented. Motion seconded by Ladd. Motion passed 5-0.

Student Trips Approval

Five student trip requests were presented for consideration of approval.

Motion by Ladd to approve the student trip recommendations as presented. Motion seconded by Gigstad. Motion passed 5-0.

CBIZ Health Insurance Scope of Services Proposal

Wiseman recommended approval of the CBIZ proposal for health insurance consulting services.

Motion by Meeks to approve the CBIZ proposal for providing health insurance consulting services as presented. Motion seconded by Gigstad. Motion passed 5-0.

CBIZ General Liability Scope of Services Proposal

Wiseman presented a proposal from CBIZ to bid out general liability and workers' comp insurance. Using the current carrier to provide this service was discussed. No action taken.

New Business

KASB Delegate Assembly

Cindy Ladd was appointed as delegate to represent the district at the KASB Delegate Assembly at the convention on Dec. 4 in Wichita. Todd Gigstad was appointed to serve as alternate.

*Review and Discuss KASB
Legislative Committee
Report*

Wiseman reviewed KASB Legislative resolutions and policy amendments to be presented at the KASB Convention. After further review by delegate Cindy Ladd, any concerns could be discussed at the November meeting.

*Renewal of Digital Postage
Meter System Lease*

Wiseman presented information on a quote for the rental of a postage meter system from Logan Business Machines at an annual cost of \$1,380 for five years. The cost to renew the lease agreement with Pitney Bowes would be \$1,596 annually. Action will be taken at the November board meeting.

*Executive Session –
Personnel*

At 8:30 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 8:40 pm. Motion seconded by Caplinger. Motion passed 5-0.

The board resumed in open session at 8:40 pm.

At 8:40 pm motion by Caplinger to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 9:05 pm. Motion seconded by Ladd. Motion passed 5-0.

The board resumed in open session at 9:05 pm.

Adjournment

At 9:10 pm Ladd moved to adjourn the meeting. Motion seconded by Meeks. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
November 8, 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 & Mark Preut; Katy Moore, Globe; FFA members Darren Falk & Zach Langley; members of the girls volleyball team who placed 2nd at State with manager Trevor Oswald and coaches Jenna Hawk, Jennifer Hansen & Julie Dillon; Nate Smith and Cross Country State participants Hannah Corpstein & Trevor Myers; Alison Ostertag; several athletic participant parents.

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendment to the Consent Agenda: additional supplemental contract recommendation under personnel items.

Motion by Caplinger to adopt the agenda as presented. Seconded by Gigstad. Passed 5-0.

Motion by Caplinger, seconded by Meeks, to approve the consent agenda as amended. Motion passed 5-0.

Approval of Consent Agenda

(The consent agenda included approval of the minutes of the October regular meeting; the treasurer's report dated 10/30/2010, activity reports, bills, claims & transfers in the amount of \$744,093.33, acceptance of correspondence. The Personnel report included approval of Substitute Teacher Rose Henry and emergency substitute Jill Zink. A supplemental contract was approved for Margo Ellerman as HS Girls Basketball Assistant Fr coach.)

Hearing of Audience

None

Presentations

Preut recognized the Girls Volleyball team who placed 2nd in State, thanking the girls and coaches. Head coach Jenna Hawk introduced the girls, manager and assistant coaches. Nate Smith, Cross Country coach, introduced Hanna Corpstein and Trevor Myers who placed at state Cross Country. Darren Falk and Zach Langley gave highlights of their trip to the National FFA Convention in Indianapolis.

Special Ed Report

Minutes were included in the Board Packet. Gigstad presented a Keystone cash summary report and a handout on grant information. Gigstad

Board Reports

discussed grant amounts, funds, and Keystone office staff paid from grants..

Leadership Reports

Cindy Ladd reviewed KASB Convention issues, nominations, resolutions and an amendment she will be voting on at the convention.

Wetig presented a written monthly report, gave an overview of the St Francis All Stars Program he is recommending as a part of the 6th grade Character Ed program; reviewed upcoming events, PTO and Site Council activities. Wetig reported all teacher walk-thru's are completed and reviewed an Academic Accountability Model he is working on.

Preut invited board members to attend Veteran Day activities on November 10th and the Christmas Luncheon on December 8, reviewed upcoming events, expressed appreciation to those who helped with the school play.

Wiseman related commendation certificates on behalf of the administration and board will be sent to all groups for student accomplishments. Board members viewed the district Facebook page acknowledging students. Wiseman stated work is being done on the sports complex concession stand, he is in the process of getting bids for additional parking. Other items reviewed: Staff interviewed for Keystone efficiency study, architect organization contacted on storm shelter, DVL & Big 7 meetings, filing deadlines for board member positions.

Old Business

Wiseman related the principals, athletic , maintenance & food service departments are working to make a master list of projects. When the list is completed it will be brought back to the board to put into a five year plan. Several projects and funding were discussed.

*Deferred
Maintenance/Capital
Projects Plan*

*Audit Report for Fiscal Year
Ended June 30, 2010*

Jim Long, CPA of Long CPA,PA., reviewed district audit findings for the fiscal year ended June 30, 2010. There were no violations cited. The audit included federal compliance.

Motion by Gigstad to accept the audited financial statements as presented. Motion seconded by Ladd. Motion passed 5-0.

New Business

Wiseman presented a proposed Social Media Policy relating to the district sponsored Facebook Fan Page. The board was asked to consider the proposal for adoption at the December meeting.

*Social Media Policy Draft
Discussion*

Wiseman recommended a 60-month rental contract with Logan Business Machines for a postage meter at an annual cost of \$1380. The current contract with Pitney Bowes which ends Feb. 2, 2011 is \$1668.

*Digital Postage Meter
Rental*

Ladd moved to approve the Logan Business Machines 60 month rental agreement proposal as presented. Motion seconded by Gigstad. Motion passed 5-0.

Board Self-Evaluation

Wiseman informed the board a self evaluation tool is set up on Survey Monkey for members to access. The survey will be aggregated and tabulated.

St Francis All Stars Program

Wetig presented a proposal to use the St Francis All Stars Program as part of the 6th grade Character Ed Program. Six of the thirteen lessons are on bullying. St Francis has a grant for funding. Preut talked about incorporating the program into the 7th & 8th grade curriculum this year.

Motion by Gigstad to approve the St. Francis All Stars Program as part of the 6th grade Character Ed Program. Motion seconded by Meeks. Motion passed 5-0.

*Executive Session –
Personnel*

At 9:15 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 9:35 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman present.)

The board resumed in open session at 9:35 pm.

At 9:35 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 9:55 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman present)

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

At 10:00 pm motion by Caplinger to enter into executive session to discuss personnel matters of nonelected 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 10:20 pm. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present; Preut 10:00-10:08; Wetig 10:08-10:13).

The board resumed in open session at 10:20 pm.

Motion by Gigstad to add a one time salary payment of \$250 for full time staff and half payment to part time staff, certified and classified including administrators. Motion seconded by Ladd. Motion passed 5-0.

Adjournment

At 10:25 pm Ladd moved to adjourn the meeting. Motion seconded by Caplinger. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
December 13, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Steve Caplinger, Todd Gigstad (7:15 pm) , Cindy Ladd, Jeff Martin, Steve Meeks.

Members Absent

Tom Lee, Michael Postma

Others Present

Superintendent Steve Wiseman, Principals Jamie Wetig & Mark Preut; Katy Moore, Globe; Mike Eckert, Margo Ellerman, Alison Ostertag, Susan Kramer, Nate Smith, several ACCHS varsity basketball team members, junior high girls basketball team members and several parents.

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendment to the Consent Agenda: supplemental contract recommendation under personnel report.

Amendments to Agenda: under old business – DVL Expansion; under new business – Education Policies Discussion.

Motion by Ladd to adopt the agenda as amended. Seconded by Meeks. Passed 4-0.

Approval of Consent Agenda

Motion by Caplinger, seconded by Ladd, to approve the consent agenda as amended. Motion passed 4-0.

(The consent agenda included approval of the minutes of the November regular meeting; the treasurer's report dated 11/30/2010, activity reports, bills, claims & transfers in the amount of \$373,911.09, approval of a non-resident student request, acceptance of correspondence. The Personnel report included approval of Connie Pantle as teacher aide/para/secretary/food service/custodial substitute. A supplemental contract was approved for Pam Liewer as Kansas Coordinated School Health Grant Director, \$500 to be paid from grant monies. Gifts were accepted from the ACCHS Boys' Basketball team, \$1,000, to go towards new uniforms; \$992.46 Healthy Habits for Life Grant to be used towards the purchases outlined in the grant application; \$1350 Team Nutrition Power Up mini grants.)

Hearing of Audience

Several members of the varsity boys and girls basketball teams inquired about allowing coaches to be present at open gyms. They expressed the opinion there were some misconceptions about coaches requiring players to attend. Board members explained the current policy and complaints received from parents. The group was told the board would take the request under consideration.

Presentations

Preut recognized the Junior High girls basketball team for winning the DVL regular season championship and 2nd in the DVL MS league tournament. Head coach Mike Eckert spoke on behalf of the team.

Preut presented a 2010 Math Challenge Award Certificate of Recognition sponsored by the Confidence in Kansas Public Education Task Force to Susan Kramer and Nate Smith, ACCHS math teachers. Angela Kimmi was unable to attend the presentation.

Special Ed Report

Keystone minutes were included in the Board Packet. Gigstad updated the board on progress being made to use the Ozawkie building. At their meeting this week the board will be looking at the annual audit by Jarred, Gilmore & Phillips.

Board Reports

Cindy Ladd, board delegate to the KASB annual convention, reviewed convention issues at the delegate session, address by the executive director, discussion on school funding . She also attended a couple of workshops.

Leadership Reports

A written monthly report was presented from Mr. Wetig with first semester summaries.

Preut discussed athletic events and updated the board on a number of community service projects students are working on through organizations and clubs. ACCHS is participating in a Seat Belt Awareness Program sponsored by the Atchison County Sheriff's Department.

Wiseman discussed school finance and legislative issues. The board was presented with a copy of the book "What Works in Schools."

Wiseman related he has received a text message from Michael Postma resigning his position on the USD 377 Board of Education.

Motion by Caplinger to with regret accept Mr. Postma's resignation and thank him for his past years of service to the school district. Motion seconded by Gigstad. Motion passed 5-0.

Motion by Martin to authorize Mr. Wiseman to take appropriate action with public notice of the vacancy and to the follow the letter of the law. Motion seconded by Caplinger. Motion passed 5-0.

Presentation

Charles Watkins addressed the board on the possibility of starting an alternative school. He explained the needs of different types of students for an alternative program and how students would be evaluated for attendance. Watkins was asked to put together more information for board consideration.

Old Business

A proposal was received from James Long, CPA of Long CPA, to provide auditing services for FY 2011 at a cost of \$4400.

*Audit Contract Proposal
Recommendation for Fiscal
Year 2011*

Motion by Gigstad to approve the Long CPA audit contract proposal for services for FY 2011 as presented. Motion seconded by Ladd. Motion passed 5-0.

District Technology Plan Recommendation

Wiseman presented the district Technology plan which will cover three school years and informed the board the Technology Committee has reviewed the plan and recommends board adoption and the plan be submitted to the state for final adoption.

Motion by Ladd to adopt the Technology plan as presented and submit to the state for final adoption. Motion seconded by Gigstad. Motion passed 5-0.

Social Media Policy Draft Recommendation

At the November meeting Wiseman presented a proposed Social Media Policy relating to the district sponsored Facebook Fan Page. Wiseman gave an on-line demonstration.

Motion by Ladd to adopt the Social Media policy as presented. Motion seconded by Gigstad. Motion passed 5-0.

FEMA Safe Room Grant

Wiseman discussed application for a FEMA safe room grant and asked board input to develop a plan which will need to include the type of structure and where it would be located. FEMA will fund 75% and the district 25% if approved. Wiseman will send board members a copy of the application to study for further discussion.

Board Self-Evaluation

Martin related four board members have completed the online self-evaluation survey which will be tabulated and discussed at a later date.

DVL Expansion

Wiseman discussed a possible DVL expansion by inviting Nemaha Valley, Sabetha and Hiawatha into the league. Pros and cons were discussed.

*New Business
Campus-Wide Ban on
Tobacco Discussion*

Wiseman explained as part of the district Wellness initiatives and to meet the goals of the Ks Coordinated School Health grant received from KCSH, the board is being asked to discuss imposing a campus-wide ban on all tobacco. Present policy establishes designated areas for smokers. The Wellness Committee is recommending to prohibit tobacco anywhere on school property. Board members discussed positives and concerns. Wiseman will bring back as a policy recommendation after presenting board input to the Wellness Committee.

*Budget 2011-12, Moving
Central Office to Old
Elementary School
Discussion*

Wiseman explained federal ARRA money runs out this year and there is concern the state will not replace ARRA dollars which would result in general state aid reductions to schools. Wiseman recommended the board begin to plan for possible reductions and look for ways to be more efficient. Moving the Central Office to the old Elementary school was discussed. A tour of the building will be scheduled sometime in January.

*Education Policies
Discussion*

Wiseman discussed classroom music grades being tied to evening and weekend performances. Wiseman related if teachers are going to do this then it needs to be in policy and if in policy the district would need to provide transportation.

Wiseman related the JSH handbook stipulates that final exams will be given in all classes grades 9-12. At issue is whether the final exam is meant to cover the entire semester or left up to the teachers' discretion.

*Executive Session –
Personnel*

At 9:25 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 9:40 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman present; Preut present 9:33-9:40.)

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

At 9:40 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 9:45 pm. Motion seconded by Meeks. Motion passed 5-0. (Wiseman present)

The board resumed in open session at 9:45 pm.

Adjournment

At 9:47 pm Gigstad moved to adjourn the meeting to Thursday, December 30 at 7:00 pm in the Central Office. Motion seconded by Meeks. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
DECEMBER 30, 2010
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present
Members Absent
Others Present

Steve Caplinger, Cindy Ladd, Jeff Martin, Steve Meeks.
Tom Lee, Todd Gigstad.
Superintendent Steve Wiseman.

Call to Order

The meeting was called to order at 7:00 pm by President Martin.

Board Self-Evaluation

Board members viewed and discussed the Board Self-Evaluation tool with ratings and comments.

Long Range Planning/FEMA
Safe Room Shelter

Wiseman explained ARRA Qualified School Construction Bonds, a new tax credit program which provides credits in lieu of interest to lenders who issue bonds to eligible school districts. The district is only responsible for repayment of the bond principal. Bond proceeds may be used to finance new construction or rehabilitation.
Wiseman presented estimated costs for a FEMA storm shelter for the elementary and one for the JSH center using scenarios for students & staff and for a community shelter.
The board discussed moving the Central Office to the technology/maintenance building. Costs to move would include internet connections and moving the phone system.

Executive Session -
Personnel

At 8:05 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 8:15 pm. Motion seconded by Ladd. Motion passed 4-0.

Executive Session -
Negotiations

The board resumed in open session at 8:15 pm.

At 8:15 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed and negotiations to protect the public interest in negotiating a contract, and that the board return to open session in this room at 8:30 pm. Motion seconded by Ladd. Motion passed 4-0.

The board resumed in open session at 8:30 pm.

Adjournment

At 8:30 pm, Motion by Caplinger, seconded by Meeks, to adjourn. Motion passed 4-0.

Ruth Dillon, Board Clerk



UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
January 10, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

<i>Members Present</i>	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin (7:08 pm), Steve Meeks.
<i>Members Absent</i>	Tom Lee
<i>Others Present</i>	Superintendent Steve Wiseman.
<i>Call to Order</i>	The meeting was called to order at 7:00 pm by Vice President Cindy Ladd.
<i>Approval of Agenda</i>	Amendment to the Agenda: Dish Machine Bids as an action item. Motion by Meeks to adopt the agenda as amended. Seconded by Gigstad. Passed 4-0.
<i>Approval of Consent Agenda</i>	Motion by Gigstad, seconded by Meeks, to approve the consent agenda. Motion passed 4-0. (The consent agenda included approval of the minutes of the December regular meeting; the treasurer's report dated 12/31/2010, activity reports, bills, claims & transfers in the amount of \$851,017.31, acceptance of correspondence. The Personnel report included approval of Christopher Thompson and Amanda Ellerman as emergency teacher substitutes and Kayla Erickson, Lori Ferris & Corey Bartlett as Teacher Aide/Secretary/Food Service/Custodial substitutes.)
<i>Hearing of Audience</i>	None
<i>Presentations</i>	None
<i>Special Ed Report</i>	Keystone minutes were included in the Board Packet. Gigstad related a meeting between the Keystone and Meriden boards is planned regarding the Ozawkie facility. Martin assumed the chair at 7:08 pm.
<i>Board Reports</i>	Cindy Ladd reported on the legislative luncheon she attended on Jan. 5 sponsored by Nemaha Valley. Legislators are waiting to hear the governor's proposal on school finance and asked boards to discuss what they consider as a suitable education. Caplinger announced Ramone Gonzales Jr will be a new legislator.
<i>Leadership Reports</i>	Wiseman discussed a curriculum meeting with Suzanne Oertel and Jennifer Hansen , need for time for teachers to collaborate at the high

school, a Blue Cross grant for Wii's, Power Panther Pals and Coordinated School Health grants.

Presentation

None

Old Business

District Budget Planning and Review

Wiseman reviewed state budget Form 150 showing calculations using the figures on the published budget compared to adjustments after the September 20 official count, resulting in a decrease in General Fund budget authority of \$112,848. The formula for determining low enrollment weighting was also reviewed. Wiseman discussed the loss of ARRA monies for the upcoming fiscal year. Proposed budget goals for 2011-2012 and a budget calendar were presented.

Motion by Caplinger to approve the budget goals and budget calendar as presented. Motion seconded by Ladd. Motion passed 5-0.

District Long Range Planning

A list of Deferred Maintenance & Capital Projects was included in the board packet. Wiseman reported work is being done on the concession stand.

New Business

Legislative Position Statements

Wiseman reviewed a list of Legislative position statements which he stated were basically developed from KASB and modified to meet district needs. It was the consensus of the board to change the wording of the last sentence, 1st paragraph under Board of Education Funding Positions to list address the needs of all students first, followed by address maintenance of buildings and quality staff.

Strategic Planning 2011-2016 Overview

Wiseman presented a sample Strategic Plan with Mission statement, Vision, Core Values, Goals and Strategies for board review. To support the efforts to implement a district strategic plan, a five question survey has been developed to gather feedback from district students, staff, parents and the community at-large. Wiseman will take the questions back to the principals and site councils for input.

District Transportation Policies

Wiseman recommended the board consider a policy which prohibits any school employee from using a cell phone while transporting students in a school vehicle. The US Dept of Transportation is proposing a ban on cell phone use by bus drivers. A policy for consideration will be presented next month. New guidelines for dropping off students will go into effect second semester, limiting drop offs to one regular drop off and one alternate per student. Students age 10 or younger will not be dropped off without visual evidence of a parent or babysitter. Issues still have to be worked out for group drop offs. Information on the new guidelines was in the district newsletter.

Dish Machine Bids

Bids were presented as follows for a new Hobart AM15T dish washing machine for the elementary school: B & J Food Service Equip. \$11,712.00; US Food Service \$12,154.25; Central Restaurant Products \$12,099.12; Boxer Northwest \$11,542.58.

Motion by Gigstad, seconded by Meeks, to approve the Dish Machine low bid from Boxer Northwest as presented. Motion passed 5-0.

*Executive Session –
Personnel*

At 9:00 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 9:10 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman present 9:00-9:05 pm.)

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

Personnel Report

Motion by Martin to add a one year extension to Steve Wiseman's superintendent contract to be a three year contract; extend Jamie Wetig's contract through 2012-2013, Mark Preut's through 2011-2012. Motion seconded by Caplinger. Motion passed 5-0.

*Executive Session -
Negotiations*

At 9:13 pm motion by Martin to enter into 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 9:18 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman present)

The board resumed in open session at 9:18 pm.

At 9:20 pm motion by Martin to enter into 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 9:25 pm. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present)

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

Adjournment

At 9:27 pm Ladd moved to adjourn the meeting. Motion seconded by Caplinger. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
February 14, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

<i>Members Present</i>	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks.
<i>Members Absent</i>	Tom Lee
<i>Others Present</i>	Superintendent Steve Wiseman, Jamie Wetig (7:22 pm). Pat Kearney, Joel McNerny, Katie Moore, Globe (7:10 pm).
<i>Call to Order</i>	The meeting was called to order at 7:00 pm by President Jeff Martin.
<i>Approval of Agenda</i>	Amendments to the Agenda: Open Board Position and Field Trip Requests were added under New Business. Motion by Caplinger to approve the amended agenda as presented. Seconded by Ladd. Passed 5-0.
<i>Approval of Consent Agenda</i>	Motion by Caplinger, seconded by Meeks, to approve the consent agenda as presented. Motion passed 5-0. (The consent agenda included approval of the minutes of the December 30 extended and January 10 regular meetings; the treasurer's report dated 01/31/2011, activity reports, bills, claims & transfers in the amount of \$389,534.42; approval of out-of-district students; acceptance of gifts of \$205.46 for the Elementary school and \$92.41 for ACCJSH from Country Mart; approval of Logan Business Postage Meter Rental; and acceptance of correspondence. The Personnel report included approval of Christopher Sickler and William Gates as emergency teacher substitutes, Todd Miller as a teacher sub, and Sarah Bautista and Dale Gaddis as Teacher Aide/Secretary/Food Service/Custodial substitutes.)
<i>Hearing of Audience</i>	None
<i>Presentations</i>	None
<i>Special Ed Report</i>	Keystone minutes were included in the Board Packet. Gigstad related the Keystone board has agreed to enter into a contract with the Jeff West school board for the Ozawkie building. He reported the Guidance Center is unable to lease the Oskaloosa office at this time..
<i>Board Reports</i>	Wiseman presented written principal reports from Mr. Preut and Mr. Wetig and reviewed their schedules for assessment testing.
<i>Leadership Reports</i>	Wiseman informed the board Keystone has requested four days of help from each district to move the JDLA center and office in Oskaloosa to

Old Business

Ozawkie. Wiseman discussed several budget meetings he has attended recently and reviewed a number of legislative House and Senate bills that affect education.

*Finance Formula -
Transportation Weighting*

Wiseman reviewed the state transportation weighting formula and how the change in density affects the district. The General Fund budget is reduced by \$27,282 and Supplemental General by \$9,043, a total of \$36,325.

*District Budget Planning
and Review*

Wiseman reviewed budget cuts so far this year. The district health insurance renewal with Blue Cross was explained. The district and CBIZ are looking into joining the state plan. The state plan requires a three year contract with the district paying 95% of a single and 55% of dependent coverage. There are three plans to choose from offered through four companies. The health insurance committee will meet on the 16th with a representative from CBIZ to review the Blue Cross options and the state plan.

Wiseman suggested setting a minimum cash reserve in the Contingency Fund. The current balance is 380,457.

Concessions Management

This agenda item was postponed.

New Business

*Legislative Position
Statements*

Wiseman reviewed suggested changes as follows: To delete #5, Bilingual and Special Education; to delete the term voluntary in additional issues #9, Voluntary All-Day Kindergarten. It was recommended at the previous meeting to change the first paragraph, last sentence, to: Funding is needed to address the needs of all students, quality staff, and maintenance of buildings.

Motion by Caplinger to adopt the Legislative position statements as amended. Motion seconded by Gigstad. Motion passed 5-0.

*CISL/Keystone Efficiency
Study*

Wiseman reviewed the CISL Keystone Efficiency study and priority recommendations developed by the Superintendents Council. The Superintendents Council plans to go through the recommendations and discuss the merits.

*Student Trip –
Soundmasters to San
Antonio*

Amy Eckert submitted a request to allow the Soundmasters to travel to San Antonio, Texas for an educational trip with a performance opportunity leaving on March 20 and returning on March 23 or 24. The Soundmasters will provide their own funds to cover the expenses. The group is requesting the use of one bus and one suburban.

Motion by Gigstad to approve the Soundmasters trip request as presented. Motion seconded by Ladd. Motion passed 5-0.

*Student Teacher Request for
Approval*

Benedictine College has requested placing two student teachers in our district, Erin Daisley, JSH Math and Sam Engelkamp, Elementary. A contract has been developed and presented for approval.

Motion by Ladd to approve the Benedictine College Student Teacher contract. Motion seconded by Meeks. Motion passed 5-0.

Open Board Position

This agenda item was postponed.

Field Trip Requests

A list of field trip requests was presented for consideration. Mr. Wetig related the PTO sponsors field trips for the elementary school.

Motion by Gigstad to approve the field trip requests as presented. Motion seconded by Ladd. Motion passed 5-0.

Executive Session – Personnel

At 8:35 pm motion by Martin to enter into executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interests of the individual/s to be discussed, and that the board return to open session in this room at 8:50 pm. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present)

The board resumed in open session at 8:50 pm.

Executive Session - Negotiations

At 8:52 pm motion by Martin to enter into 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 9:02 pm. Motion seconded by Gigstad. Motion passed 5-0. (Wiseman present)

The board resumed in open session at 9:02 pm.

Adjournment

At 9:07 pm Martin moved to adjourn the meeting to Wednesday, Feb. 23, at 7:00 pm at the Board Office. Motion seconded by Ladd. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
FEBRUARY 23, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present	Steve Caplinger, Cindy Ladd, Jeff Martin, Steve Meeks, Todd Gigstad.
Members Absent	Tom Lee.
Others Present	Superintendent Steve Wiseman, Principal Mark Preut, Alison Ostertag, Pat Kearney.
Call to Order	The meeting was called to order at 7:00 pm by President Martin.
Approval of Agenda	Motion by Caplinger, seconded by Ladd, to approve the agenda as amended. Motion passed 5-0.
Personnel Report	Motion by Ladd to approve the Personnel Report as presented. Motion seconded by Meeks. Motion passed 5-0. (The Personnel report included approval of supplemental contracts for Jenna Hawk as 7-8 Grade Head Boys' Track, Deanna Scherer for 7 th grade & 8 th grade Knowledge Bowl, Alex Prentice as JH Assistant Boys' Track. Accepted effective the end of this school year the resignation of Mark Smith from his Business teacher/Head Football coach positions.)
District Technology Plan	Wiseman related the Technology plan has been revised and the Technology Committee has met and recommends adoption. Motion by Gigstad to adopt the 2011-2014 Technology Plan as presented. Motion seconded by Ladd. Motion passed 5-0.
8 th Grade Promotion Gowns	The possibility of establishing a dress code for 8 th grade promotion was discussed with the goal to celebrate the academic achievements of the students. Preut explained the estimated cost of gowns projected to last 10 years would be \$16 each or initial cost of \$768 for the current 48 class members. Students would check gowns out the day of promotion and check back in after use. Preut plans to discuss with the site council and send out an e-mail explaining the concept to parents.
Gifts & Grants Approval	Motion by Gigstad to accept a Representative in Democracy Grant in the amount of \$4,692. Motion seconded by Meeks. Motion passed 5-0.
Bills & Claims	Motion by Gigstad, seconded by Ladd, to approve a check in the amount of \$500 to Tom Vontz, Representative in Democracy Grant Coordinator. Motion passed 5-0.
District Health Plan	The board was presented information distributed to staff on the different options in the State health plan. Staff members were surveyed on the type of coverage they would select. To join the State plan a letter of intent has to be submitted followed by a 90 day waiting period. If a letter of intent was sent by March 1, the district could join the plan June 1. A Blue Cross option would have to be selected for the months of April and May.

The State plan requires the employer to pay at least 95% of single coverage and 55% of dependent coverage. Comparisons were made of the cost of renewing with Blue Cross or going to the State Plan. The district survey indicated at least 8 employees would add additional coverage in the State Plan.

Motion by Martin to notify the State Health Plan prior to March 1 of the intent to go to the State Plan. Motion seconded by Caplinger. Motion passed 5-0.

Motion by Martin that in the interim period of two months, April/May, the district take Blue Cross/Blue Shield Option 2 to reduce district cost. Motion seconded by Caplinger. Motion passed 5-0.

Budget Discussion

Wiseman reviewed this year's budget and Contingency Reserve balance.

**Executive Session –
Personnel**

At 8:35 pm motion by Martin to enter into executive session to discuss personnel matters of nonelected personnel in order to protect the privacy interests of the individuals to be discussed, and that the board return to open session in this room at 8:50 pm. Motion seconded by Gigstad. Motion passed 5-0. (Wiseman present, Preut 8:35-8:40).

The board resumed in open session at 8:50 pm.

Adjournment

At 8:55 pm, Motion by Gigstad, seconded by Meeks, to adjourn. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
March 14, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

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

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Jamie Wetig, Mark Preut.
Pat Kearney, Brian Jolly, Joe Warren and Katie Moore, Globe, Alison Ostertag, Barb Gigstad, Carol Oliver, Suzy Oertel, State Representative Jerry Henry (8:20 pm).

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendments to the Agenda: Payment to Kansas Truck Equipment of \$142,746 for two school buses added to Bills & Claims; Curriculum Change by Suzy Oertel under presentations; Field Trip Requests added under New Business.

Approval of Consent Agenda

Motion by Caplinger to adopt the amended agenda. Seconded by Ladd. Passed 5-0.

Motion by Caplinger, seconded by Gigstad, to pass the consent agenda. Motion passed 5-0.

(The consent agenda included approval of the minutes of the February 14 regular meeting and February 23 extended meeting; the treasurer's report dated 02/28/2011, activity reports, bills, claims & transfers in the amount of \$409,506.40 plus payment of \$142,746 to Kansas Truck; approval of two out-of district students; the Personnel report; acceptance of correspondence. The Personnel report included approval of Judith Tollefson as a substitute teacher and acceptance of the resignation of Shelly Maas from her preschool teaching position the end of this school term.)

Hearing of Audience

None

Presentations

Joe Warren, Atchison Globe, presented information on live video streaming of sporting events as part of a network in Kansas. The plan is to start with home Football, Girls & Boys Basketball games with more sports to be added later. There would be free access to the website with the selling of advertisement for support. Warren stated they are asking schools to commit to access to the internet and video exclusivity with a one year contract to start with. He will present a contract for board review and would like to have a decision in the next month or so.

Suzy Oertel presented information on adding a Language for Life course to the English Department. The addition has been approved by the curriculum council. The course would be for Seniors pursuing a post-secondary education but not planning to attend college. Two possibilities for scheduling to add the course were presented. Oertel, Barb Gigstad and Carol Oliver gave the advantages and challenges.

Special Ed Report

Keystone minutes were included in the Board Packet. Gigstad discussed the Keystone budget and projected cash carryovers. Gigstad informed the board of progress being made on lease of the Ozawkie building. A copy of the lease agreement was sent to board members for review.

Board Reports

The board clerk informed the board employees enrolled in the state health plan today; the State Auditor will be in the district the week of March 28.

Leadership Reports

Wetig discussed a Language Arts PreK-6 program visit to the Gardner Edgerton school. Language Arts teachers are reviewing five series from three companies. Wetig presented information on a proposed Kindergarten Summer Academy for three weeks in July and August.

Preut discussed visiting Wellsville to look at their High School Language Arts Program. Preut discussed the positive effect of the sports season on students and other activities coming up. He stated the goal is to get enrollment forms out this week.

State Legislator, Jerry Henry, presented and reviewed a handout compiled by the office of Governor Sam Brownback on state revenues and expenditures from FY 2010 projected through FY 2016. He also presented a handout on the estimated effect of tax reductions and increases enacted since 1995. Other topics discussed were the concept of suitability and bills being debated in the house and senate.

Wiseman related he is putting together an assessment task force team with the goal to align assessments with the data needed. Wiseman and the principals met with representatives from VPL and A+ to determine if the district could go to more of a local assessment. Wiseman discussed savings on Microsoft Office; working with Greenbush on technology grants; and presented a PLC proposal.

Old Business

Wiseman presented a proposed Transportation policy for discussion on use of cell phones and text messaging devices while driving a school or privately owned vehicle for school purposes. A Transportation handbook change concerning student drop-offs was presented.

District Transportation Policies

Ladd moved to approve the Elementary Student Drop-off policy recommendation as presented. Motion seconded by Meeks. Motion passed 5-0.

Concussions Management

This agenda item was tabled.

Strategic Planning 2011-2016 Overview

Wiseman asked the board to discuss revisions to the district mission and vision, giving samples of both. He asked the board to consider if the mission appropriately describes our core purpose and if the vision creates a passion for continuous improvement. It was the consensus of the board they would like to see the mission and vision revised.

New Business

Student Trips

Caplinger moved to approve the elementary field trip requests as presented. Motion seconded by Ladd. Motion passed 5-0.

(5th grade to Steamboat Arabia Museum, 6th Grade to Combat Air Museum & Old Prairie Town, 3rd grade to Kansas History Museum, 2nd grade to Topeka Zoo.)

Junior-Senior High Snow Day Plan

Meeks moved to approve authorizing Mr. Wiseman to add 5 minutes to the Junior-Senior High School day, if needed to comply with the state's attendance requirement. Motion seconded by Gigstad. Motion passed 5-0.

2011-2012 School Calendar

Wiseman related the calendar has been reviewed by staff, that he is going to take it to a Keystone Superintendent's meeting to see how it aligns with the other schools.

Classified Staff Health Insurance

Wiseman presented a proposed change to the Personnel Handbook under Health Insurance Fringe Benefit to state that non-certified employees who work a minimum of 630 hours per contract year will be compensated for a single or family/dependent health insurance plan at the state mandated employer rate.

Motion by Caplinger to approve the Non-Certified Health Insurance policy recommendation as presented. Motion seconded by Gigstad. Motion passed 5-0.

Health Care Flexible Spending Account

Wiseman recommended to set \$1200 as the maximum amount of contribution to the ASI Flexible Spending Medical Reimbursement account per employee with a plan year defined as January 1 through December 31, except for this plan year which will be a short plan year from June – December.

Caplinger moved to approve the Health Care Flexible Spending Medical reimbursement recommendation as presented. Motion seconded by Ladd. Motion passed 5-0.

*Executive Session – Personnel
Executive Session - Negotiations*

No action.

No action.

Adjournment

At 9:35 pm Martin moved to adjourn the meeting to March 28, at 7:00 pm at the Board Office. Motion seconded by Ladd. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
SPECIAL MEETING
MARCH 31, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

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

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principal Jamie Wetig.

Call to Order

Board members signed a Waiver of Notice.

The meeting was called to order at 7:00 pm by President Martin.

Personnel – Executive Session

Motion by Martin to enter into executive session at 7:01 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 7:30 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman present.)

The board resumed in open session at 7:30 pm.

Motion by Gigstad 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 7:41 pm. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present.)

The board resumed in open session at 7:41 pm.

At 7:43 pm, motion by Martin to adjourn the meeting. Motion seconded by Meeks. Motion passed 5-0.

Ruth Dillon, Board Clerk



UNIFIED SCHOOL DISTRICT #377
SPECIAL MEETING
MARCH 31, 2011
7:45 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

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

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principal Jamie Wetig.

Call to Order

Board members signed a Waiver of Notice.

The meeting was called to order at 7:45 pm by President Martin stating the purpose of the special session was to take action on the Personnel Report.

Personnel Report

Motion by Gigstad to accept the resignation of Jan Thompson from her JSH teaching position at the end of this school term. Motion seconded by Ladd. Motion passed 5-0.

Motion by Gigstad to extend a contract to Natalie Leseberg as Junior High Track Assistant. Motion seconded by Meeks. Motion passed 5-0.

Motion by Martin to immediately terminate Nathan Culver as a USD 377 custodian. Motion seconded by Meeks. Motion passed 5-0.

At 7:47 pm, motion by Martin to adjourn the meeting. Motion seconded by Ladd. Motion passed 5-0.

Ruth Dillon, Board Clerk



UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
April 11, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Steve Caplinger, Todd Gigstad (7:03 pm), Cindy Ladd, Jeff Martin, Steve Meeks.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Jamie Wetig, Mark Preut.
Pat Kearney, Brian Jolly, Katie Moore, Globe (7:10 pm), Clay Lucas, Jerry Madden (7:30 pm).

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendments to the Agenda: Added Action under Item D, Atchison County Mitigation Plan, added resignations under Item H Personnel Report, Added Action under Item I, 2011-12 School Calendar, added additional student Trip under new business Item A, added New Business items Grades 7-12 Math Textbook Adoption and Out of State PLC Conference.

Motion by Caplinger to adopt the agenda as amended. Seconded by Ladd. Passed 4-0.

Approval of Consent Agenda

Motion by Caplinger, seconded by Meeks, to pass the consent agenda. Motion passed 4-0.

(The consent agenda included approval of the minutes of the March 14 regular meeting and March 31 special meetings; the treasurer's report dated 03/31/2011, activity reports, bills, claims & transfers in the amount of \$930,496.45, acceptance of gifts of teacher supplies from WalMart and \$63.54 from the Effingham Elem PTO for a water cooler, acceptance of correspondence.)

Hearing of Audience

None

Presentations

Clay Lucas reported students in his College Prep American History class finished 4th in the Kansas High School State Finals of the WE THE PEOPLE competition in Topeka and will receive certificates. Lucas related continued funding for this program is vulnerable on the national level. He suggested the program could continue by being funded internally. Students have been invited to participate in a model UN program and mock trial. The high school students have been helping out with an 8th grade program.

Special Ed Report

Keystone minutes were included in the Board Packet. Gigstad related Keystone is finalizing the lease agreement for the Ozawkie building. The board is working to get contracts approved for administrators.

Board Reports

The board clerk gave dates of the upcoming KASB New Board Member workshops.

Leadership Reports

Wetig presented a written handout which included information on Kindergarten and Preschool Round-ups, the Kindergarten Summer Academy, Safe & Drug Free Schools additional funding and information on assessment testing.

Preut discussed testing at the JSH and announced upcoming events. Wiseman commended principals, teachers and students for their effort and commitment on state assessments, discussed Special Ed funding, and the RFP being developed to solicit bids for district insurance.

Old Business

Cell Phone Use While Driving a School Vehicle

Wiseman presented a proposed policy at the March meeting on use of cell phones and text messaging devices while driving a school or privately owned vehicle for school purposes.

Gigstad moved to approve the cell phone use policy as presented. Motion seconded by Meeks. Motion passed 5-0.

Campus Wide Tobacco Ban

Wiseman related the Wellness Committee recommended the board approve a campus-wide tobacco ban policy. A copy of proposed policy GAOC was included in the board packet.

Motion by Ladd to adopt Board Policy GAOC as amended. Motion seconded by Meeks. Motion passed 4-1. (Caplinger opposed.)

Overflow Parking bids

Wiseman informed the board bids to build an overflow parking area and access road were received with a low bid for the entire project of \$69,200. He recommended the board approve the low bid submitted by Kearney Construction for the exit road at this time.

Motion by Caplinger to approve the low bid of \$5,400 by Kearney Construction to construct an exit road. Motion seconded by Gigstad. Motion passed 5-0.

Resolution to Approve the Atchison County Multi-Jurisdictional Mitigation Plan

Wiseman related Atchison County Emergency Management is requesting the board pass a resolution to adopt the Atchison County Multi-Jurisdictional Mitigation Plan.

Motion by Caplinger to adopt the Atchison County Multi-Jurisdictional Mitigation Plan Resolution as presented. Motion seconded by Ladd. Motion passed 5-0.

Curriculum Changes

Suzy Oertel presented rationale at the March meeting to eliminate Senior High non-Honors English courses.

Motion by Caplinger to approve the recommendation to eliminate Senior High non Honors English courses for the 2011-2012 school year. Motion

Purchase of Gowns for 8th grade Promotion

seconded by Ladd. Motion passed 5-0.

Preut gave an update on meeting with parents and surveying students on purchasing gowns for 8th grade promotion. It was the consensus of the majority of parents and students that they did not want gowns and the consensus of the board not to purchase gowns.

Kindergarten Summer Academy

Wetig presented information on staffing and cost of a 2011 Pre-Kindergarten summer school academy. Staff was recommended as follows: Jodi Watkins, teacher, Sara Hinz, teacher aide, and Jamie Wetig, administrator.

Ladd moved to approve the Pre-K Summer School Academy and Staffing Model as presented. Motion seconded by Gigstad. Motion passed 5-0.

Executive Session - Personnel

Motion by Martin to go into executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interests of the individual/s to be discussed, and that the board return to open session in this room at 8:10 pm. Motion seconded by Meeks. Motion passed 5-0. (Wiseman present.)

The board resumed in open session at 8:10 pm.

Personnel

Motion by Martin to accept the three retirements of Paula Hall, Lynn Lanter and Nancy Young at the end of this school term from their teaching positions with deep regret and appreciation for their years of service to the district. Motion seconded by Gigstad. Motion passed 5-0.

Motion by Martin to pass a resolution to non-renew the contract of Terry Porter for the 2011-2012 school year. Motion seconded by Meeks. Motion passed 5-0.

Motion by Ladd to approve a supplemental contract for Julie Dillon as HS Assistant Track coach. Motion second by Caplinger. Motion passed 5-0.

2011-2012 School Calendar

A copy of the 2011-12 school calendar was presented for board consideration.

Motion by Caplinger to approve and adopt the 2011-12 school calendar as presented. Motion seconded by Meeks. Motion passed 4-1. (Ladd opposed.)

New Business

Student Trips

Motion by Caplinger to approve the Elem and JSH field trip requests as presented. Motion seconded by Ladd. Motion passed 5-0. (1st grade to Cabelas & Kansas Speedway; 2nd, 3rd and functional behavior classes to Topeka Zoo; Senior Econ/Government class to Federal Reserve Bank in KC.)

Additional JSH Classroom Space – Modular Unit

The addition of a double-wide modular unit at the high school for additional classroom space was discussed. Wiseman related the cost and impact were being researched.

Relocation of Central Office

Wiseman recommended the board consider relocating the central office to the Tech/Maintenance building listing rationale. He suggested making the move after the 2011-12 school year starts.

Motion by Martin to authorize Mr. Wiseman to proceed with the plan to move the Central Office to the old Elementary building. Motion seconded by Meeks. Motion passed 5-0.

Contingency Reserve Funds for Health Insurance Increases

Motion by Caplinger to approve \$16,243.49 from the Contingency Reserve fund be used for the increase in health insurance premiums for the remainder of the 2010-2011 school year. Motion seconded by Ladd. Motion passed 5-0.

Grades 7-12 Mathematics Textbook Adoption

The 7-12 Grade Math Department recommended the adoption of a new Math series from Glencoe/McGraw Hill for the 2011-12 school year at a cost of \$23,116.35.

Motion by Caplinger, seconded by Ladd, to approve the Grades 7-12 Mathematics Textbook recommendation as presented. Motion passed 5-0.

Out of State PLC Professional Development Conference

The curriculum director recommended an out-of-state trip for 11 staff members to attend a regional Professional Learning Communities Workshop the first week of June in St Charles, MO at a cost of \$8957 to be paid from Title IIA federal funds.

Motion by Gigstad to approve the out-of-state PLC Conference recommendation as presented with the stipulation the board receive a report following the conference. Motion seconded by Caplinger. Motion passed 5-0.

Executive Session – Negotiations

Motion by Martin to go into 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 8:50 pm. Motion seconded by Gigstad. Motion passed 5-0.

The board resumed in open session at 8:50 pm.

Adjournment

Motion by Gigstad to adjourn at 8:52 pm. Motion seconded by Ladd. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
SPECIAL MEETING
MAY 3, 2011
6:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present	Steve Caplinger (6:07 pm), Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks.
Members Absent	Tom Lee
Others Present	Superintendent Steve Wiseman, Principals Jamie Wetig & Mark Preut.
Call to Order	Board members signed a Waiver of Notice. The meeting was called to order at 6:00 pm by President Martin.
Sports Complex Concessions Bids	Bids were received as follows: Heinen Construction \$29,168, Kearney Construction \$27,890, Hundley Construction \$27,557, L & L Construction \$23,550. Bid specifications are for frame, roof, doors and windows.
Personnel – Executive Session	<p>Motion by Martin to enter into executive session at 6:04 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 6:20 pm. Motion seconded by Gigstad. Motion passed 4-0. (Caplinger 6:07; Wiseman present; Wetig 6:06-6:20.) The board resumed in open session at 6:20 pm.</p> <p>Motion by Martin 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 6:40 pm. Motion seconded by Caplinger. Motion passed 5-0. (Wiseman, Wetig present.) The board resumed in open session at 6:40 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 that the board return to open session in this room at 7:00 pm. Motion seconded by Martin. Motion passed 5-0. (Wiseman, Wetig, Preut present.) The board resumed in open session at 7:00 pm.</p> <p>Motion by Ladd 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 7:15 pm. Motion seconded by Martin. Motion passed 5-0. (Wiseman present.) The board resumed in open session at 7:15 pm.</p>

Personnel Report

Motion by Martin to approve the Personnel Report as presented and amended, regretfully accepting the resignation of Debbie Falk. Motion seconded by Caplinger. Motion passed 5-0.

(The Personnel Report included accepting the resignation/retirement of Debbie Falk from her Elementary School Head Secretary position effective June 15; extending contracts to Blake Alexander as Elementary School Teacher (A-Plus/At-Risk) with supplementals for Head High School Football & Summer Weightlifting; Daniel Mize as Junior/Senior High PE with supplementals for Assistant High School Football and Summer Weightlifting; Jessica Paden as Elementary School Teacher (Kindergarten); Jeff Starkey as Business Teacher with supplementals as Athletic Director, Head Boys' Basketball Coach, \$2,000 recruitment/moving stipend; the voluntary transfer of Jodi Watkins to Kindergarten teacher; set the superintendent's base salary at \$95,984 with a rental contract to pay \$500 per month to the district and health insurance benefit as per the state employer rate.)

At 7:20 pm, motion by Martin to adjourn the meeting. Motion seconded by Ladd. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
May 9, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

Steve Caplinger, Todd Gigstad (7:09 pm), Cindy Ladd, Jeff Martin, Steve Meeks, Brian Jolly.

Members Absent

Tom Lee

Others Present

Superintendent Steve Wiseman, Principals Jamie Wetig & Mark Preut (7:55 pm)
Pat Kearney, Patty Moore, Globe, Kurt Dieckmann, Kathleen McKelvy, Parents as Teachers; Sarah Davis, Tiny Tots; Tammy Ricketts, Amy Fassnacht, Courtney Caplinger, Sara Bautista & children, Jeremy & Judy Lanter & son, Allison Ostertag, Dan Coder.

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendments to the Agenda: An Executive Session on a student matter, additional student trips and recommendations were added to the agenda.

Motion by Caplinger to accept the agenda as amended. Seconded by Ladd. Passed 4-0.

Consider Board Position Appointment

Motion by Ladd to approve the appointment of Brian Jolly to fill Michael Postma's vacant position on the board (Position #1) for the remainder of the term. Motion seconded by Meeks. Motion passed 4-0. Following the appointment Jolly assumed the position.

Approval of Consent Agenda

Motion by Caplinger, seconded by Meeks, to accept the consent agenda. Motion passed 5-0.

(The consent agenda included approval of the minutes of the April 11 regular and May 3 special meetings; the treasurer's report dated 04/30/2011, activity reports, bills, claims & transfers in the amount of \$667,012.91, acceptance of a gift of \$2,600 from the Elementary PTO for field trips, declared an overhead projector w/cart & a number of videos as surplus property to be offered to the Effingham Community Library; approval of one out-of district student; approval of the Greenbush Energy Group Participation Agreement & Hedging Authorization; approval of student trips and acceptance of correspondence. Student trips: HS Cheerleading Camp at Bethany College, 6th Grade Ropes Course, Annual DARE Festival, Soundmasters to nursing homes, Senior Class to Worlds of Fun and Standard of Excellence trips.)

Hearing of Audience

None

Presentations

Amy Fassnacht presented the Elementary PTO report reviewing projects and activities.

Tammy Ricketts presented the Elementary Site Council report which included their facility review of building needs and recommendations.

Kathleen McKelvy, Parents as Teachers educator, presented a report on the program listing number of families and children served. McKelvey introduced PAT participants Jeremy & Judy Lanter and their son, Sara Bautista and children. Sarah Davis, Social Worker, discussed the Tiny K Program. Both programs are through Keystone.

Special Ed Report

Keystone minutes were included in the Board Packet. Gigstad related Keystone held two meetings this month which included finalizing the lease agreement for the Ozawkie building, approving contracts for administrators, moving funds to Dennison State Bank, discussing make up of the Keystone board July 1 and additional state aid to be refunded to districts. Gigstad expressed sympathy on the death of business manager Debra May.

Board Reports

Pat Kearney attended the KASB new board member workshop in Lansing.

Leadership Reports

Wetig presented a written handout which included preliminary results of state assessments and the May calendar of events. Alison Ostertag discussed Title I night which included a lock-in attended by 71 students K-6.

Preut discussed JSH track meets and other upcoming activities, gave state music and state forensics festival results.

Wiseman discussed state assessments, related legislators have not decided on school financing for next year, that district teacher interviews have been going well with a large number of quality applicants.

Old Business

Sports Complex Concessions Bids

Bids were received for construction of exterior walls, doors and roof of the Sports Complex concession facility as follows: Heinen Construction \$29,168; Kearney Construction \$27,890, Hundley Construction \$27,557, L & L Construction \$23,550. Funds are available from the Recreation Commission.

Gigstad moved to approve the bid of L & L Construction of \$23,550 as presented. Motion seconded by Ladd. Motion passed 6-0.

Houghton Mifflin Harcourt HSP Storytown Comprehensive Elementary Reading Series Bids

Wiseman asked for approval of the purchase of a new elementary PreK-6 reading series called Storytown from Houghton Mifflin Harcourt at a cost of \$44,925.82.

Motion by Ladd to accept the Harcourt Storytown PreK-6 Reading Textbook Series as presented. Motion seconded by Meeks. Motion passed 6-0.

District Budget

Wiseman reviewed a Capital Expenditure list, summer projects, technology planning and spring supply orders.

NWEA MAP Renewal

The Curriculum committee is in the process of reviewing and studying the district assessment plan. Wiseman recommended continuing the MAP testing program until a viable solution is developed. The cost is \$8,325.

New Business

Motion by Caplinger, seconded by Gigstad, to approve NWEA Map renewal for the 2011-12 school year. Motion passed 6-0.

Parents as Teachers Proposal

Kathleen McKelvy is recommending the district continue with 5 units of PAT. Cost for the 1st unit is \$5,300 with \$3,000 for each additional unit, a total of \$17,300 for the five units.

Motion by Caplinger to adopt five units of PAT for the 2011-12 school year at a cost of \$17,300. Motion seconded by Gigstad. Motion passed 6-0.

KASB Dues and Legal Assistance Fees

KASB membership dues for 2011-12 are \$7,660, Legal Assistance Fund \$1,400.

Motion by Gigstad, seconded by Meeks, to approve renewal of KASB membership and legal assistance fund fees as presented. Motion passed 6-0.

District's General Insurance & Workers Compensation Policy Bids

Wiseman related that district general insurance and workers compensation bids are being solicited with bids due June 8.

Central Office Building

It was the consensus of the board to offer the real estate on the market.

Atchison county 4-H Request to Use School Bus

The Atchison County 4-H Council has requested the use of a school bus to transport students to camp at Rock Springs, June 17-20.

Motion by Gigstad to approve the Atchison County 4-H Council request to use a district school bus for 4-H camp. Motion seconded Ladd. Motion passed 6-0.

Executive Session – Personnel

Motion by Martin at 8:45 pm to go into executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interests of the individual/s to be discussed, and that the board return to open session in this room at 9:00 p.m. Motion seconded by Gigstad. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 9:00 pm.

Executive Session – Student Matter

Motion by Martin to enter into executive session to discuss matters affecting 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 9:18 pm. Motion seconded by Meeks. Motion passed 6-0. (Wiseman present; Preut 9:03-9:08 pm.)

The board resumed in open session at 9:18 pm.

Motion by Martin at 9:19 pm to go into executive session to discuss personnel matters of non-elected personnel in order to protect the

privacy interests of the individual/s to be discussed, and that the board return to open session in this room at 9:25 p.m. Motion seconded by Caplinger. Motion passed 6-0. (Wiseman present.)

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

*Personnel
Recommendations*

Motion by Martin to accept the personnel report as presented and to regretfully accept the resignation of Jamie Wetig from his Elementary Principal position effective the end of this year. Motion seconded by Gigstad. Motion passed 6-0.

(The personnel report included the transfer of Natalie Leseberg to the JH Language Arts position and supplemental assignments as follows: HS FB Asst – Cody Sprang; HS VB Head – Jenna Taliaferro; HS VB Asst – Julie Dillon; JH FB Head – Justin Sloop; JH FB Asst – Charles Watkins; HS GBB Head – Cy Wallisch; HS WR Head – John Flores; HS WR Asst – Gerald Madden; JH WR Asst – John Flores; HS Cheer Sponsor – Tonya Haase; HS Instrumental Music – Joe Worthington; 5-12 Vocal Music – Amy Eckert; HS Speech/Forensics & HS Drama – Noelle Walters; HS Yearbook – Suzy Oertel; HS Administrative Supervisor – John Flores; HS Junior Class Sponsor (2) – Suzy Oertel; HS Dance Team – Myka Speer; HS FFA – Dean Swafford; HS Scholars’ Bowl – Natalie Leseberg; HS Math Club – Susan Kramer; HS NHS – Barb Gigstad; HS FOR Sponsor & HS Stuco – Noelle Walters; HS CC Head – Nate Smith; JH Knowledge Bowl – Deanna Scherer; JH Math Club – Angie Kimmi; JH Yearbook – Suzy Oertel; PDC Chair – Jennifer Hansen; PDC Members – Susan Kramer, Joyce Thompson, Brenda Royer, Elaine Stuck; JH Admin – John Flores; HS Drivers Ed – Duane Feldkamp; Wellness Committee – Joyce Thompson.)

*Executive Session –
Negotiations*

Motion by Martin, seconded by Caplinger, to enter into 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 9:35 pm. Motion passed 6-0. (Wiseman present.)

The board resumed in open session at 9:35 pm.

Adjournment

At 9:45 pm, motion by Martin to adjourn to 7:00 pm on May 23 in the Administrative Office. Motion seconded by Meeks. Motion passed 6-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
REGULAR MEETING
June 13, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present

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

Members Absent

Tom Lee, Brian Jolly.

Others Present

Superintendent Steve Wiseman, Principals Jamie Wetig & Mark Preut, Lisa Brookover, Pat Kearney, Mike Lee, Jan Reiss, Marty Clements, CBIZ representative.

Call to Order

The meeting was called to order at 7:00 pm by President Jeff Martin.

Approval of Agenda

Amendments to the Agenda: 1) add District House under new business; 2) Add Executive Session on Negotiations prior to action on the Negotiated Agreement.

Motion by Gigstad to accept the agenda as amended. Seconded by Ladd. Passed 5-0.

Wiseman introduced newly hired elementary principal for the 2011-12 school term, Lisa Brookover, from Augusta.

Approval of Consent Agenda

Motion by Ladd, seconded by Meeks, to accept the consent agenda. Motion passed 5-0.

(The consent agenda included approval of the minutes of the May 9 regular meeting; the treasurer's report dated 05/31/2011, activity reports, bills, claims & transfers in the amount of \$466,130.18, acceptance of gifts of \$200 from Cargill to support the library at ACCJSH, \$124.90 from Country Mart for the ACCJSH, \$243.29 from Country Mart to the Elementary School and books to district libraries from KC Wolf, Susan Erickson, Madison Regan and Kayla Erickson; approval of one non-resident student; and accepted correspondence.)

Hearing of Audience

None

Presentations

Jan Reiss presented the JSH Site Council report.
Wiseman presented plaques to Todd Gigstad and Steve Caplinger for serving 8 years of outstanding school board service to USD 377.

Special Ed Report

Keystone minutes were included in the Board Packet. Gigstad thanked the district for providing custodial help to clean up the Ozawkie building. Keystone is in the process of moving offices and the John Dewey center.

Board Reports

The board thanked Gigstad for his years of service on the Keystone Board of Directors, serving four years as President.

Leadership Reports

Wetig related he has submitted all state reports except the LCP. Wetig was thanked for his service to USD 377.

Preut thanked the board for their investment in PLC training attended by 10 staff members last week and reviewed the Character Ed Grant.

Wiseman explained a decrease of \$35,075.49 in Keystone Special Education assessments for this year which will be deducted from flow thru aid. Next year the district assessment is estimated at 327,591, an 8.8% decrease from this year because of an increase in categorical aid from the state.

Wiseman stated he visited with fair board representatives regarding the use of the new Central Office for the fair. Two rooms will be used this year.

Old Business

Wiseman discussed re-evaluating the limits on district credit cards.

*General Insurance and
Workers Compensation*

Bids were received for district insurance as follows:

Property, Casualty and General Liability: \$44,022 from CBIZ/WRM; \$50,047 from Clements Agency/EMC.

Worker's Compensation: KASB \$37,966; EMC \$35,111, Accident Fund \$30,993 (all with \$500 deductible) Accident Fund \$32,060, Midwest \$37,670 (with zero deductible). CBIZ also bid an umbrella policy. Marty Clements and a representative from CBIZ discussed their bids and programs.

Motion by Caplinger to accept the package bid from CBIZ/WRM for Property, Casualty and General Liability of \$44,022 and the Worker's Compensation bid from Clements/Accident Fund of \$30,993. Motion seconded by Martin. Motion passed 4-1. (Gigstad opposed.)

Motion by Caplinger to buy the umbrella policy from CBIZ/WRM. Motion seconded by Gigstad. Motion passed 5-0.

*Summer Maintenance
Projects*

Bids were received as follows for summer maintenance projects:

Elem West Sidewalk: Fuemmeler Flatwork 15,020, Bottorff 13,890, Betts 13,408, Kearney 12,620, L & L 12,945, Martin 8,650.

Carpet: Hundley 5,572.39, Carrigan 15,138.60.

Elem Retaining Wall: L & L 11,250, Martin 8,146.

JSH Auditorium Stage wood floor: Acme Floor Co., \$30,559.

Wiseman recommended rejecting and rebidding the wood floor.

Replacing tile in the commons area with Epoxy was discussed. It was the consensus to bid Epoxy for the commons area to the fire doors and to include the airlock entry way.

Motion by Gigstad to accept the summer bid recommendation as presented. Motion seconded by Caplinger. Motion passed 5-0.

*Junior/Senior High
Handbooks*

This item was tabled.

2011-12 Textbook Fees

Wiseman presented an enrollment fee recommendation for 2011-12 of Grades K-4 - \$50, Grades 5-6 - \$75, Grades 7-12 - \$100.

Motion by Gigstad to approve Enrollment fees as presented. Motion seconded by Meeks. Motion passed 5-0.

2011-12 Meal Prices

Meal prices were recommended as follows for 2011-12:

Lunch: Adult – \$3.25, Elem – \$1.95, JSH – \$2.20

Breakfast: Adult – \$1.85, Elem – \$1.20, JSH – \$1.30.

Motion by Caplinger to approve meal prices as presented. Motion seconded by Ladd. Motion passed 5-0.

Student Insurance

Bids for student activity insurance were presented as follows:

Jim Gill Agency \$7,487, Student Assurances \$7,177 with all student coverage an additional \$2,115.75, KASB \$10,478 athletic and all student.

Motion by Caplinger to approve the Student Assurances bid as presented for a total of \$9,292.75. Motion seconded by Meeks. Motion passed 5-0.

Motion by Caplinger to adopt an additional \$3.00 per student charge at enrollment to help offset the cost of student insurance. Motion seconded by Ladd. Motion passed 5-0.

New Business

District House

Mr. Wiseman informed the board he would be vacating the district house.

Motion by Caplinger to endeavor to rent the house to someone else for \$500 per month. Motion seconded by Martin. Motion passed 5-0.

*Disposal of Property
Approval*

A list of surplus property recommended for disposal was presented. The list included Food Service items and library pieces of equipment.

Motion by Ladd to dispose of surplus property as presented. Motion seconded by Meeks. Motion passed 5-0.

*Resolutions to Destroy
Records*

Resolutions to destroy records were presented as follows:

HS records prior to 5/8/2003, elementary records 2005-06 and older, Central Office records 2005-06 and older.

Motion by Martin to approve the resolutions as presented. Motion seconded by Ladd. Motion passed 5-0.

*Executive Session -
Negotiations*

Motion by Martin at 8:35 pm to go into executive session to discuss negotiations in order to protect the the public interest in negotiating a fair and equitable contract, and that the board return to open session in this room at 8:45 p.m. Motion seconded by Ladd. Motion passed 5-0. (Wiseman present.)

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

2011-2012 Negotiated Agreement

Motion by Gigstad to approve the 2011-12 Negotiated Agreement as presented . Motion seconded by Ladd. Motion passed 5-0.

Wiseman presented and reviewed technology requests in the amount of \$25,145.71 and other equipment items totaling \$15,075.57.

Martin moved to approve the requests for technology items of \$25,145.71 and equipment of \$15,075.57. Motion seconded by Caplinger. Motion passed 5-0.

KASB Policy Recommendations

Wiseman informed board members he would send out the printed version of the policy recommendations before the next meeting.

Consider Approval of Personnel Report

Motion by Gigstad to accept the personnel report as presented. Motion seconded by Ladd. Motion passed 5-0.

(The personnel report included extending a JSH PE teaching contract to Hannah Blackburn for the 2011-12 school year; amend the 2010-11 contract of Suzy Oertel to reflect Masters, Step 6 and National Board Certification of \$2,000 to comply with state statutes and the negotiated agreement. Salary increases of 1.5% were approved for classified hourly staff, 1.5% for department supervisors and board Treasurer, \$25 per month increase for bus drivers; approved a moving stipend of \$1000 for Lisa Brookover, extended Mark Preut's contract through 2012-13 with salary set at \$78,852.94, approved supplemental assignments as follows for 2011-2012: HS VB Asst & HS Girls BB Asst - Hannah Blackburn; JH VB Head – Courtney Strine; JH VB Asst – Jamie Strine; JH Boys BB Head – Justin Sloop; JH Boys BB Asst and Girls BB Head – Mike Eckert; JH Girls BB Asst – Margo Ellerman; JH Boys Track Head – Jenna Taliaferro; JH Girls Track Head – Joyce Thompson; HS Senior Class Sponsors (2) – Amy Eckert & Deanna Scherer; HS Science Club – Mitch Oswald.)

Select time, date and place for July Meeting

Martin moved to hold the July board meeting on Monday, the 11th at 7:00 pm at the Central Office. Motion seconded by Gigstad. Motion passed 5-0.

Adjournment

At 9:15 pm, motion by Martin to adjourn to 7:00 pm on June 27 in the Administrative Office in order to close out the fiscal year. Motion seconded by Caplinger. Motion passed 5-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
SPECIAL MEETING
JUNE 16, 2011
6:30 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Brian Jolly

Members Absent Tom Lee

Others Present Mark and Cherrie Preut

Call to Order Board members signed a Waiver of Notice.
The meeting was called to order at 6:30 pm by President Martin.

Personnel – Executive Session **Motion by Martin to enter into executive session at 6:31 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 6:45 pm. Motion seconded by Caplinger. Motion passed 6-0.**
The board resumed in open session at 6:45 pm.

Personnel **Motion by Caplinger to accept with regrets Mark Preut’s letter of resignation from his position as high school principal effective June 30, 2011, and request to be released from his contract for the 2011-12 year with much appreciation and thankfulness. Motion seconded by Gigstad. Motion passed 6-0.**

Motion by Caplinger to give direction to Superintendent Wiseman to look and search for a permanent replacement for Mr. Preut or also consider an interim replacement. Motion seconded by Gigstad. Motion passed 6-0.

At 6:50 pm, motion by Caplinger to adjourn the meeting. Motion seconded by Meeks. Motion passed 6-0.

Ruth Dillon, Board Clerk

UNIFIED SCHOOL DISTRICT #377
EXTENDED MEETING
JUNE 27, 2011
7:00 PM, CENTRAL OFFICE
EFFINGHAM, KS

Members Present	Steve Caplinger, Todd Gigstad, Cindy Ladd, Jeff Martin, Steve Meeks, Brian Jolly.
Members Absent	Tom Lee.
Others Present	Superintendent Steve Wiseman, Pat Kearney, Kurt Dieckmann.
Call to Order	The meeting was called to order at 7:00 pm by President Martin.
Approval of Agenda	Amendments to Agenda: Personnel Executive Session, State Suburban Bid. Motion by Gigstad to approve the agenda as presented. Seconded by Ladd. Motion passed 6-0.
Bills & Claims	Motion by Gigstad to approve bills & claims and reports as submitted. (Bills & Claims in the amount of \$1,211,913.18, ACCJSH activity report, ACCJSH and Elementary Petty Cash Reports.) Motion seconded by Jolly. Motion passed 6-0.
Executive Session - Personnel	Motion by Martin to enter into executive session at 7:02 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 7:22 pm. Motion seconded by Ladd. Motion passed 6-0. (Wiseman present .) The board resumed in open session at 7:22 pm. Motion by Martin to re-enter executive session at 7:23 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 7:30 pm. Motion seconded by Caplinger. Motion passed 6-0. (Wiseman present) The board resumed in open session at 7:30 pm.
Personnel Recommendations	Motion by Martin to approve a final resolution to non-renew Terry Porter. Motion seconded by Ladd. Motion passed 6-0. Motion by Gigstad to approve extending a contract to Jaime Swendson as Elementary Head Secretary with compensation as outlined. Motion seconded by Meeks. Motion passed 6-0. (Compensation - \$11.00 per hour, 8 hours per day for 224 days to include district provided health benefits.)

Schools for Quality Education Membership	<p>Motion by Martin to extend a one year contract to Deanna Scherer for the JSH Principal position. Motion seconded by Caplinger. Motion passed 4-2. (Meeks, Jolly opposed.)</p> <p>Wiseman related Schools for Quality Education serves the common interests of rural and small schools. Membership cost is \$325. Motion by Ladd to approve SQE membership renewal as presented. Motion seconded by Gigstad. Motion passed 6-0.</p>
Auction Contract to Dispose of Surplus Property	<p>A list of items for disposal was presented with an auction scheduled for July 23. Motion by Gigstad to approve the Hoffman Auction contract to dispose of surplus property. Motion seconded by Jolly. Motion passed 6-0.</p>
Bus Bid Approval	<p>Wiseman presented bus bids as follows with trade-in allowances: Allied Bus \$140,788, Kansas Truck \$147,765, Thomas \$151,366.</p> <p>Motion by Meeks to approve the purchase of two buses from Allied Bus as presented. Motion seconded by Ladd. Motion passed 6-0.</p>
Suburban Bid	<p>Wiseman presented information from the State Vehicle bid list for the purchase of a 2011 Chevrolet Suburban at a bid price of \$29,557.</p> <p>Motion by Gigstad to approve the 2011 Suburban bid as presented. Motion seconded by Jolly. Motion passed 6-0.</p>
Budget Close-Out and Transfers	<p>Motion by Martin 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 2011 and, if final General and Supplemental General state aid is not received until July to record it as a June 2011 payment. Motion seconded by Ladd. Motion passed 6-0.</p>
Adjournment	<p>At 7:45 pm, motion by Caplinger to adjourn the meeting. Motion seconded by Gigstad. Motion passed 6-0.</p>

Ruth Dillon, Board Clerk

