

UNIFIED SCHOOL DISTRICT NO. 467  
WICHITA COUNTY  
LEOTI, KANSAS

Meeting Time and Place

1. The Board of Education of Unified School District #467, Wichita County, Kansas met in regular session at 7:00p.m., Monday, July 9, 2018 in Leoti.

People Present

2. Members present were: Brian Gerstberger, Jason Koehn, Jim Myers, Tammy Simons, Farrin Watt, Brandon Whalen, and Josh Young.

Also present were: Superintendent, Keith Higgins; Clerk, Tammy Mason; and Guests: Nate Brown, Sara Brown, Julie Conard, Simone Elder, Myles Conard, Trevor Biermann, and Tristen Porter.

Jim Myers called the meeting to order at 7:00 p.m. Everyone stood for the Pledge of Allegiance to the United States flag.

Elect President

3. Jim Myers opened the floor for nominations for President. Jason Koehn moved and Brian Gerstberger seconded to nominate Jim Myers as President for 2017-2018. Motion carried 7-0.

Elect Vice President

4. Jim Myers opened the floor for nominations for Vice-President. Brian Gerstberger moved and Tammy Simons seconded to nominate Brandon Whalen as Vice-President. Motion carried 7-0.

Appoint Clerk, Treasurer, and Deputy Clerk

5. Tammy Simons moved and Brandon Whalen seconded to appoint Tammy Mason as Clerk, Jeannine Hassell as Treasurer, and Bev Higgins as Deputy Clerk. Motion carried 7-0.

Approved Consent Agenda

6. Brian Gerstberger moved and Jason Koehn seconded to approved the consent agenda, with the addition of item (G): approve the junior high cheerleaders to have a bake sale at the farmer's market to raise money for expenses and consisting of:
  - A. Approval of the agenda for the meeting.
  - B. Minutes of the June 11, 2018 BOE meeting.

- C. Payments of bills and payrolls.
- D. Personnel Actions:
  - 1. Approve a contract with Christina Baber, summer driver's education instructor.
  - 2. Approve hiring Allannah Starr, WCES Title I para.
- E. Approve the list of fundraisers from WCJSHS for the 2018-2019 school year.
- F. Approve the 2018-2019 Cooperative Agreement between GCCC and USD #467 for the enrollment of secondary pupils. Motion carried 7-0.

Approve Resolutions

- 7. Brandon Whalen moved and Brian Gerstberger seconded to approve Resolution No. 2019-01, Resolution No. 2019-02, Resolution No. 2019-04, Resolution No. 2019-05, Resolution No. 2019-06, Resolution No. 2019-07, and Resolution No. 2019-08. Motion carried 7-0.

Approve Resolution No. 2019-03

- 8. Brian Gerstberger moved and Jason Koehn seconded to approve Resolution No. 2019-03, concerning depository of funds. Motion carried 6-0 with Josh Young absent due to conflict of interest.

Approved Petty Cash Limits

- 9. Tammy Simons moved and Josh Young seconded to approve Petty Cash limits for each of the district's activity funds- WCES \$300, WCJSHS \$1,500, and Board Office \$1,000. Motion carried 7-0.

Approved Leoti Standard

- 10. Brian Gerstberger moved and Brandon Whalen seconded to designate the Leoti Standard as the newspaper for legal publications. Motion carried 7-0.

Approve Appointments to Advisory Boards

- 11. Following discussion, Farrin Watt moved and Jason Koehn seconded to approve appointments of Board members to various advisory boards including Farrin Watt with Jim Myers as an alternate and Brandon Whalen as second alternate to the HPEC Board of Directors, Brian Gerstberger to the Wichita County Recreation Board of Directors, Jason Koehn as the USD Professional Council member, Josh Young to the Northwest Kansas Technical College Board of Directors, Tammy Simons with Jason Koehn as alternate to the Wichita County Economic

Development Board of Directors, Brandon Whalen and Josh Young to the Negotiations Committee, and Farrin Watt and Jim Myers to serve on the Calendar Committee. Motion Carried 7-0.

Approve Designations

12. Farrin Watt moved and Tammy Simons seconded to approve designations of non-elected personnel to satisfy State and Federal requirements: Each building principal to serve as the school official to report trancies for students who should be attending their respective attendance center for the 2018-2019 school year; Keith Higgins as the purchasing agent for the school; Tammy Mason as the authorized food service representative. Also approval of the School Food Service Program Agreement and Certificate of Authority/ Application for Participation. Also approval for participation in the free milk program for eligible preschool students; Delbert Schmidt as the hearing officer for free and reduced price meal applications; Jana Simon as the USD 467 Civil Rights Compliance Officer; Tammy Mason as Designated Agent for Kansas Public Employees Retirement System with Jeannine Hassell as alternate signer; Each building principal as custodian of gate receipts; and Jana Simon as homeless liaison and LCP coordinator. A board attorney was not designated. Motion carried 7-0.

Adopt 1116 Hour Calendar and Inclement Weather Make Up Days

13. Farrin Watt moved and Brian Gerstberger seconded to approve adoption of an 1116 hour calendar for 2018-2019 and designated May 17, 2019 and May 20, 2019 as make up days for inclement weather. Motion carried 7-0.

Approve Meal Prices

14. Brian Gerstberger moved and Jason Koehn seconded to approve lunch and breakfast prices for 2018-2019; Single Student Meals for K-6/ Lunch \$2.50 and breakfast \$1.25; Single Student Meal for 7-12/ Lunch \$2.90 and Breakfast \$1.55; Adult Meals/ Lunch \$3.75 and Breakfast \$1.75; and Milk \$0.40. Motion carried 7-0.

Approve Book Rental and Enrollment Fees

15. Jason Koehn moved and Josh Young seconded to approve book rental and other enrollment fees for

2018-2019 as follows: Preschool qualifying for At-Risk \$285.00 if paid in full at enrollment or \$35.00/month August thru April includes daily milk; Preschool not qualifying for At-Risk \$575.00 if paid in full at enrollment or \$70/month August thru April includes daily milk; Preschool Supply Fee \$25.00; Grades K-6 \$50 includes workbooks; Grades 7-8 \$50.00 includes workbooks; Grades 9-12 \$50.00 does not include workbooks; Grades 7-12 \$10.00 technology fee; Summer Drivers Ed for in District students \$100.00, and for out of district students \$200.00. Motion carried 7-0.

Approve Substitute Teacher Pay

16. Brian Gerstberger moved and Farrin Watt seconded to set substitute teacher pay at \$110 per day for fully licensed substitutes and \$90.00 per day for emergency licensed substitutes. Motion carried 7-0.

Superintendent's Report

17. Superintendent Higgins, Tammy Mason, and Jeannine Hassell will be attending the state budget meeting in Oakley on July 13<sup>th</sup>, presented by KASB. Due to the budget software from the state not being available until July 18<sup>th</sup>, Mr. Higgins proposed the budget hearing be moved to August 6<sup>th</sup> and the regular August BOE meeting be moved to August 20<sup>th</sup>. There was a little over \$31,000 available to transfer from the 2017-2018 school year into the 2018-2019 school year. The money was put into food service to purchase food and supplies to begin the new school year. Mr. Higgins attended a city council meeting to propose a No Left Turn on Wyoming and Broadway during the school dismissal time. The city will approve the change with cooperation or approval from the local law enforcement.

18. Mr. Higgins invited Simone Elder to speak about the Worksite Wellness Grant. Simone shared information about the bike/pedestrian plan in Leoti. There will be a bike share program available. The school Wellness Committee has completed the first portion of the grant from BlueCross/BlueShield and has been approved. Wellness Committee programs: 1. Mid week move for morale; 2. Walking program; and 3. Brain Break. There will be incentives for staff

for participating in the programs. Simone explained that money was also available through the School Pathway portion of the BC/BS grant and discussion is being held on how to utilize this opportunity.

19. Mr. Higgins has contacted a surveyor about the land south of the high school. Signs have been ordered for the Tobacco Free Campus, and will be posted before school starts.

Food Procurement Plan

20. Josh Young moved and Brandon Whalen seconded to approve the Food Procurement Plan. Motion carried 7-0.

Job Descriptions

21. Tammy Simons moved and Jason Koehn seconded to approve the updated job descriptions with reviews. Motion carried 7-0.

Executive Session for Non-elected Personnel

22. Brian Gerstberger moved and Tammy Simons seconded to enter executive session, with Mr. Higgins present, to discuss employee matters pursuant to non-elected personnel exception under KOMA, and the regular meeting will resume in the board meeting at 8:16 p.m. Motion carried 7-0. Sara Brown, Simone Elder, Trevor Biermann, Tristen Porter, and Myles Conard left the meeting at 7:56 p.m.

23. The regular meeting resumed at 8:16 p.m. Jason Koehn moved and Brian Gerstberger seconded to approve the Supplemental Contracts. Motion carried 6-1 with Jim Myers dissenting.

Adjournment

24. Jim Myers officially adjourned the meeting at 8:19 p.m.

Board of Education  
Unified School District #467  
Wichita County, Kansas

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Jim Myers, President

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Tammy Mason, Clerk of the Board

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