

MINUTES OF REGULAR MEETING OF THE BOARD OF EDUCATION
Buhler Unified School District #313, Reno County, Buhler, Kansas
Monday, July 13, 2020

1. Call to Order

Board President Laura Meyer Dick called the regular Board of Education meeting to order at 6:00 P.M. at the Buhler High School Library.

2. Invocation

Board President Laura Meyer Dick gave the invocation.

3. Roll Call

Board Members present: Monte Cross, Laura Meyer Dick, Miranda Engelken, Todd Carr, Matt McCabe and Tim Lackey.

Board Members absent: Greg Lackey

Administration present: Superintendent Cindy Couchman and Director of Finance Shane Hecox

Administration absent:

Others present: Wendy Neill, Clerk of the Board; Joyce Raya, BNEA; and Lucky Kidd, Ad Astra Radio.

4. Statements from the Audience

There were no statements from the audience.

5. Approval of the Agenda

It was recommended that the Board make the following changes to the agenda:

- * Remove consent agenda item 7Q – Credit Card Review from the consent agenda to and agenda item for discussion.
- * Table Agenda Item 11 – Contract Services for 2020-2021 to a future meeting.
- * Change agenda item 18 to Executive Session – Legal Matters. This was entered incorrectly.
- * Add Agenda Item – Executive Session – Negotiations
- * Remove consent agenda item 7F.
- * Add agenda item – Executive Session – Personnel.

Motion (1) Monte Cross, (2) Todd Carr to approve the agenda as amended.

Motion carried.

(6-0)

6. Administrative Reports

A. Director of Finance

- * The KPERS audit is coming up and Donna Kleinschmidt is working on gathering the information needed.
- * The financial audit will be July 22 and 23, 2020.
- * The budget software has been released from the State and Mr. Hecox has been working to get our budget set. He and Mrs. Couchman will go to Topeka on Monday to review the proposed budget.
- * Mr. Hecox gave the board an update on the ongoing issues with heating and air conditioning units at Union Valley.

B. Superintendent

- * Baccalaureate was held Sunday and we had 13 seniors attend.
- * Graduation is this Saturday at 9:00 am at the BHS football field. The graduates will be seated in the home stands with parents asked to bring their own seating for the football field or use the visitor stands. Those attending will be asked to wear masks and practice social distancing.
- * Our back to school orientation with all staff will now be held at Cross Point in order to allow for more social distancing. An agenda for the day will come out soon.
- * The Multisensory Reading training went very well this year.
- * Mrs. Couchman has been assigned a KELI Mentor for her first year of superintendent. Mr. Mark Evans, former superintendent of Omaha and Assistant Superintendent at Wichita Public Schools will service as her mentor.
- * The RCEC Quarter 4 report card was shared. This was an overview of special education funding and staffing.
- * The board will meet soon to have a tour of all district facilities.

D. Board

- * Board Member Todd Carr attended the RCEC Board meeting and reported that they are proposing a 2.5% increase in funding from our district this year.
- * The board members officially welcomed Cindy Couchman as the Superintendent of Buhler Schools.

7.

Consent Agenda

a. Approval of minutes

It was recommended the Board approve the minutes of the regular meeting on June 8, 2020.

b. Building Financial Reports

It was recommended that the Board approve the financial reports from each building.

c. Appointments by the Board of Education as Required by State Statutes

- i. Clerk of the Board (Wendy Neill) and Deputy Clerk (Shane Hecox)
- ii. Treasurer of the Board (Donna Kleinschmidt) and Assistant Treasurer (Ted Cunningham)
- iii. Official KPERS Agent (Donna Kleinschmidt)
- iv. Designated School Food Service Representative (Kay Cox) and Hearing Officer (Donna Kleinschmidt)
- v. Designated Administrator of Federal Programs (Cindy Couchman)
- vi. Designated Building Administrators to report truancy to appropriate authorities (All Building Principals and Assistant Principals)
- vii. Designated ADA Compliance Officer (Cindy Couchman)
- viii. School District Attorney (Stan Hill)
- ix. Designated Official Newspaper (The Hutchinson News)

d. Consideration of Resolutions Required by State Statutes

- i. Annual waiver of generally accepted accounting principles (GAAP waiver)
- ii. Authorizing the business manager to pay bills prior to board approval
- iii. Assuring compliance with the Title VI, Title VII, Title IX and Section 504
- iv. Affixing bonds for treasurer and others

- v. Determining depositories of all school district funds for 2020-2021
- vi. Determining the date, time and place for board of education meetings for the 2020-2021 school year
- vii. Resolution establishing petty cash funds – District Office
- viii. Resolution establishing petty cash funds – Buhler High School
- ix. Resolution establishing petty cash funds – Prairie Hills Middle School
- x. Resolution establishing petty cash funds – Buhler Grade School
- xi. Resolution establishing petty cash funds – Plum Creek Elementary School
- xii. Resolution establishing petty cash funds – Union Valley Elementary School
- xiii. Authorization for the high school and middle school principals to collect and oversee the accounting and deposit of gate receipts in the activity fund.
- xiv. Authorization to dispose of school property values at \$5,000 or less.
- xv. Authorization to refinance bonds
- xvi. Establishing the School Term for the District

e. Motion to rescind any and all policy statements from the Minutes of all Board meetings during 2019-2020

It was recommended that All policy statements found in the minutes of USD 313 Board of Education special and regular meetings prior to June 30, 2020 be rescinded and that the Board adopt the district policy manual as recommended by the Superintendent of Schools to govern the school district during the 2020-2021 fiscal year, subject to periodic review, amendment and revision by the Board of Education.

f. Change of Status

This item was removed by the Board in the approval of the agenda.

g. Retirement of Licensed Staff

It was recommended that the Board accept the retirement of Brenda Stegman, math teacher at Prairie Hills Middle School.

h. Resignation of Classified Staff

It was recommended that the Board accept the resignation of the following classified staff:

- i) Kim Willse, paraprofessional at Union Valley Elementary School
- ii) Richard Nall, bus driver

i. Transfer of Staff

It was recommended that the Board approve the transfer of the following staff:

- i) Leanna Porter, transfer from preschool paraprofessional that worked at both Plum Creek and Union Valley to Regular Ed paraprofessional at Plum Creek Elementary only. Her wage and hours will not change.
- ii) William (Billy) Briggs, transfer from assistant 8th grade football coach to Head 8th grade football coach at Prairie Hills Middle School. He will be placed in Column C and Level 10 with a salary of \$4,060.

j. Employment of Licensed Staff

It was recommended that the Board approve the employment of Keith Price, physical education teacher at Buhler Grade School. He will be placed in the BA Column and Step 1 with a salary of \$37,540.

k. Employment of Classified Staff

It was recommended that the Board approve the employment of the following classified staff:

- i) Chelsi Anguiano, part-time Preschool Para at Plum Creek Elementary School. She will work 4.5 hours per day at a wage of \$10 per hour.
- ii) Austin Phillips, Cares Club Aide at Plum Creek Elementary. He will work 3 hours per day at a wage of \$8.65 per hour.
- iii) Kaleb Stoughton, bus driver. He will be paid \$25 per hour with a two hour minimum guarantee. This position is non-benefit eligible.
- iv) Janie Steckline, cooks assistant at Prairie Hills Middle School. She will work 5 hours per day at a wage of \$9 per hour.
- v) Robert Main, part-time cooks assistant at Plum Creek Elementary. He will be paid \$9.00 per hour for 3.5 hours per day.
- vi) Terra McCoy, man dish cook at Buhler Grade School. She will be paid \$9.15 per hour for 6.5 hours per day.

l. Employment of Supplemental Staff

It was recommended that the Board approve the employment of the following Supplemental Staff:

- i) Bradley Briggs, assistant 7th grade football coach at Prairie Hills Middle School. He will be placed in Column D and Level 1 with a salary of \$1960.
- ii) Jacob Fredrickson, assistant 8th grade football coach at Prairie Hills Middle School. He will be placed in Column D and Level 1 with a salary of \$1960.

m. Membership for Kansas Association of School Boards

It was recommended that the Board approve the 2020-2021 membership dues to Kansas Association of School Boards in the amount of \$11,355.19.

n. Adoption Agreement and Legal Assistance Fund Contract with KASB

It was recommended that the Board approve the Adoption Agreement and Legal Assistance Fund Contract between Kansas Association of School Boards Legal Assistance Fund and USD 313. The fee for this service is \$2,100.00.

o. Updated Job Descriptions

It was recommended that the Board approve the updated job descriptions for:

- i) Preschool Instructional Para-Professional
- ii) Assistant Director of Finance
- iii) Human Resources Clerk

p. Handbook Updates for 2020-2021

It was recommended that the Board approve the following updated handbooks:

- i) BHS Student Handbook
- ii) Substitute Teacher Handbook

q. Credit Card Review

This item was moved to the agenda for discussion.

r. Classified Wage Schedule

It was recommended that the Board approve the changes proposed on the Classified Entry Level Wage Schedule.

s. Organizational Chart

It was recommended that the Board approve the Administrative Organizational Chart.

t. Gifts and Grants

It was recommended that the Board accept the following gifts and grants:

- i) \$6000 "Feeding Kansas Kids During COVID-19" Grant provided by the Kansas Health Foundation and Sunflower Foundation to USD 313 Food Service Program.
- ii) \$4,993 "Feeding Kansas Kids During COVID-19" Grant provided by the Kansas Health Foundation and Sunflower Foundation to USD 313 Food Service Program.
- iii) \$500 gift from Heartland Credit union for the Back to School staff breakfast.
- iv) \$750 gift from First National Bank to sponsor the back to school speaker and snacks.
- v) \$750 gift from John Webb for back to school activities.

u. Participating Agreement with Hutchinson Community College

It was recommended that the Board approve the Participating Agreement between Hutchinson Community College and USD 313.

v. Annual and Vacation Leave Overview

It was recommended that the Board approve the updates to the Annual and Vacation Leave Overview and Contracted Work Days document.

w. Mileage Reimbursement

It was recommended that the Board approve the private vehicle mileage reimbursement rates as authorized by KSA 75-3203a. The new rate for FY 2021 is \$0.575.

x. Other

There were no additional items for the consent agenda.

Motion (1) Todd Carr, (2) Monte Cross to approve the consent agenda as amended.

Motion carried. (6-0)

8. Memorandum of Understanding with Horizons

It was recommended that the Board approve the Memorandum of Understanding between USD 313 and Horizons.

Motion (1) Matt McCabe, (2) Miranda Engelken to approve the Memorandum of Understanding between USD 313 and Horizons.

Motion carried. (6-0)

9. Navigating the Change Update

Mrs. Couchman shared the timeline and organization of work being done for "Return to Learn". KSDE released a document with their recommendations and now each district must take those recommendations and create their own plan. We currently have a team of teachers, parents, administration and staff who have received the state's recommendations and are working on the plan for USD 313. We are working on a plan that will get students back to school as safely as possible. Our goal is to have this plan ready to present to our Board of Education on July 27th for review and approval. Once approved, it will be shared to all of our stakeholders. When parents have had an opportunity to see the plan a survey will be sent asking whether they will be committed to sending their children to school or prefer remote learning.

10.

2020-2021 Supplemental Contracts

Kansas Association of School Boards (KASB) has recommended that the supplemental contracts be reviewed each year. It was recommended that the Board approve the supplemental contracts for the 2020-2021 school year as presented.

Motion (1) Monte Cross, (2) Tim Lackey to approve the supplemental contracts for the 2020-2021 school year as presented.

Motion carried. (6-0)

11.

Contracted Services

This agenda item was tabled to a future meeting.

12.

KASB Board Policy Updates

It was recommended that the Board adopt the policy updates as recommended by KASB.

Motion (1) Monte Cross, (2) Miranda Engelken to adopt the policy updates as recommended by KASB.

Motion carried. (6-0)

13.

Professional Development Council (PDC) Report

It was recommended that the Board approve the Professional Development points as presented. Board Member Greg Lackey reviewed the points. Points were approved for Rachel Babcock and Vicki Hemmerling.

Motion (1) Tim Lackey, (2) Todd Carr to approve the Professional Development points as presented.

Motion carried. (6-0)

14.

Approval of Additional Board Meetings

It was recommended that the Board approve the following special meetings:

- i) July 15, 2020 – meeting with KASB for strategic planning
- ii) July 27, 2020 – meeting to approve to publish the budget and the Return to Learn Plan

Motion (1) Todd Carr, (2) Miranda Engelken to approve the special meetings.

Motion carried. (6-0)

15.

Treasurer's Report

Mr. Hecox shared the reports.

16.

Reading and Approval of Bills

Shane Hecox presented the following checks for approval: checks #56929 - 56993 in the total amount of \$938,910.25.

Motion (1) Tim Lackey, (2) Todd Carr to approve the issuance of checks #56929 - 56993 in the total amount of \$938,910.25.

Motion carried. (6-0)

17.

Credit Card Review

The board requested discussion about this item and moved it from the consent agenda to a regular agenda item. The board recommended that the credit cards for Mike Berblinger, Todd Fredrickson and Melissa Kennedy be removed immediately and that effective August 1, 2020 Abby Thompson, Principal at PHMS be given a card with a credit limit of \$2000, Kurt Geilenfeldt, Principal at Buhler Grade School be given a card with a

credit limit of \$2000 and that Cindy Couchman's authorized credit limit increase to \$10,000.

Motion (1) Monte Cross, (2) Miranda Engelken to approve the credit cards for Mike Berblinger, Todd Fredrickson and Melissa Kennedy be removed immediately and that effective August 1, 2020 Abby Thompson, Principal at PHMS be given a card with a credit limit of \$2000, Kurt Geilenfeldt, Principal at Buhler Grade School be given a card with a credit limit of \$2000 and that Cindy Couchman's authorized credit limit increase to \$10,000.

Motion carried.

(6-0)

Board member Greg Lackey entered the meeting at 7:29 via phone.

18.

Executive Session – Legal Matters

Motion (1) Monte Cross, (2) Todd Carr at 7:30 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will resume at 7:40 pm. No binding action will be taken while in executive session and Cindy Couchman and Donna Whiteman are invited to attend. Motion carried.

(7-0)

Donna Whiteman, KASB legal team, entered the meeting via phone at 7:30 pm.

The Board of Education reconvened in regular session at 7:40 pm.

Motion (1) Todd Carr, (2) Monte Cross at 7:40 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will resume at 7:50 pm. No binding action will be taken while in executive session and Cindy Couchman and Donna Whiteman are invited to attend. Motion carried.

(7-0)

The Board of Education reconvened in regular session at 7:50 pm.

Motion (1) Todd Carr, (2) Miranda Engelken at 7:50 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will resume at 8:00 pm. No binding action will be taken while in executive session and Cindy Couchman and Donna Whiteman are invited to attend. Motion carried.

(7-0).

The Board of Education reconvened in regular session at 8:00 pm.

Motion (1) Monte Cross, (2) Tim Lackey at 8:00 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will resume at 8:10 pm. No binding action will be taken while in executive session and Cindy Couchman and Donna Whiteman are invited to attend. Motion carried.

(7-0)

The Board of Education reconvened in regular session at 8:10 pm.

Motion (1) Laura Meyer Dick, (2) Monte Cross at 8:10 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will

resume at 8:15 pm. No binding action will be taken while in executive session and Cindy Couchman and Donna Whiteman are invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:15 pm.

Motion (1) Laura Meyer Dick, (2) Monte Cross at 8:10 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will resume at 8:15 pm. No binding action will be taken while in executive session and Cindy Couchman and Donna Whiteman are invited to attend. Motion carried. (7-0)

Donna Whiteman left the meeting at 8:15 pm

The Board of Education reconvened in regular session at 8:15 pm.

19.

Executive Session – Legal Matters

Motion (1) Todd Carr, (2) Monte Cross at 8:19 pm that the Board of Education go into executive session to discuss legal issues pursuant to the exception for matters which would be deemed privileged in the attorney client relationship under KOMA and the open meeting will resume at 8:24 pm. No binding action will be taken while in executive session and Cindy Couchman is invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:24 pm.

20.

Executive Session – Personnel

Motion (1) Todd Carr, (2) Miranda Engelken at 8:25 pm that the Board of Education go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA and the open meeting will resume at 8:30 pm. No binding action will be taken while in executive session and Shane Hecox and Cindy Couchman are invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:28 pm.

21.

Executive Session – Personnel

Motion (1) Monte Cross, (2) Matt McCabe at 8:29 pm that the Board of Education go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA and the open meeting will resume at 8:32 pm. No binding action will be taken while in executive session and Shane Hecox and Cindy Couchman are invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:32 pm.

22.

Executive Session – Personnel

Motion (1) Todd Carr, (2) Tim Lackey at 8:33 pm that the Board of Education go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA and the open meeting will resume at 8:38 pm. No binding action will be taken while in executive session and Shane Hecox and Cindy Couchman are invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:38 pm.

23.

Executive Session – Personnel

Motion (1) Matt McCabe, (2) Tim Lackey at 8:38 pm that the Board of Education go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA and the open meeting will resume at 8:48 pm. No binding action will be taken while in executive session and Cindy Couchman is invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:48 pm.

Motion (1) Tim Lackey, (2) Monte Cross at 8:48 pm that the Board of Education go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA and the open meeting will resume at 8:53 pm. No binding action will be taken while in executive session and Cindy Couchman is invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 8:53 pm.

24.

Possible Action from Executive Session

Motion (1) Todd Carr, (2) Tim Lackey to approve the salary changes as proposed in executive session. This is will include adding \$5000 to the salary of Donna Kleinschmidt, Assistant Director of Finance; \$6750 to the salary of Shane Hecox, Director of Finance; and a \$4000 stipend to Kyle McClure, Director of Innovation. These increases were recommended because of added job duties and work load with the attrition of two positions at the district office. Motion carried. (7-0)

25.

Executive Session – Negotiations

Motion (1) Matt McCabe, (2) Todd Carr at 8:58 pm that the Board of Education go into executive session to discuss issues concerning negotiations pursuant to the exception for employer-employee negotiations under KOMA and the open meeting will resume at 9:02 pm. No binding action will be taken while in executive session and Shane Hecox and Cindy Couchman are invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 9:02 pm.

Motion (1) Monte Cross, (2) Todd Carr at 9:02 pm that the Board of Education go into executive session to discuss issues concerning negotiations pursuant to the exception for employer-employee negotiations under KOMA and the open meeting will resume at 9:07 pm. No binding action will be taken while in executive session and Shane Hecox and Cindy Couchman are invited to attend. Motion carried. (7-0)

The Board of Education reconvened in regular session at 9:07 pm.

Board member Greg Lackey left the meeting at 9:07 pm.

26.

Other

There were no other items for discussion.

27.

Adjournment

The meeting was adjourned at 9:11 pm.


Board Clerk


Board President