

CHASE COUNTY UNIFIED SCHOOL DISTRICT No. 284
Board of Education Meeting Agenda
Wednesday, July 14, 2021, 7:00 pm, District Office

I. Meeting called to order at _____ pm by _____

Roll: _____ Mike Boyts _____ Brian Filinger _____ Warren Harshman
 _____ Loni Heinen _____ Catherine Jones _____ Jennifer Laird
 _____ Mike Spinden

Guests:

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II. Adoption of Agenda

- A. Items requested to be moved from **Consent Agenda** to **Regular Agenda**
- B. Items requested to be added to the **Regular Agenda**

III. Board Organization

A. Election of Officers

At the first meeting of the Board of Education in July of each year, the Board shall elect a **President** and **Vice-President**, both of whom shall be members of the Board. The president and vice-president shall each serve for a term of one (1) year until the successor is elected and qualified. The president shall preside at meetings of the Board and perform such other duties as provided by law. In the absence or inability to act as the president, the vice-president shall perform the duties of president. In the absence or inability to act of both the president, and vice-president, the remaining members shall select a member of the Board to act in the capacity of president. (KSA-728202a).

1. Receive Nominations for **2021-22 USD 284 Board President**

Motion Cease Nominations for 2021-22 USD 284 Board President

Motion Move that (NAME) be appointed 2021-22 USD 284 Board President

2. Receive Nominations for **2021-22 USD 284 Board Vice-President**

Motion Cease Nominations for 2021-22 USD 284 Board Vice-President

Motion Move that (NAME) be appointed 2021-22 USD 284 Board Vice-President

IV. Adoption of Consent Agenda

- A. Items requested to be added to the **Consent Agenda**

V. Consent Agenda

A. Approval of Board Minutes and FHSEC Documents

- 1. June 9, 2021 Regular Meeting
- 2. FHSEC Articles of Agreement
- 3. FHSEC Flint Hills Fiscal Clarifications
- 4. FHSEC Part C to Part B Transition Memorandum of Understanding

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B. Approval of the Bills and Financial Report

1. Treasurer's Report (Brenda Wessel) available the day of the meeting
2. Clerk's List of Warrants (Cindy Kelsheimer) available the day of the meeting

VI. Patron Input

Note: Patrons wishing to speak to the Board may do so during Patron input time or per terms of Board Policy. Permission to speak shall be granted by consensus of the Board as directed by the Board President. The following rules shall be observed when addressing the Board.

- A. Length of presentation shall be limited to five (5) minutes as determined by the Board President.
- B. Subject matter, other than policy issues, will be referred to administration.
- C. Comments must be limited to issues and may not refer to identifiable personalities.
- D. Presentations must be in good taste befitting the occasion and the dignity of the Board meeting.
- E. The Board President may ask groups with the same interest to appoint a spokesperson.
- F. The Board President reserves the right to terminate patron input if expectations are not being met.

- A. Kirk Engle, Scribner Insurance

VII. Staff Input

- A.

VIII. Board Reports

- A. Superintendent's Report
 1. Revenue Neutral Rate and Budget Update

IX. Old Business

X. New Business

- A. Board Meeting Dates and Times

Regularly scheduled BOE meetings are approved annually for the next school year. The BOE may change these meeting dates and/or call special BOE meeting(s) at any time but only by official BOE action. Shown below are the dates and recommended regular BOE meeting dates and times for 2021-22 and for the first BOE Meeting in 2022-23. If approved by the BOE, these meeting dates and times will be listed in the 2021-22 District Activity Calendar. Board approval is needed and recommended.

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<u>Day</u>	<u>Date</u>	<u>Time</u>
Wednesday	August 11, 2021	7:00 pm
Wednesday	September 8, 2021	7:00 pm
Wednesday	October 13, 2021	7:00 pm
Wednesday	November 10, 2021	7:00 pm
Wednesday	December 8, 2021	7:00 pm
Wednesday	January 12, 2022	7:00 pm
Wednesday	February 9, 2022	7:00 pm
Wednesday	March 9, 2022	7:00 pm
Wednesday	April 13, 2022	7:00 pm
Wednesday	May 11, 2022	7:00 pm
Wednesday	June 8, 2022	7:00 pm
Wednesday	July 13, 2022	7:00 pm

B. Official Newspaper Designation

It is proposed to designate the **Emporia Gazette** as the official 2021-22 Newspaper of USD 284 Chase County. Board approval is recommended.

C. Adoption of the 1,116 Hour Calendar

It is recommended that the Board adopt the **1,116-hour calendar** for school year 2021-22. The BOE approved 2021-22 District Calendar has 1,120 instructional hours with automatic and scheduled makeup of any missed instructional hours. Board approval is recommended.

D. District Appointments

The following district appointments are recommended for 2021-22. They could be approved as a total package or voted on individually per the wishes of the Board. Board approval is recommended.

<u>Position / Assignment</u>	<u>Recommended</u>
Clerk of the Board	Cindy Kelsheimer
Deputy Clerk of the Board	Sam Cahoone
Board Treasurer	Brenda Wessel
Board of Directors, Flint Hills SPED Cooperative	Glenna Grinstead
KPERS Agent	Cindy Kelsheimer
Food Service Representative	Brenda Wessel
Food Service Officer, Free and Reduced Meals	Glenna Grinstead
Food Service Hearing Officer	USD 284 Board Vice President
Truancy Officer, CCES	Brock Pena
Truancy Officer, CCJSHS	Alberto Carrillo
Flint Hills Technical College Representative	Alberto Carrillo

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Title I Coordinator	Brock Pena
ADA Coordinator	Glenna Grinstead
Title VI Coordinator	Glenna Grinstead
Title IX Coordinator	Glenna Grinstead
Section 504 Compliance Coordinator	Glenna Grinstead
Freedom of Information Officer	Glenna Grinstead
Homeless Coordinator, CCES	Brock Pena
Homeless Coordinator, CCJSHS	Alberto Carrillo
Suspension / Expulsion Hearing Officer	Glenna Grinstead

E. Board Appointments

The following Board representatives need to be considered and approved for 2021-22. Board Representatives may be approved as a total package or voted on individually per the wishes of the board.

<u>Position /Assignment</u>	<u>2020-21</u>	<u>2021-22</u>
Chase County Curriculum Team (CCAT)	Brian Filinger	
Technology Advisory Team (TAT)	Jennifer Laird	
Chief Board Negotiators	Loni Heinen, Mike Spinden	
KASB Legislative Liaison	Jennifer Laird	
Wellness Committee	Mike Spinden	

F. Approval of Participation, National School Lunch and Breakfast Programs

This formality is needed to allow **USD 284** to participate in the national lunch program during 2021-22. USD 284 is not eligible for federal assistance without this approval so BOE approval is recommended.

G. Instructions for Payroll to be Prepared in Accordance with Employee’s Contracts

It is recommended that the **Superintendent** be instructed to have the **Clerk of the Board** direct the payroll for the school district to be prepared in accordance with the employee’s contract and that such payroll to be submitted to the **Treasurer of the Board** for payment. All district payroll payments will be made only by direct deposit to the bank of the employee’s choosing. Board approval is recommended.

H. Adoption of Resolution #338, Annual Waiver of Requirements for GAAP

It is recommended that the Board adopt the annual waiver of requirements for generally accepted accounting principles (GAAP) for Fiscal Year 2022 (2021-22). The governing body finds that financial statements and financial reports are not relevant to the requirements of the cash basis and budget laws of Kansas and are

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of no significant value to the governing body or members of the general public of this municipality. This is standard procedure for school districts to follow at this time. Board approval is required and recommended.

I. Adoption of Resolution #339, Official Depository of School District Funds

It is recommended that the Board designate the **Cottonwood Valley Bank**, the **Citizens State Bank**, the **Kansas Municipal Pool**, and the **Emporia Community Foundation** as the official depositories for the 2021-22 (FY22) in a location, manner and method to be determined by the **Clerk** and **Superintendent**. Board approval is required and recommended.

J. Mileage Reimbursement Rate

The 2020-21 (FY21) rate was **\$0.40 per mile** for use of a personal vehicle when a school vehicle is not available, staff travel required between towns, and any approved state reimbursements and parental transportation reimbursement. The current State of Kansas mileage rate is **\$0.56 per mile**. It is recommended that the USD 284 rate remain at **\$.40 per mile** in 2021-22 (FY 22). Board approval is needed and recommended.

K. Petty Cash Limits

It is recommended that the Board approve the petty cash limit of **\$800.00** same as for FY20 for all district schools and personnel be maintained at the central office. Board approval is needed and recommended.

L. Fees and Assessments

Shown below is a review of last year's fees and assessments and the recommended rates for 2021-22. Board approval of the proposed fees and assessments for 2021-22 is needed and recommended.

		2020-21	2021-22
Textbooks/Materials	Grades K-12	\$50.00 for 1 st student \$85.00 for family	\$50.00 for 1 st student \$85.00 for family
School Lunch	Grades K-6	\$2.55	\$2.55 (all eat free- USDA)
	Grades 7-12	\$2.65	\$2.65 (all eat free - USDA)
	Adult	\$3.80	\$3.80

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	All Extra Milk	\$0.40	\$0.40
School Breakfast	Grades K-6	\$2.25	\$2.25 (all eat free- USDA)
	Grades 7-12	\$2.35	\$2.35 (all eat free- USDA)
	Adult	\$3.20	\$3.20
Activity Fee	Grades 7-12	\$10.00	\$10.00
Photography Fee	High School	\$20.00	\$20.00
Technology Fee	Grades K-12	\$30.00 For 1 st student \$50.00 for family	\$30.00 For 1 st student \$50.00 for family

M. Student Insurance

Listed below are the recommended student insurance coverage, provider and premiums for 2021-22.

1. **Student Group Activities Grades 7-12, \$0-\$10,000 per injury**

Provider Student Assurance Services
Cost, CCJSHS **\$9,150.00** (was \$9,150.00)

2. **All Pupil Grades K-12 \$0-\$10,000 per injury**

Protects the student while: Attending regular school sessions. Participating in or attending school-sponsored and supervised extra-curricular activities. Traveling directly to and from school for regular school sessions and while to and from school-sponsored and supervised extra-curricular activities in school-provided transportation. Does Not cover participation in interscholastic high school sessions and expires the first day of school next year.

Provider Student Assurance Services
Cost, K-12 **\$2,400.00** (was \$2,400)

3. **New, Mid-Catastrophe Sports, \$10,000-\$25,000**

Traditionally, this has been covered within the KSHSAA policy. Their coverage will not include this range and each district has been encouraged to find a policy that will provide coverage.

Provider Student Assurance Services
Cost, All **\$900.00** (was \$900.00)

4. **Lifetime Catastrophe, \$2,000,000 maximum w/\$25,000 deductible**

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Traditionally, this has been covered within the KSHSAA policy. Their coverage will not include this range and each district has been encouraged to find a policy that will provide coverage. USD 284 proposes the following coverage. Cost = **\$1.50 per student** for the projected 355 students.

Provider	Mutual of Omaha, Willis HRH of Greater KC
Cost, All	\$532.50 (was \$525.00 for 350 students)

5. KSHSAA Insurance

As a member of KSHSAA, our students participating in activities under the jurisdiction of the Association have been provided with this insurance.

Provider	KSHSAA
Cost, 9-12	\$593.39 (was \$606.39)
Cost, 7-8	\$303.58 (was \$299.71)
Cost, All	\$896.62 (was \$906.10)

The total cost for Student Insurance **\$13,879.12**

Difference is a **1243.02 increase**, but last year we did receive a \$1,245.00 credit for the shortened year. Without the credit, the price basically remained the same.

N. Vehicle Insurance

In June, the district published a call for bids on this service to be opened at noon on July 14, 2021. I will provide information on all bids turned in at the board meeting that night. I will have a recommendation for board approval at that time.

O. School District Attorney

It is proposed that **KASB** be retained as the local legal counsel for USD 284 for the 2021-22 school year. Board approval is needed and recommended.

P. Adoption of Resolution #340, Activity Fund Designations

It is proposed that the Board establish activity funds at all district schools and formally approve each building **Principal** and their **office staff** manage and operate the activity fund of that building. Board approval of the resolution is needed and recommended.

Q. Adoption of Resolution #341, Destruction of Records

KSA 72-5369 and KSA 72-5370 allow for the destruction of specific records no longer legally required by school districts. An approved resolution by the Board

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to do so is required as stated below. Board approval of the resolution is needed and recommended. The resolution should read as a motion.

R. Personnel, 2021-22 Certified Substitute Teacher Compensation

In 2019-20 we paid our substitute teachers **\$90.00** per day with no mileage compensation. It is recommended that the Board approve substitute teacher compensation rate of **\$90.00** per day (**\$45** per half day) with no mileage compensation for the 2021-22 school year. Board approval is needed and recommended.

S. Personnel, 2021-22 Classified Substitute Compensation

The following rates for Classified Substitute Compensation are recommended for Board approval.

- **\$8.00** per hour for all classified substitution duties except bus driver compensation (unless approved for exception by the BOE).
- **Full** route compensation for the bus route driven by a substitute bus driver.

Board approval of these rates and conditions for 2021-22 is needed and recommended.

T. Personnel, 2021-22 Certified Substitute Teacher Procedure

Only **Substitute Teachers** with a current and required KSDE license and approval by District office is allowed to be scheduled for and provide substitute teaching duties. The **District Office Secretary** maintains the district substitute teacher license.

U. Personnel, 2021-22 Classified Substitute Bus Driver Procedure

Only **Substitute Bus Drivers** with current and required CDL-P license, certification and prior District approval are allowed to be provided and can be compensated for substitute driving duties. The **District Transportation Secretary** maintains the district substitute bus driver license file.

V. Personnel, 2021-22 Classified Substitute Cook Procedure

Only **Substitute Cooks** with prior District approval are allowed to provide and can be scheduled and compensated for substitute cooking duties.

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W. Personnel, 2021-22 Classified Substitute Custodian Procedure

Only **Substitute Custodians** with prior District approval are allowed to provide and can be and compensated for substitute custodial duties.

X. Special Education Due Process Hearing Officers

It is recommended that Larry Rute and Sue DeVoe be approved as Special Education Due Process Hearing Officers for USD 284 during the 2021-22 school year. BOE approval is needed and recommended.

Y. KASB Board Policies

KASB is recommending BOE approval of the included list of Board Policy changes for 2021-22. These changes are in response to legislative, legal and procedural changes that are monitored, considered, and recommended by the KASB legal and policy teams. Board approval for all policies EXCEPT EE Food Services Management is recommended.

Z. Executive Session, Non-elected Personnel

It is recommended that the BOE go into executive session to discuss personnel matters related to non-elected personnel for a TBD length of time.

Mr. President, I move we go into executive session to discuss personnel matter pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the board room at _____.

1. Personnel, Supplemental Approvals

The 2021-22 supplemental position list has been submitted to the BOE for approval. Changes are highlighted in yellow and vacant positions are highlighted in green. Board approval of the filled positions is recommended and needed.

2. Personnel, Business Teacher

Jeremy Hansford is recommended for the business teaching position for the 2021-22 school year. Jeremy has agreed to accept the position if approved by the BOE. Board approval is needed and recommended.

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AA. Executive Session, Negotiations

It is recommended that the BOE go into executive session, to discuss employer-employee negotiations for a TBD length of time to discuss negotiations with non-elected personnel.

Mr. President, I move we go into executive session to discuss employer-employee negotiations in order to discuss negotiations with non-elected personnel.

X. Adjournment