

UNIFIED SCHOOL DISTRICT NO. 410
(Durham-Hillsboro-Lehigh)

REGULAR BOARD MEETING

Monday, August 9, 2021
7:00 pm

USD 410 District Office Conference Room
416 S. Date
Hillsboro, KS 67063

**Agenda – Regular Board Meeting
USD 410 District Office Conference Room
August 9, 2021, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of regular and consent agenda
 - 1. July Regular Board Minutes (Appendix A)
 - 2. Addition of USD 410 Activity Account
 - 3. Classified Employee Manual 2021-22 (Appendix B)
 - 4. Temporary Employee Health Insurance Benefit Policy and Procedures 2021-22 (Appendix C)
 - 5. Long Term Substitute Rate
 - 6. TEEN Agreements for Clerical and Office Support
 - 7. Disposal of District Property
 - 8. Donations
- C. Action and Discussion Items
 - 1. Temporary Classified Employee Pay Rates
 - 2. USD 410 & Tabor College Staff Funding Agreement (Appendix D)
 - 3. USD 410 Opening School Plan (Appendix E)
 - 4. A-la-carte Meal Prices for 2021-22
 - 5. ESSER II & III Capital Projects (Appendix F)
 - 6. Approval of Date Change – USD 410 Retention Bonus Plan 2021-22 School Year (Appendix G)
- D. Executive Session Personnel
- E. Personnel
 - 1. Resignations
 - 2. Hires
 - 3. Supplementals
 - 4. Career and Technical Education Director
- F. Reports
 - 1. Superintendent's Report
 - a. Stadium Updates
 - b. Building Updates
 - 2. TEEN Report (Appendix H)
 - 3. MCSEC Report (Appendices I & J)
 - 4. Business Manager's Report (Financials)
- G. Adjournment

Annotated BOE Agenda August 9, 2021

A. Meeting Called to Order

B. Approval of Regular and Consent Agenda

Consent Agenda

The U.S.D. 410 Board of Education uses the consent agenda as a way to operate more efficiently. Items on the consent agenda are routine in nature and generally do not require discussion by the board. Prior to approval of the consent agenda, board members may request that items be removed and placed on the regular agenda.

1. Regular Board Meeting Minutes (Appendix A)

Minutes from the July 12 Regular Board meeting are included as (Appendix A).

➤ ***Recommended Action***

Motion to approve the July 12 Regular Board meeting minutes

2. Addition of USD 410 Activity Account

a. Class of 2025

➤ ***Recommended Action***

Motion to approve the addition of the Class of 2025 to the USD 410 Activity Accounts.

3. Classified Employee Manual 2021-22 (Appendix B)

➤ ***Recommended Action***

Motion to approve the 2021-22 Classified Employment Manual as presented in Appendix B

4. 2021-22 Temporary Employee Health Insurance Benefit Policy and Procedures (Appendix C)

➤ ***Recommended Action***

Motion to approve the 2021-22 Temporary Employee Health Insurance Benefit Policy and Procedures in Appendix C.

5. Long Term Substitute Rate

Long-Term Substitute Teacher Pay Rate for Consecutive Days Substituting for the Same Teacher

- First 10 Consecutive Days
\$105.00 per day
- After 10 Consecutive Days
\$225.42 per day retroactive to the first day of the long-term substitute assignment
(Rate based on the daily rate of pay for a beginning teacher)

➤ ***Recommend Action:***

Motion to approve the long-term substitute teacher pay rate for consecutive days substituting for the same teacher as presented.

6. TEEN Agreements for Clerical and Office Support

The agreements between TEEN and USD 410 for clerical and office supports. This support includes but is not limited to copying, telephone, postage, and office supplies. The TEEN Board approved these agreements at their June Board Meeting.

➤ ***Recommended Action***

Motion to approve the Clerical and Office Support Agreements between TEEN and USD 410.

7. Disposal of District Property

USD 410 would like to dispose of the junk listed below outside of our District Maintenance Office.

- | | | |
|------------------|----------------------|----------------------------|
| • Water heater | • Drinking fountains | • A few student desks |
| • Refrigerator | (15ish) (All) | • Teacher desk |
| • Window ac unit | • Radiator | • Batteries |
| | • A few motors | • Little bit of misc. iron |

➤ ***Recommended Action***

Motion to approve the disposal of USD 410 District Property as presented above.

8. Donations

From:	Donation	Purpose
Kroger	\$135.55	HES Site Council Projects
Families and Communities Together	\$50.00	Preschool Supplies

➤ ***Recommend Action:***

Motion to approve donations as listed

➤ ***Recommended Action for Regular and Consent Agenda:***

Motion to approve the Regular and Consent Agenda.

C. Action / Discussion Items

1. Temporary Employee Pay Rates

A variety of persons receive hourly compensation for work performed that does not fall under a regular employment contract or work agreement. Following are pay rates for those positions.

<u>Position</u>	<u>Hourly Rate</u>
Substitute Aide	\$10.95
Substitute Secretary	\$10.95
Substitute Custodian	\$10.95
Substitute Bus Driver	\$12.35
Accompanist	\$12.70
Activity Trip Bus Driver	\$13.70
After School Program Assistant	\$13.20
Teacher Driving for Activity (Drive Time Only)	\$13.70
Student Help	\$ 8.00
Interpreter	\$13.20
Walking School Bus Coordinator	\$10.35
Suspension Supervisor (In or Out of School)	\$12.35

➤ ***Recommended Action***

Motion to approve pay rates for temporary employees as recommended

2. USD 410 & Tabor College Staff Funding Agreement (Appendix D)

Athletic Facilities Maintenance, Custodial Care and Grounds Care, Staffing and equipment usage for the care of the Athletic Facility will be provided by the College. Funding for these costs will be equally shared by the District and the College. A value equal to a full-time position including wages and benefits (Social Security, retirement, health insurance and tuition remission) based on the College's standard compensation policies pertaining to a Maintenance Department position will be agreed upon by both entities annually. Reimbursement to the College for one half of the value of the full-time position will be made directly to the College from the District through systematic billings as agreed upon annually (for example, monthly, quarterly, semi-annually or annually). Hourly rates will be agreed upon by the entities for equipment owned by the College used to maintain the facility such as tractors, implements, vehicles, etc. The District will reimburse the College for one-half of the agreed upon hourly rates of such equipment and the College will provide an accounting of use of such equipment for the Athletic Facility.

➤ ***Recommended Action***

Motion to approve the USD 410 & Tabor College Staff Funding Agreement for the 2021-22 school year

3. USD 410 Opening School Plan 2021-22 (Appendix E)

Our core philosophy at USD 410 is to ensure safety and opportunities to learn for all of our students, staff, and administration. This plan, in essence, helps make certain we have as normal a school year as possible with all COVID mitigation protocols optional. This document could pivot and change, based on the latest information provided to us from KSDE, KDHE, KASB, County and Local Health Departments, USD 410 Families, Faculty, and Staff. We will continue to monitor our building incident rates.

➤ ***Recommended Action***

Motion to approve the USD 410 Opening School Plan 2021-22

4. A-la-carte Meal Prices for 2021-22

A-la-carte	Entrée	\$1.75
	Side	\$1.00
	Milk	\$0.50
	Cheeseburger	\$1.50
	French Fries	\$1.25
	Tornado's	\$1.25
	Bosco Sticks	\$1.00
	Assorted Chips	\$0.75
	Fruit Roll Up	\$0.75
	Baked Cookies x 2	\$0.50

➤ ***Recommended Action***

Motion to approve A-la-carte prices as listed above

5. ESSER II & III Capital Projects (Appendix F)

➤ ***Recommended Action***

Discussion no Action

6. Approval of Date Change – USD 410 Retention Bonus Plan 2021-22 School Year (Appendix G)

➤ ***Recommended Action***

Motion to approve date changes to the USD 410 Retention Bonus Plan 2021-22 School Year (Appendix G)

F. Executive Session Personnel

Motion for the Board to go into executive session to **resignations, hires, supplementals, and Administrative Staff** pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

G. Personnel

1. Resignations

a. Tricia Williamson – Drama Assistant Coordinator

➤ ***Recommended Action***

Motion to approve to approve the resignation of Tricia Williamson as Drama Assistant Coordinator

b. Dennis Bolt – HMHS Head Track Coach

➤ ***Recommended Action***

Motion to approve to approve the resignation of Dennis Bolt as HMHS Head Track Coach

2. Hires

- a. Brad Dies - HMHS Custodian - Pay Rate \$11.35 per hour, for 8 hours per day, for 253 days - Effective Date: July 19, 2021

➤ ***Recommended Action***

Motion to approve Brad Dies as HMHS Custodian - Pay Rate \$11.35 per hour, for 8 hours per day, for 253 days - Effective Date: July 19, 2021

- b. Jordan Riggs - HES Custodian - Pay Rate \$11.35 per hour, for 8 hours per day, for 253 days - Effective Date: August 11, 2021

➤ ***Recommended Action***

Motion to approve Jordan Riggs as HES Custodian - Pay Rate \$11.35 per hour, for 8 hours per day, for 253 days - Effective Date: August 11, 2021

3. Supplemental

- a. Malinda Just – 2021-22 MS Head Volleyball Coach

➤ ***Recommended Action***

Motion to approve Malinda Just as the 2021-22 MS Head Volleyball Coach

- b. Tesha Werth – 2021-22 MS Assistant Volleyball Coach

➤ ***Recommended Action***

Motion to approve Tesha Werth as the 2021-22 MS Assistant Volleyball Coach

4. Career and Technical Education Director (\$3750)

Nathan Hiebert serves as our Career and Technical Education Director. This amount is a \$50 increase over the 2020-21 school year.

➤ ***Recommended Action***

Motion to approve the Career and Technical Education Director position salary of \$3,750 for the 2021-22 school year.

H. Reports

1. Superintendent's Report
 - a. Stadium Update
 - b. Building Update
2. TEEN Report (Appendix H)
3. MCSEC Report (Appendix I)
4. Business Manager's Report (Financials)

➤ ***Recommended Action:***

Motion to approve the payment of bills totaling \$ _____ and the following financial reports.

- USD 410 Activity Account Report
- USD 410 Activity Account Bank Reconciliation
- District Report of Transfers
- District Cash Summary Report
- District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
- District Expense Budget Report

I. Adjournment

New Executive Session Motions (if needed at any time in the meeting)

1. Personnel

Motion for the Board to go into executive session to **(subject)** pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. Negotiations

Motion for the Board to go into executive session to **(subject)** pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the board's negotiating interests.

3. Student(s)

Motion for the Board to enter into executive session to **(subject)** pursuant to the exception relating to actions adversely or favorably affecting a student under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. Attorney/Client

Motion for the board to go into executive session to **(subject)** pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ o'clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. Transactions Related to Real Property

Motion that the board go into executive session to **(subject)** pursuant to the exception for preliminary discussion of the acquisition of real property under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ o'clock in this room. This executive session is required to protect the district's financial interest and bargaining position.

<p style="text-align: center;">UNIFIED SCHOOL DISTRICT NO. 410 Durham-Hillsboro-Lehigh</p>
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MINUTES – REGULAR BOARD MEETING
USD 410 District Office Conference Room
July 12, 2021 7:00 p.m.

Members Present:

Mark Rooker
Jim Paulus

Tim Kaufman

Kim Klein

Members Absent:

Jared Jost

Rod Koons

Joe Sechrist

Administrators:

Max Heinrichs

Others:

Jerry Hinerman, Clerk
Eleanor Jost
Bob Woelk

Darlene Bartel
Sharon Jost
Bill Young

Debbie Dick
Stephanie Sinclair

A. Meeting Called to Order

Board President Mark Rooker called the meeting to order at 7:02 p.m.

B. Approval of Regular and Consent Agenda

Jim Paulus moved to approve the regular and consent agendas. Motion seconded by Kim Klein.
Carried 4-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the June 14, 2021, regular board meeting
2. Motion to approve the minutes of the June 28, 2021, special board meeting
3. Motion to adopt the following resolution:
WHEREAS the Board of Education of USD 410, Hillsboro, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2022, being prepared in conformity with the requirements of K.S.A. 75-1120 a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of U.S.D. 410 and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2022.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 410, Hillsboro, Kansas, in the regular meeting duly assembled this 12th day of July, 2021, that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120 a(a) as they apply to the school district for the year ended June 30, 2022.

BE IT FURTHER RESOLVED THAT the Board of Education shall cause the financial statements and financial reports of U.S.D. 410 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

MINUTES

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July 12, 2021

4. Motion to adopt the following resolution.
Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 410, Marion County Kansas, at its regular meeting held on July 12, 2021, established the following meeting schedule for regular Board of Education meetings to be held during the 2021 – 2022 school year.

<u>Date</u>	<u>Time</u>	<u>Place</u>
Monday, July 12, 2021	7:00 p.m.	USD 410 District Office Conference Room
Monday, August 9, 2021	7:00 p.m.	USD 410 District Office Conference Room
Monday, September 13, 2021	7:00 p.m.	USD 410 District Office Conference Room
Monday, October 11, 2021	7:00 p.m.	USD 410 District Office Conference Room
Monday, November 8, 2021	7:00 p.m.	USD 410 District Office Conference Room
Monday, December 13, 2021	7:00 p.m.	USD 410 District Office Conference Room
Monday, January 10, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, February 14, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, March 14, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, April 11, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, May 9, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, June 13, 2022	7:00 p.m.	USD 410 District Office Conference Room

5. Motion to adopt a 1,116-hour calendar for the 2021 – 2022 school year.
6. Motion to approve participation in the School Nutrition Program and Child and Adult Food Care Program
7. Motion to make the following appointments:
- | | |
|--|----------------|
| a. Board Clerk | Jerry Hinerman |
| b. Deputy Board Clerk | Evan Yoder |
| c. Board Treasurer | Carla Harmon |
| d. Food Service Representative | Pati Funk |
| e. Hearing Officer for Appeals, Lunch Program | Max Heinrichs |
| f. Title I Coordinator | Evan Yoder |
| g. Federal Programs Coordinator | Evan Yoder |
| h. District KPERS Agent and Administrator | Jerry Hinerman |
| i. Section 504 Compliance Coordinator | Max Heinrichs |
| j. Americans with Disabilities Act Coordinator | Max Heinrichs |
| k. Freedom of Information Officer | Max Heinrichs |
| l. Compliance Coordinator for Title VI, VII and IX | Max Heinrichs |
| m. Truancy Officers | Clint Corby |
| | Evan Yoder |
| n. Activity Fund Supervisors | Clint Corby |
| | Evan Yoder |
| o. Homeless Liaisons | Clint Corby |
| | Evan Yoder |
| p. Migrant Liaisons | Clint Corby |
| | Evan Yoder |
8. Motion to designate Emprise Bank, Hillsboro State Bank, and Central National Bank Marion County as depositories for district funds and to designate these institutions as eligible for investment purposes providing the investments are made in accordance with the laws of the State of Kansas.

Motion to designate Hillsboro State Bank as the depository for operational funds

9. Motion to approve the following list of persons authorized to write checks and conduct other financial functions for the district.

District Checking Accounts – Each checking account requires three signatures. The Board President's signature is digitally produced, while the other two signatures are live. If either the Clerk of the Board or the Board Treasurer is absent, the HMHS Administrative Assistant may sign in the place of the absent individual.

Board President	Mark Rooker
Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
District Office Administrative Assistant	Pati Funk

Direct Deposit Authorization – The ACH Transmittal Register requires two live signatures. If either the Clerk of the Board or the Board Treasurer is absent, the HMHS Administrative Assistant may sign in the place of the absent individual.

Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon
District Office Administrative Assistant	Pati Funk

Petty Cash Checking Accounts – Each checking account requires two live signatures.

District Office

Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
District Office Administrative Assistant	Pati Funk
Superintendent	Max Heinrichs

Middle/High School

HMHS Administrative Assistant	Jessica Fine
HMHS Administrative Assistant	Jill Bailey
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman
High School Principal	Clint Corby

Activity Fund Checking Account – The checking account requires two live signatures.

HMHS Administrative Assistant	Jessica Fine
HMHS Administrative Assistant	Jill Bailey
District Office Administrative Assistant	Pati Funk
Board Treasurer	Carla Harmon
Clerk of the Board	Jerry Hinerman

District Investments – Each investment requires one signature.

Clerk of the Board	Jerry Hinerman
Board Treasurer	Carla Harmon

10. Motion to approve the following list of USD 410 personnel to carry district credit cards with the credit limits listed for each card.

Superintendent	Max Heinrichs	\$ 10,000 Credit Limit
Elementary School Principal	Evan Yoder	\$ 10,000 Credit Limit
Middle/High School Principal	Clint Corby	\$ 10,000 Credit Limit
Activities Director	Robert Rempel	\$ 10,000 Credit Limit
Business Manager	Jerry Hinerman	\$135,000 Credit Limit
Technology Director	Brad Just	\$ 20,000 Credit Limit
Transportation & Maintenance Coordinator	Karen Goossen	\$ 5,000 Credit Limit
Head of Maintenance	Keith Goossen	\$ 5,000 Credit Limit
Parents as Teachers Coordinator	Susie Kliewer	\$ 5,000 Credit Limit
Elementary School Counselor	Autumn Hardey	\$ 5,000 Credit Limit
Vocational Agriculture Teacher	Sonya Roberts	\$ 5,000 Credit Limit

11. Motion to approve the following Resolution to Establish a Hillsboro Middle/High School Petty Cash Fund and the following Resolution to Establish a District office Petty Cash Fund:

RESOLUTION TO ESTABLISH A HILLSBORO MIDDLE/HIGH SCHOOL PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 410, Marion County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies; and

WHEREAS, Kansas law authorizes the establishment of petty cash funds; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that a petty cash fund designated as the Hillsboro Middle/High School Petty Cash Fund is created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$1,500.

The fund shall be administered by The Hillsboro Middle/High School Principal. The Hillsboro Middle/High School Administrative Staff shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and the balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

RESOLUTION TO ESTABLISH A DISTRICT OFFICE PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 410, Marion County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies; and

WHEREAS, Kansas law authorizes the establishment of petty cash funds; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that a petty cash fund designated as the District Office Petty Cash Fund is created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$1,500.

The fund shall be administered by The Superintendent. The District Treasurer shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and the balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

12. Motion to approve the sale of used laptops to TEEN for \$25 each and to approve the disposal of technology deemed unusable by the USD 410 Technology Director.
13. Motion to recognize the USD 410 Education Association as the official bargaining unit for the USD 410 teaching staff
14. Motion to adopt the following Home Rule Resolution:

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 410, Marion County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that the board shall exercise the power granted by law and by this resolution.

MINUTES

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July 12, 2021

15. Motion to designate the Hillsboro Star-Journal as the official newspaper for USD 410.
16. Motion to approve the USD 410 2020 – 2021 membership in the Kansas Association of School Boards
17. Motion to approve USD 410 2020 - 2021 participation in the Kansas Association of School Boards' Legal Assistance Fund
18. Motion to approve the transportation handbook
19. Motion to approve the following USD 410 Policy updates:

DC	Budget with Whistleblower Protection
EE	Food Services Management
GAAC	Sexual Harassment
GAACA	Racial and Disability Harassment: Employees
GAF	Student-Staff Relations
IDAA	Special Programs
JDD	Suspension and Expulsion Procedures
JGEC	Sexual Harassment
JGECA	Racial and Disability Harassment: Students
DFAC	Procurement-Federal Programs (Sample Procedure Forms)
JDDC	Short Model Bullying Plan
TOC	Chapter E
TOC	Chapter I
TOC	Chapter J
20. Motion to approve the Case Management Services and Clinical Therapist Services Memorandums of Understanding with Prairie View for two case workers and one clinical therapist to work with USD 410 students for the 2021 – 2022 school year.
21. Motion to approve the following donations:

Donation of \$10,000.00 from St. Stephen's of Kansas Charitable Trust to be used for the Hillsboro High School GAP Program

Donation of \$4,000.00 from St. Stephen's of Kansas Charitable Trust to be used for the Hillsboro High School CTE Program

C. Citizens' Open Forum

D. Service Awards

E. Action/Discussion Items

1. Student Fees for 2021 – 2022

Tim Kaufman moved to approve the following student fees. Motion seconded by Jim Paulus. Carried 4-0.

HES Consumable Materials Fee - Kindergarten

Full Price Meals	\$ 15.00 Per Year
Reduced Price Meals	\$ 10.00 Per Year
Free Meals	\$ 0.00 Per Year

HES Consumable Materials Fee – Grades 1 - 5

Full Price Meals	\$ 25.00 Per Year
Reduced Price Meals	\$ 15.00 Per Year
Free Meals	\$ 0.00 Per Year

HES Preschool Tuition

Half Day (4 Days Per Week)	\$180.00 Per Month
Full Day (5 Days Per Week)	\$435.00 Per Month

HMHS Laptop Accidental Insurance Fees

Full Price Meals	\$ 40.00 Per Year
Reduced Price Meals	\$ 20.00 Per Year
Free Meals	\$ 10.00 Per Year

HMHS Activity Fee	\$ 20.00 Per Year
HMHS Transcript Fee	\$ 5.00 Per Transcript
Driver Education Fees	\$225.00 Per Class

2. Substitute Teacher Pay Rate

Jim Paulus moved to establish the substitute teacher pay rate at \$105.00 per day and \$52.50 per half day for the 2021 – 2022 school year. Motion seconded by Tim Kaufman. Carried 4-0.

3. New Bus Purchase

Tim Kaufman moved to approve the purchase of a 2022 conventional model 65-passenger Blue Bird bus with air conditioning for \$110,990 from Kansas Truck and Equipment Company, Inc. Motion seconded by Kim Klein. Carried 4-0.

F. Executive Session – Personnel

Mark Rooker moved for the Board to go into executive session at 7:30 p.m. with the Superintendent to discuss hires, pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:35 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Tim Kaufman. Carried 4-0.

Regular Session

G. Executive Session – Negotiations

Mark Rooker moved for the Board to go into executive session at 7:40 p.m. with the Superintendent and the Clerk of the Board to discuss negotiations pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:45 p.m. in this room. The executive session is required to protect the Board's negotiating interests. Motion seconded by Tim Kaufman. Carried 4-0.

Regular Session

H. Personnel

1. 2020 – 2021 Master Contract
Kim Klein moved to approve the 2021 – 2022 Master Contract. Motion seconded by Jim Paulus. Carried 4-0.

2. Classified Staff Wages and Defined Benefit
Jim Paulus moved to approve the following for classified staff including Marion County Parents as Teachers staff. Motion seconded by Tim Kaufman. Carried 4-0.

A wage increase of \$0.35 per hour for each classified employee

A wage increase of \$0.41 per hour for Connie Beavers, who is subject to a KPERS working after retirement adjustment

A health insurance contribution equivalent to a \$1,400 deductible single coverage health insurance premium through the ESSDACK Health Insurance Group

3. Administrator Salaries and Defined Benefit
Kim Klein moved to approve the following for administrators. Motion seconded by Jim Paulus. Carried 4-0.

A \$500 salary increase for Superintendent Max Heinrichs, Hillsboro Middle/High School Principal Clint Corby, Hillsboro Middle/High School Assistant Principal and District Activities Director Robert Rempel, Technology Director Brad Just, and Business Manager Jerry Hinerman

A \$608 salary increase for Hillsboro Elementary School Principal Evan Yoder, who is subject to a KPERS working after retirement adjustment

A health insurance contribution equivalent to a \$1,400 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group

4. 2021 – 2022 Retention Bonus Plan
Tim Kaufman moved to approve the following 2021 – 2022 retention bonus plan. Motion seconded by Kim Klein. Carried 4-0

**Unified School District No. 410
Retention Bonus Plan
2021 – 2022 School Year**

Unified School District No. 410 will pay a retention bonus totaling up to \$1,200 in two payments to all employees working 630 hours or more during the 2021 – 2022 school year who are eligible for Unified School District No. 410 benefits.

The first retention bonus payment of up to \$600 will be distributed in the regular payroll on January 3, 2022. To be eligible for the full \$600 distributed on January 3, 2022, an employee must have been regularly scheduled to work and working during all or a part of August, September, October, November, and December. Employees who do not work in all or part of one or more of these months will receive a prorated retention bonus based on the number of months worked so long as they are still employed by Unified School District No. 410 on December 31, 2021. Individuals not employed by Unified School District No. 410 on December 31, 2021, will not receive the first retention bonus payment.

The second retention bonus payment of up to \$600 will be distributed in the regular payroll on June 3, 2022. To be eligible for the full \$600 distributed on June 3, 2022, an employee must have been regularly scheduled to work and working during all or a part of January, February, March, April, and May. Employees who do not work in all or part of one or more of these months will receive a prorated retention bonus based on the number of months worked so long as they are still employed by Unified School District No. 410 on May 31, 2021. Individuals not employed by Unified School District No. 410 on May 31, 2021, will not receive the second retention bonus payment.

The Families and Communities Together (FACT) Executive Director and the Technology Excellence in Education (TEEN) Director will only receive these retention bonus payments if the payments are approved by the FACT Board and TEEN Board respectively and funded by FACT and TEEN respectively.

This retention bonus is for the 2021 – 2022 school year only and will not continue past the 2021 – 2022 school year without further action by the Unified School District No. 410 Board of Education.

5. Families and Communities Together (FACT) Director Contract
Jim Paulus moved to approve the following for Families and Communities Together (FACT) Director Terry Bebermeyer. Motion seconded by Kim Kaufman. Carried 4-0.

A 3% salary increase to \$44,134 per year

A health insurance contribution equivalent to a \$1,400 deductible single coverage health insurance premium through the ESSDACK Health Insurance Group

MINUTES

Page 10 of 10

July 12, 2021

6. Hillsboro Middle/High School Online Spanish I and II Contract
Jim Paulus moved to approve the issuance of a contract to Terry Bebermeyer to serve as Hillsboro Middle/High School Online Spanish I and II Teacher for \$875.00 per semester per class plus \$17.50 per student per semester. Motion seconded by Kim Klein Koons. Carried 4-0.
7. Supplemental Contracts
 - a. Rustyn Kerbs – Hillsboro Middle School Assistant Football Coach
 - b. Nathan Hiebert – Hillsboro High School CTE Club Sponsor
 - c. Leah Rose – Hillsboro High School GAP Club Sponsor
 - d. Jill Hein – Hillsboro High School Assistant GAP Club SponsorTim Kaufman moved to approve the issuance of supplemental contracts to Rustyn Kerbs to serve as Hillsboro Middle School Assistant Football Coach, to Nathan Hiebert to serve as Hillsboro High School CTE Club Sponsor, to Leah Rose to serve as Hillsboro High School GAP Club Sponsor, and to Jill Hein to serve as Hillsboro High School Assistant GAP Club Sponsor. Motion seconded by Kim Klein. Carried 4-0.

I. Reports

1. Superintendent's Report
 - a. Opening USD 410 Schools Update
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report
 - a. Fiscal Year 2021 Cash Balances Report
 - b. Approval of Payment of Bills and Financial Reports
Jim Paulus moved to approve the payment of bills totaling \$429,616.07 and the following reports. Motion seconded by Kim Klein. Carried 4-0.
 - USD 410 Activity Account Report
 - USD 410 Activity Account Bank Reconciliation
 - District Report of Transfers
 - District Cash Summary Report

J. Adjournment

President Mark Rooker declared the meeting adjourned at 8:36 p.m.

Jerry Hinerman, Clerk

CLASSIFIED EMPLOYEE MANUAL
Approved by Board of Education on August ~~10~~ 9, 20~~20~~21

Fringe Benefits

Defined Benefit..... Regularly scheduled classified employees working 630 hours or more per year shall be eligible to receive the health insurance defined benefit.

Eligibility for the defined benefit shall begin on the first of the month following an employee's hire date and continue through the end of the month during which an employee's resignation or termination approved by the Board becomes effective. If an employee is hired on the first of the month, eligibility shall begin on that day.

Each eligible regularly scheduled employee will receive ~~\$577~~ \$594 per month for months preceding October 20~~20~~21 and ~~\$594~~ \$630 per month for months following to be used exclusively for health insurance provided through the ESSDACK Health Insurance Group.

Paid Holidays..... Classified employees not in a job share position will be paid for the following holidays that fall between their first regularly scheduled work day and their last regularly scheduled work day each year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Eligibility for Leave..... All regularly scheduled classified employees working 630 hours or more per year shall be eligible for leave as defined in the leave sections below.

Sick Leave Employees will be allowed fifteen days of sick leave per year accumulative to ninety days. Employees who do not use all of their sick days will receive pay for sick days that will be lost. Payment for lost sick leave (those beyond ninety days) will be made with the first paycheck containing regularly scheduled hours worked in the succeeding year and will be paid at a rate of \$25 per eight hours lost.

Employees who become eligible for and exercise a retirement option in KPERS will be paid for all unused sick leave. The payment for unused sick leave will be made with the final pre-retirement payment to an employee and will be at a rate of \$25 per eight hours. If employment ends prior to the employee being eligible for and exercising a retirement option in KPERS, payment for unused sick leave will not be made. Retired employees returning to work may begin to accumulate sick leave again, but will not be paid for any unused or lost leave.

Family Illness Leave..... Leave will be granted for the illness of a family member. Leave will also be granted for the purpose of the adoption of children. This leave will be granted upon request of the adoption agency and shall not exceed sixty days. Family illness leave shall be subtracted from sick leave.

Employees may use accumulated sick leave for any scheduled work day that occurs within sixty calendar days after the birth of a child. In order to use sick leave after this sixty-day period, the employee will be required to present a statement from a physician stating that the health condition of either the employee or child is such that additional sick leave is needed.

Bereavement LeaveEmployees will be allowed time off because of the death of a family member, a friend, or an acquaintance. Such leave shall not be in excess of five days per bereavement for family members and one day for a friend. Bereavement leave beyond these limits may be granted by the Superintendent. Bereavement leave shall be subtracted from sick leave.

Personal Leave.....Employees shall be allowed two days of personal leave per year, accumulative to six days. One personal day may be taken adjacent to a scheduled holiday. Employees are required to request personal days five work days prior to the requested leave date. Employees who do not use all of their personal days will receive pay for personal days that will be lost, based on their hourly rates of pay times the number of hours lost. Payment for lost personal leave will be made with the first paycheck containing regularly scheduled hours worked in the succeeding year and will be computed using the employee’s current hourly pay for the fiscal year in which the payment is made.

Employees who become eligible for and exercise a retirement option in KPERS will be paid for all unused personal leave. The payment for unused personal leave will be made with the final pre-retirement payment to an employee and will be based on the employee’s hourly rate of pay. If employment ends prior to the employee being eligible for and exercising a retirement option in KPERS, payment for unused personal leave will not be made unless an exception is granted by the Superintendent. Retired employees returning to work may begin to accumulate personal leave again, but will not be paid for unused or lost leave.

Conversion of Sick Leave.....Sick leave may be converted to personal leave after all paid leave (personal & vacation) to Personal Leave has been exhausted. The rate of conversion shall be at a ratio of three sick leave days to one personal leave day. The draw on sick leave shall be on an ‘as used’ basis; the employee may not accumulate any unused personal leave. A maximum of five personal leave days may be gained annually using this conversion, and these must be approved by the Superintendent. Sick leave days used in this conversion shall be deducted from the employee’s accumulated sick leave. Examples of the conversion follow:

- 1 Day Personal Leave = 3 Days Sick Leave
- 1 Hour Personal Leave = 3 Hours Sick Leave
- 15 Minutes Personal Leave = 45 Minutes Sick Leave

Unpaid Personal Leave.....All unpaid leave must have prior supervisor approval.

Vacation.....All full-time (year-round) employees will receive paid vacation. Vacation days will be granted after sixty calendar days of employment. The annual amount of vacation allowed will be increased by three days after five years of employment and by an additional two days after fifteen years of employment.

Employees are encouraged to use vacation time during the year it is accumulated. Vacation time may be carried over when mutually agreed upon by the employee and his immediate supervisor. No employee may accumulate more than five days of vacation beyond the annual allotment of vacation days. In emergency situations, exceptions to this policy may be granted by the Superintendent.

Payment for unused vacation upon leaving employment will not be made unless an exception is granted by the Superintendent.~~may be granted with permission of the Superintendent.~~

Inclement Weather.....For inclement weather situations, classified personnel are placed into one of three groups:

- Group A – Transportation & Maintenance Coordinator, Maintenance Workers, and Custodians
- Group B – Secretaries, Treasurer, Parent Educators, Preschool Family Advocate, -Bus Mechanic and Technology Assistant
- Group C – Bus Drivers, Aides, and Nurse

Group A: Report to work as required by your supervisor. If a member of Group A is unable to report to work, leave must be taken. If the shift involves snow removal, snow removal time will be paid at the snow removal rate which is time and a half the regular rate. Snow removal time may be part of or may be added to the regular work schedule. Once snow removal duties have ended, the employee and supervisor will discuss whether to work the regular schedule or take leave for any portion of the remainder of the day. If the employee works or leave is taken for the regular schedule, the regular rate of pay will be received after snow removal duties have ended.

Group B: Reporting to work is optional unless requested by your supervisor. Pay will be at the regular rate of pay for all hours worked and for any leave taken. If the employee does not report for work and no leave is requested, no pay will be received.

Group C: These positions will not report to work. Pay will be received at the regular rate of pay if leave is taken. If no leave is taken, pay will not be issued.

Other Information

Unscheduled HoursUnscheduled hours must be approved by your supervisor. Hours worked beyond forty hours per week will be paid at an overtime rate. Overtime will not be allowed unless approved by your supervisor and the superintendent.

Leave RequestsA request must be submitted each time leave is taken. A request for a personal day or vacation day must be approved by your supervisor in advance.

Physicals.....The district will pay up to \$85 for required employee physicals at a district-approved medical provider.

Maintenance & Custodial Employees Only

Uniforms.....All regularly scheduled maintenance and custodial employees are furnished two complete uniforms or four uniform tops or four pants per year. Uniforms are expected to be worn during work time.

Bus Drivers Only

- | Activity Trips..... Activity trips will be paid at the activity trip bus driver rate of \$~~13.35~~13.70 per hour. Overtime rate will be paid for time over forty hours per week. Pay begins thirty minutes before scheduled departure time. Drivers must be ready to load fifteen minutes ahead of scheduled time. Drivers are allowed fifteen minutes of clean-up time after completion of trip.
- Bus Cleaning Bus drivers are responsible to assist in keeping all buses clean.
- Substitute Drivers Substitute drivers will be paid at the substitute driver rate of pay for attendance at required meetings for licensing purposes.

USD 410 TEMPORARY EMPLOYEES

HEALTH INSURANCE BENEFIT ELIGIBILITY POLICY & PROCEDURES

POLICY ADOPTED EFFECTIVE **OCTOBER 1, 2021**

Policy purpose: Determine when USD 410 temporary employees will be considered health insurance benefit eligible under the Affordable Care Act (ACA). Once status has been determined, the eligible employee will be offered an opportunity to enroll in the health insurance plan(s) provided through the ESSDACK consortium.

In accordance with the ACA Employer Shared Responsibility requirements, USD 410 will follow the "Look-Back Measurement Method" in determining which temporary employees will qualify as health insurance benefit eligible. This determination only applies to the offering of health insurance benefits and should not be construed as applying beyond this determination.

POLICY APPLICABLE TO USD 410 TEMPORARY EMPLOYEES HIRED PRIOR TO **08/01/20:**

If it **can be** reasonably determined that a temporary employee will meet the full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be offered health insurance benefits as follows:

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 for an effective date of October 1, **2021** or according to the insurance carriers special enrollment provisions for qualifying events occurring during the **2021** plan year.
- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to **90%** of the premium for a \$2,000 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

If it **cannot be** reasonably determined that a temporary employee will meet the new full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be measured to determine if they do or do not meet the new full-time ACA definition. If, after the following measurement procedure, it is determined that the temporary employee does meet the full-time definition, such employee will be offered health insurance benefits as follows:

LOOK BACK MEASUREMENT PERIODS for Existing Temporary Employees hired prior to **08/01/20:**

MEASUREMENT PERIOD	12 Months	07/19/20 – 07/18/21
ADMINISTRATIVE PERIOD	60-90 Days	07/19/21 – 09/30/21
STABILITY PERIOD	12 Months	10/01/21 – 09/30/22

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 for an effective date of **October 1, 2021** or according to

the insurance carriers special enrollment provisions for qualifying events occurring during the 2021 plan year.

- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to 90% of the premium for a \$2,000 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

POLICY APPLICABLE TO USD 410 TEMPORARY EMPLOYEES HIRED AFTER 08/01/20:

If it **can be** reasonably determined that a temporary employee will meet the new full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be offered health insurance benefits as follows:

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 at their Initial Eligibility.
- Initial Eligibility is the first of the month following or coinciding with the date of hire or August 1, 2021, whichever date is later.
- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to 90% of the premium for a \$2,000 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

If it **cannot be** reasonably determined that a temporary employee will meet the new full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be measured to determine if they do or do not meet the new full-time ACA definition. If, after the following measurement procedure, it is determined that the temporary employee does meet the full-time definition, such employee will be offered health insurance benefits as follows:

LOOK BACK INITIAL MEASUREMENT PERIODS for New Variable Hour Employees:

INITIAL MEASUREMENT PERIOD	12 Months	Beginning with the Hire Date
INITIAL ADMINISTRATIVE PERIOD	~30 Days	Time between Completion of the Measurement Period and the start of the Stability Period
INITIAL STABILITY PERIOD	12 Months	Starting with the first day of the fourteenth (14 th) month following Hire Date

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 as of their Initial Stability Period or according to the insurance carriers special enrollment provisions for qualifying events occurring during the Initial Stability Period.

- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to 90% of the premium for a \$2,000 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

TRANSITIONING A NEW, TEMPORARY EMPLOYEE TO AN ON-GOING TEMPORARY EMPLOYEE

A new temporary employee hired after 08/01/2020 will be tracked during their applicable Initial Measurement Period. Once their tracking overlaps the Standard Measurement Periods outlined below, the employee will also be tracked during the Standard Measurement Period to determine eligibility for health benefits during the Standard Stability Period. If an employee is determined to be health insurance benefit eligible in either period, he/she must be offered coverage for the entire applicable Stability Period. When the Initial Measurement Period has closed, the temporary employee will continue to be tracked during subsequent Standard Measurement Periods to determine eligibility for subsequent Stability Periods or Plan Years.

LOOK BACK STANDARD MEASUREMENT PERIODS for On-Going Temporary Employees:

STANDARD MEASUREMENT PERIOD	12 Months	07/19/21 – 07/17/22
STANDARD ADMINISTRATIVE PERIOD	60-90 Days	07/18/22 – 09/30/22
STANDARD STABILITY PERIOD	12 Months	10/01/22 – 09/30/23

This policy is subject to change based on further understanding of the provisions outlined by the ACA and any additional guidance released on this topic. It is our intent to comply with the provisions of the Employer Shared Responsibility provisions of ACA and have drafted such policy in good faith compliance efforts.

TABOR COLLEGE – UNIFIED SCHOOL DISTRICT 410 DURHAM-HILLSBORO-LEHIGH
Staff Funding Agreement
Ownership, Use, Operation and Maintenance of Athletic Facilities Agreement

Under the direction of the INTERLOCAL COOPERATION AGREEMENT (dated December 14, 2007) between the District and the College, the purpose of this Addendum is to establish guidelines and policies under which these entities will cooperate in an effort to maintain the Athletic Facilities.

Scope of Cooperation (Directed by the Interlocal Cooperation Agreement, as stated in Article VII, and as excepted under the Ownership, Use, Operation and Maintenance of Athletic Facilities Agreement):

Athletic Facilities Maintenance, Custodial Care and Grounds Care. *Staffing and equipment usage for the care of the Athletic Facility will be provided by the College. Funding for these costs will be equally shared by the District and the College. A value equal to a full-time position including wages and benefits (Social Security, retirement, health insurance and tuition remission) based on the College's standard compensation policies pertaining to a Maintenance Department position will be agreed upon by both entities annually. Reimbursement to the College for one-half of the value of the full-time position will be made directly to the College from the District through systematic billings as agreed upon annually (for example, monthly, quarterly, semi-annually or annually). Hourly rates will be agreed upon by the entities for equipment owned by the College used to maintain the facility such as tractors, implements, vehicles, etc. The District will reimburse the College for one-half of the agreed upon hourly rates of such equipment and the College will provide an accounting of use of such equipment for the Athletic Facility.*

Ownership, Use, Operation and Maintenance of Athletic Facilities Agreement

Calculation of Annual Shared Staffing Value Effective July 1, 2021:

2,080 hours will represent a full-time unit

\$17.17 per hour will be the multiplying rate = \$35,713.60

Tabor College worker's compensation benefit premium percentage per \$100 of wages is 4.55 = \$1,627.60

Tabor College retirement benefit: 5% of regular wages = \$1,785.68

FICA 7.65% (unless increased by Federal legislation) = \$2,732.09

The FY 2021-22 value of wages plus W/C premium, FICA and retirement will be: \$41,858.97.

Tabor College health insurance benefit for a support staff worker is 100% of, plus 2/3rds of the spouse's, monthly BCBS of Kansas base plan premium. For CY 2020, the rate is \$740.57 per month.

$\$41,858.97 / 2 = \$20,929.48 / 12 \text{ months} = \$1,744.12$ plus $(\$740.57 / 2 =) \$370.29 =$ **\$2,114.41 per month** for July 2021 to June 2022.

USD410

Date _____



TABOR COLLEGE

Date 7/1/21

USD 410 Schools Opening Plan

Subject	Guidelines
Masks	<ul style="list-style-type: none"> • Masks are Optional if students and staff choose to wear them. • USD 410 Recommends Masks to be worn inside our buildings • CDC Public Transportation Mandate (SD 1582/84-21-01A, https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html) masks on all public transportation which includes <u>school buses and all school transportation.</u> (we were informed about this mandate on 8/05/2021)
Physical Distancing	<ul style="list-style-type: none"> • USD 410 will physical distance to a minimum of three feet, and more wherever possible.
Hygiene Measures	<ul style="list-style-type: none"> • Promote hand washing and hand sanitizing. • Provide student, staff, and administration time to wash and sanitize hands. • Maintain all hand sanitizing stations at key entrances to building and other high traffic locations. • School Nurse will teach and create a video of proper hand washing techniques (or CDC videos). • School Nurse will teach and create a video showing the appropriate techniques for covering a cough and sneeze (or CDC videos). • Sanitizer will be available in each classroom and school administrative offices. • All HVAC units have been equipped with ionizers to help with air quality.
Sick (not feeling well)	<ul style="list-style-type: none"> • Parents are encouraged to be extra cautious about sending their child to school if the child is not feeling well. • If your child has a fever they will need to stay at home until after 72 hours of being fever free without medication.
Cleaning & Maintaining Facilities	<ul style="list-style-type: none"> • USD 410 will clean and sanitize our buildings as recommended. • Classroom teachers will also have readily available cleaning supplies in their classrooms to sanitize high use surfaces if needed and at the end of each class period if needed. • We will continue to have hand sanitizer available at each main entrance of our buildings and every classroom.
Contact Tracing, Isolation & Quarantines (See Marion Co. Health Dept. Protocols)	<ul style="list-style-type: none"> • The USD 410 Nurse and Administration will work with the local health providers, the Marion County Health Department, and the Kansas Department of Health and Environment when needed to protect the safety of our students, teachers, staff, and administration.
Diagnostic Screening & Testing	<ul style="list-style-type: none"> • USD 410 does not plan to provide testing at this point (08/09/21), but we are working with the Hillsboro Community Hospital to possibly test later in the school year. • USD 410 Schools will work with our students, their parents, their family physician, Hillsboro Community Hospital, Marion County Health Department, or other local testing sites when students need to be screened for COVID-19 symptoms.

Vaccinations	<ul style="list-style-type: none"> • USD 410 students and staff <u>will not be required to be vaccinated</u> for COVID-19 to attend school. • USD 410 will work with the Marion County Health Department to provide vaccinations onsite in future if there is a need, or a request from our families to do so. • We will provide information of our local vaccination providers for those who request it.
Accommodations for Children with Disabilities	<ul style="list-style-type: none"> • USD 410 Schools, along with the Marion County Special Education Cooperative Interlocal #617, will continue to make appropriate accommodations for children with disabilities in all aspects including health and safety concerns according to the Individual Education Plan or 504 needs of the student.
Coordination with State and Local Health Officials	<ul style="list-style-type: none"> • USD 410 Schools will continue to coordinate with State and local health officials to keep our students, staff, and community safe. • The Superintendent of Schools and school nurse will be in contact with the Marion County Health Department on a weekly, or daily basis if needed.
Continuity of Services	<ul style="list-style-type: none"> • Academic Needs will be met through continued, full-time, in person instruction. • Social, emotional, and mental health needs will be met through social, emotional curriculum, counseling and partnerships with Prairie View Mental Health if needed. • ALL students will have access to free breakfast and lunch daily as well as school nursing services.
Learning Opportunities	<ul style="list-style-type: none"> • Virtual learning opportunities are available for grades 6-12 through the TEEN Network. Please contact Lena Kleiner TEEN Director. • Email: lena.kleiner@usd410.net • Phone: (620) 947-3184 (opt# 3)
Food Service	<ul style="list-style-type: none"> • All students will eat at no cost (except a la carte items) per federal guidelines. • <u>Household Income Survey</u> will be used in lieu of federal free/reduced lunch form during the 2021-22 school year. This form will also determine enrollment fees if applicable. This funding is essential for us to maintain the level of programming we have in the present and future school years. • Students who desire the a la carte items to their lunch will be responsible for the cost of the a la carte items. All purchases must be made through the student's food service account. Please make sure they have funds available in their account.
Transportation	<ul style="list-style-type: none"> • CDC Public Transportation Mandate (SD 1582/84-21-01A, https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html) which includes <u>school buses and all school transportation.</u> (we were informed about this mandate on 8/05/2021)

RELEASING CASES FROM ISOLATION

MILD to MODERATE CASES

Requiring little to no hospitalization

Must be isolated for a minimum of 10 days after onset of symptoms, or sample collection if asymptomatic, and can be released after afebrile (without fever-reducing medication) for at least 72 hours and improvement in other symptoms, whichever is longer.

Note: Lingering cough, headache, fatigue, and loss of taste or smell may persist for weeks or months and should not delay the end of isolation.

Examples:

- A case that starts to feel well on day 2, and remains afebrile and feeling well for 72 hours, can be released from isolation after day 10 (returning to normal activities on day 11).
- A case that starts to feel well on day 7, and remains afebrile and feeling well for 72 hours, can be released from isolation after day 10 (returning to normal activities on day 11).
- A case that starts to feel well on day 14, and remains afebrile and feeling well for 72 hours, can be released from isolation after day 16 (returning to normal activities on day 17).

Onset date

Minimum 10 days

(or specimen collection date if onset unclear or asymptomatic)

+ Afebrile and feeling well for at least 72 hours

Case released from isolation

SEVERE CASES

Requiring ICU care or are severely immunocompromised

Must be isolated for a minimum of 20 days after onset of symptoms and can be released after afebrile (without fever-reducing medication) for at least 72 hours and improvement in other symptoms, whichever is longer.

Note: Lingering cough, headache, fatigue, and loss of taste or smell may persist for weeks or months and should not delay the end of isolation.

Examples:

- A case that started to feel well on day 12, and remained afebrile and feeling well for 72 hours, can be released from isolation after day 20 (returning to normal activities on day 21).
- A case that started to feel well on day 17, and remained afebrile and feeling well for 72 hours, can be released from isolation after day 20 (returning to normal activities on day 21).
- A case that started to feel well on day 19, and remained afebrile and feeling well for 72 hours, can be released from isolation after day 21 (returning to normal activities on day 22).

Onset date

Minimum 20 days

(or specimen collection date if onset unclear or asymptomatic)

+ Afebrile and feeling well for at least 72 hours

Case released from isolation

RELEASING CONTACTS FROM QUARANTINE

HOUSEHOLD CONTACTS

Recommend quarantine for 14 days after the case has been released from home isolation (because exposure is considered ongoing within the house)**.

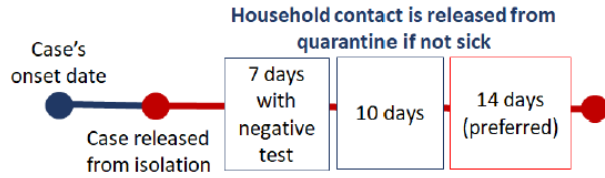
If you are not able to stay home for 14 additional days and you do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR test performed on or after day 6 (must remain in quarantine until results are received)

This means that household contacts may need to remain at home longer than the case.

Examples:

- A case that started to feel well 7 days after onset required isolation until day 10;
 - Household contact that is symptom free must remain quarantined through day 24 (returning to regular activities on day 25) **OR**
 - Household contact that is symptom free must remain quarantined through day 20 without testing (returning to regular activities on day 21) **OR**
 - Household contact that is symptom free must remain quarantined through day 17 if a PCR test was performed on or after day 16 and was negative (returning to regular activities on day 18)
- A case that started to feel well 14 days after onset required isolation through day 16;
 - Household contact that is symptom free must remain quarantined through day 30 (returning to regular activities on day 31) **OR**
 - Household contact that is symptom free must remain quarantined through day 26 without testing (returning to regular activities on day 27) **OR**
 - Household contact that is symptom free must remain quarantined through day 23 if a PCR test was performed on or after day 22 and was negative (returning to regular activities on day 24)



**** If you are able to have complete separation from the person in your house with COVID-19 (this means no contact, no time together in the same room, no sharing of any spaces, such as the same bedroom or bathroom), then follow the time frame for non-household contacts.**

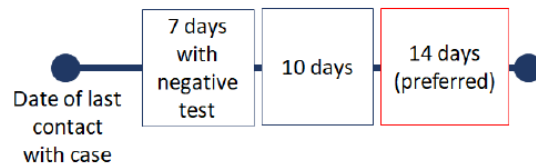
NON-HOUSEHOLD CONTACTS

Recommend quarantine for 14 days after the date of last exposure with the person infected with COVID-19.

If you are not able to stay home for 14 additional days and you do not have symptoms, you may leave home earlier:

- After 10 days without testing; or
- After 7 days with a negative PCR test performed on or after day 6 (must remain in quarantine until results are received).

Non-household contact is released from quarantine if not sick



12/14/2020

ESSER II & III Capital Projects Summer of 2022

Elementary School Window Replacement:

- 34 vents and 22 egress in windows
Budget Price for this scope of work: \$ 225,000-\$250,000

USD 410 Hillsboro Elementary School

- Architectural Fee: \$20,600 – \$22,500

Estimated cost of project \$246,000 - \$273,000

HMHS Kitchen Remodel (Capital Outlay Funds)

Summer of 2023

High School Window Replacement:

- 52 vents and 22 egress in windows
Budget Price for this scope of work: \$340,000- \$375,000
Budget Price for Glass Block in Art Room: \$75,000- \$100,000

USD 410 Hillsboro High School

- Architectural Fee: \$28,500.00 – \$30,525.00
- Art room additional glass block (if included with the high school project)
Architectural Fee: \$2,000.00

Estimated Cost of Project \$370,000 - \$402,000

Middle School Windows Replacement:

- 20 vents and 7 egress in windows
Budget Price for this scope of work: \$150,000 - \$175,000

USD 410 Hillsboro Middle School

- Architectural Fee: \$14,500 – \$16,575

Estimated Cost of Project \$165,000 - \$195,000

*** We have about \$630,000 – 4675,000 that we could safe use ESSER II & III funds to complete these projects.**

Unified School District No. 410

Retention Bonus Plan

2021 – 2022 School Year

Unified School District No. 410 will pay a retention bonus totaling up to \$1,200 in two payments to all employees working 630 hours or more during the 2021 – 2022 school year who are eligible for Unified School District No. 410 benefits.

The first retention bonus payment of up to \$600 will be distributed in the regular payroll on January 3, 2022. To be eligible for the full \$600 distributed on January 3, 2022, an employee must have been regularly scheduled to work and working during all or a part of August, September, October, November, and December. Employees who do not work in all or part of one or more of these months will receive a prorated retention bonus based on the number of months worked so long as they are still employed by Unified School District No. 410 on December 31, 2021. Individuals not employed by Unified School District No. 410 on December 31, 2021, will not receive the first retention bonus payment.

The second retention bonus payment of up to \$600 will be distributed in the regular payroll on June 3, 2022. To be eligible for the full \$600 distributed on June 3, 2022, an employee must have been regularly scheduled to work and working during all or a part of January, February, March, April, and May. Employees who do not work in all or part of one or more of these months will receive a prorated retention bonus based on the number of months worked so long as they are still employed by Unified School District No. 410 on May 31, 2022 2024. Individuals not employed by Unified School District No. 410 on May 31, 2022 2024, will not receive the second retention bonus payment.

The Families and Communities Together (FACT) Executive Director and the Technology Excellence in Education (TEEN) Director will only receive these retention bonus payments if the payments are approved by the FACT Board and TEEN Board respectively and funded by FACT and TEEN respectively.

This retention bonus is for the 2021 – 2022 school year only and will not continue past the 2021 – 2022 school year without further action by the Unified School District No. 410 Board of Education.

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
July 14, 2021, Regular Board Meeting Minutes
USD 410 Durham – Hillsboro – Lehigh District Office
6:00 p.m.

Members Present:

Mark Rooker, Chairperson
Eric Carlson (via phone)

Jan Helmer
Mark Wendt

Member Absent:

Shayla Clark

Others Present:

Lena Kleiner, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Rooker called the meeting to order at 6:02 p.m.

2. Election of Officers

Mark Wendt moved to appoint Mark Rooker as Chairperson and Jan Helmer as Vice-Chairperson of the TEEN Board for a six-month term expiring in January 2022. Motion seconded by Jan Helmer. Carried 4-0.

3. Approval of Regular and Consent Agenda

Jan Helmer moved to approve the regular and consent agendas. Motion seconded by Mark Wendt. Carried 4-0.

Items on the consent agenda included the following:

- a. Motion to approve the minutes of the June 16, 2021, regular board meeting
- b. Motion to appoint Jerry Hinerman as TEEN Clerk
- c. Motion to appoint Carla Harmon as TEEN Treasurer
- d. Motion to select Hillsboro State Bank as the bank to continue to handle the TEEN account
- e. Motion to select the Marion County Record as the official TEEN newspaper
- f. Motion to approve the following list of persons as authorized to write checks and conduct other financial functions for TEEN:

Mark Rooker, TEEN Board Chairperson
Jan Helmer, TEEN Board Vice-Person
Jerry Hinerman, TEEN Clerk of the Board
Carla Harmon, TEEN Treasurer
Pati Funk, USD 410 District Office Administrative Assistant

- g. Motion to approve Lena Kleiner and Jerry Hinerman as TEEN credit card holders with credit limits of \$10,000

July 14, 2021, Regular Board Meeting Minutes

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- h. Motion to adopt the following resolution granting waiver of Generally Accepted Accounting Principles

**Resolution to Waive the Annual Requirement of
Generally Accepted Accounting Principles and Fixed Asset Accounting**

WHEREAS, the Technology Excellence in Education Network, Interlocal 632, Marion and Dickinson Counties, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2021, being prepared in conformity with the requirement of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board, Interlocal 632 TEEN, or the members of the general public of this interlocal and

WHEREAS, there are no revenue bond ordinances or other ordinances or resolutions of the Interlocal which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2021.

NOW, THEREFORE BE IT RESOLVED, by the Board of Interlocal 632, TEEN, in Marion and Dickinson Counties, Kansas, in regular meeting duly assembled this 14th day of July, 2022, that the said Board waives the requirements of K.S.A. 75-1120a(a) as they apply to the Interlocal for the year ended June 30, 2021.

BE IT FURTHER RESOLVED that the Board shall cause the financial statements and financial reports of the Interlocal to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

- i. Motion to approve the TEEN Board meetings to begin at 6:00 p.m. and be located at the USD 408 Marion – Florence District Office on the following dates:

July 14, 2021
August 18, 2021
September 15, 2021
October 20, 2021
November 17, 2021
December 15, 2021
January 19, 2022
February 16, 2022
March 16, 2022
April 20, 2022
May 18, 2022
June 15, 2022

4. **Approval of Payment of Bills and Financial Reports**

Jan Helmer moved to approve the payment of bills totaling \$218,278.27 and the June 30, 2021, Income and Expense Reports. Motion seconded by Mark Wendt. Carried 5-0.

July 14, 2021, Regular Board Meeting Minutes

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5. Business Items

Mark Rooker moved for the Board to go into executive session at 6:18 p.m. to discuss non-elected personnel pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 6:30 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jan Helmer. Carried 4-0.

Regular Session

Mark Rooker moved for the Board to go into executive session at 6:30 p.m. to discuss non-elected personnel pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 6:32 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jan Helmer. Carried 4-0.

Regular Session

a. USD 410 Agreement for Clerical Support

Mark Wendt moved to approve the USD 410 Agreement for Clerical Support for clerk services to be provided at a rate of \$450 per month and treasurer services to be provided at a rate of \$100 per month. Motion seconded by Jan Helmer. Carried 4-0.

b. Director Compensation

Mark Wendt moved to approve a \$500 increase in salary for TEEN Director Lena Kleiner for Fiscal Year 2022, to approve a \$1,200 retention bonus with \$600 to be paid in January 2022 and \$600 to be paid in June 2022, and to approve a monthly health insurance contribution equal to the premium of the ESSDACK Health Insurance Group \$1,400 deductible family health insurance. Motion seconded by Jan Helmer. Carried 4-0.

c. TEEN Director Purchasing Limit

Jan Helmer moved to approve the TEEN Director purchasing limit before prior Board approval to \$10,000. Motion seconded by Mark Wendy. Carried 4-0.

6. Other/Discussion

- a. TEEN By-Laws Review
- b. TEEN Virtual Academy Graduation
- c. Online Class Digital Textbooks

7. Next Meeting

8. Adjournment

Mark Rooker adjourned the meeting at 6:39 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617
Board of Directors Regular Meeting
MINUTES**

MCSEC Board Room at 6:30 p.m.

July 19, 2021

(These minutes are unofficial until approved by the Board of Directors)



Members Present: Duane Kirkpatrick, Jared Jost, Donna Glover, Terry Deines, Bryant Miller

Members Absent:

Others Present: Kara Spittles, Director; Shayla Hodges, Board Clerk

I. Call to Order

Terry Deines called the meeting to order at 6:36 p.m. in the MCSEC Board Room.

II. Approval of the Agenda

Duane Kirkpatrick made a motion to approve the agenda, seconded by Bryant Miller.

Motion carried 5-0.

III. Elections of Officers

Jared Jost moved to elect Terry Deines as Chairman of the Board and Duane Kirkpatrick as the Vice-Chairman of the Board, seconded by Donna Glover.

Motion carried 5-0.

IV. Consider Consent Agenda

- A. Approve Minutes from the June 21, 2021 Regular Board Meeting
- B. Approve Classified Staff Appointments
 - 1. Erica Davis, Paraprofessional
 - 2. Christina Rousselo, Paraprofessional
 - 3. List of Staff Recommended for Employment
- C. Approve Classified Staff Resignations
 - 1. Michelle Meyer, Paraprofessional (Accepted Certified Position)
 - 2. Jade Sipes
- D. Approve Certified Staff Appointments
 - 1. Michelle Meyer, Early Childhood Special Education Teacher
- E. Approve Treasurer's Report and Payment of Bills/Approve Journal Entries
- F. Approve Board Positions – Clerk of the Board, Shayla Hodges; Deputy Clerk of the Board, Patty Putter; and Treasurer, Becky Savage

- G. Resolution to Establish Home Rule
- H. Resolution to Waive the Annual Requirement of Generally Accepted Accounting Principles
- I. Resolution to Rescind Policy Statements Found in Board Minutes and Re-Adopt Policy Manual
- J. Designate Official Newspaper (Marion County Record)
- K. Designate Official Depository of MCSEC Funds (Bank) and Designation of Authorized Check Signers (Cottonwood Valley Bank with Chairman of the Board, Vice-Chairman of the Board, Clerk of the Board, Deputy Clerk of the Board and Treasurer of the Board as signers on the checking account. Designate Official Depository of Project Search Funds (bank) and Designation of Authorized Check Signers (Central National Bank with Business Clerk, Director and Project Search Coordinator)
- L. Adopt Director's Spending Authority (\$20,000)
- M. Appointment of Special Education Hearing Officers (James Beasley and Joni Franklin)
- N. Appointment of Representatives and Monitor (Jeni Smith and Patty Putter, Flexible Spending, Blue Cross/Blue Shield Representatives, and Kara Spittles Section 504 Monitor)
- O. Appoint Freedom of Information Officer (Kara Spittles)
- P. Approval of School Attorney for 2021-2022 – (Brian Bina with Karsetter & Bina, LLC)
- Q. Approve Changes to the Classified Handbook
- R. Approve Policy Updates from KASB for MCSEC #617
 - 1. DC- Budget with Whistleblower Protection
 - 2. DFAC- Procedure Procurement – Federal Programs
 - 3. GAAC- Sexual Harrassment
 - 4. GAACA- Racial and Disability Harassment - Employees
 - 5. GAF- Staff and Student Relations
 - 6. JGEC- Sexual Harassment
 - 7. JGECA- Racial and Disability Harassment – Students
- S. Approve User Agreement for MCSEC Issued Credit Card and Purchasing Cards
- T. Approve Membership in the Kansas Educational Teachnology Consortium, WebKIDSS Fees in the amount of \$6,367.79
- U. Approve Membership Renewal to Kansas Infinitec Coalition in the amount of \$1,500.00
- V. Approve Contracts for Teachers of the Vision and Hearing Impaired Services with McPherson County Special Education Cooperative #715 for the 2021-2022 School Year
- W. Approve ITAV Partnership Agreement with FACT and MCSEC

Jared Jost moved to approve the Consent Agenda, seconded by Donna Glover.

Motion carried 5-0.

V. Discussion/Action

A. Budget Discussion

Kara Spittles provided update on district negotiations, certified staff salary increase, and classified staff wage increases. Not all districts have finalized negotiations; therefore, MCSEC is not able to update salary schedules at this time.

No action taken.

B. Resolution to Establish MCSEC Board Meeting Dates and Times for the 2021-2022 School Year (Suggest Moving April Board Meeting)

Jared Jost moved to establish MCSEC Board Meetings to convene on the third Monday of each month, beginning at 6:30 p.m. in the MCSEC Board Room, with the exception of the April 2022 Board Meeting. The April Board Meeting will convene on Tuesday, April 19, 2022 at 6:30 p.m. in the MCSEC Board Room, seconded by Duane Kirkpatrick.

Motion carried 5-0.

C. Retention Premium Pay

Donna Glover moved to approve the retention premium pay, as presented, seconded by Jared Jost.

Motion carried 5-0.

D. Executive Session

1. Personnel

Terry Deines moved to go into executive session at 7:02 p.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 7:07 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 7:07 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:08 p.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 7:13 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 7:13 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:14 p.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 7:19 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 7:19 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:20 p.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 7:23 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 7:23 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:24 p.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 7:29 p.m. in this

room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 7:29 p.m. Terry Deines declared the meeting out of Executive Session.

Donna Glover moved to accept the resignation of Duncan Whitlock, Special Education Teacher effective the end of 2020-2021 school year, seconded by Jared Jost.

Motion carried 5-0.

Terry Deines moved to go into executive session at 7:31 p.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 7:32 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 7:32 p.m. Terry Deines declared the meeting out of Executive Session.

Donna Glover moved to update Jennifer Smith's job title to Human Resources/Payroll Clerk, and her compensation, as presented, seconded by Jared Jost.

Motion carried 5-0.

VI. Agenda Items for Next Meeting on August 16, 2021 at 6:30 p.m. in the MCSEC Board Room.

- A. FY22 Budget Presentation
- B. Wages for all Staff

VII. Adjournment

Terry Deines adjourned the meeting at 7:35 p.m.

Terry Deines, President

Date

Shayla Hodges, Board Clerk

Date

**Marion County Special Education Cooperative #617
Board of Directors Special Meeting
MINUTES**

MCSEC Board Room at 8:00 a.m.

August 5, 2021

(These minutes are unofficial until approved by the Board of Directors)



Members Present: Duane Kirkpatrick, Jared Jost, Donna Glover, Terry Deines, Maynard Knepp

Members Absent:

Others Present: Kara Spittles, Director; Shayla Hodges, Board Clerk

I. Call to Order

Terry Deines called the meeting to order at 8:03 a.m. in the MCSEC Board Room.

II. Approval of the Agenda

Jared Jost made a motion to approve the agenda, seconded by Duane Kirkpatrick.

Motion carried 5-0.

III. Consider Consent Agenda

A. Approve Certified Staff Appointments

1. Dennis Engels, Special Education Teacher

B. Approve Classified Staff Appointments

1. Jennifer McDonald, Paraprofessional
2. Barbara Hiebert, Paraprofessional

C. Approve Classified Staff Resignations

1. Stephanie Albert, Paraprofessional
2. Christina Rousselo, Paraprofessional
3. Elias Martinez, Paraprofessional
4. Jennifer Moss, Paraprofessional

Duane Kirkpatrick moved to approve the consent agenda, seconded by Jared Jost.

Motion carried 5-0.

IV. Discussion/Action

A. Executive Session

1. Personnel

Terry Deines moved to go into executive session at 8:06 a.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara

Spittles and the board members present, and to return to open session at 8:11 a.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 8:11 a.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 8:12 a.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 8:17 a.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 8:17 a.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 8:18 a.m. for matters related to personnel pursuant to the exception for non-elected personnel under KOMA, with Kara Spittles and the board members present, and to return to open session at 8:23 a.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Motion carried 5-0.

At 8:23 a.m. Terry Deines declared the meeting out of Executive Session.

Jared Jost moved to accept the resignation of Patty Putter, Business Clerk seconded by Duane Kirkpatrick.

Motion carried 5-0.

VII. Adjournment

Terry Deines adjourned the meeting at 8:25 a.m.

Terry Deines, President

Date

Shayla Hodges, Board Clerk

Date