

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

REGULAR BOARD MEETING

Monday, April 11, 2022
7:00 pm

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

**Agenda—Regular Board Meeting
USD 410 District Office
April 11, 2022, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of regular and consent agenda
 - 1. March Regular Board Minutes (Appendix A)
 - 2. Disposal of District Property
 - 3. USD 410 Facility Use and Vehicle Use Agreement 2022 Prairie View Summer Program (Appendix B)
 - 4. Donations
- C. Action/Discussion Items
 - 1. PAT Annual Participation Approval
 - 2. 2022 Summer USD 410 Concrete Bid (Appendix C)
 - 3. HS/MS Walk-in Cooler/Freezer (Appendix D)
 - 4. HES West Playground Bid (Appendix E)
- D. Executive Session for Personnel
- E. Personnel
- F. Reports
 - 1. Superintendent's Report
 - a. 2022 Graduation Ceremony (Appendix F)
 - b. Robert C. Brown Gymnasium Seating
 - c. Hillsboro Chamber of Commerce Spring Gala (May 2, 2022)
 - 2. TEEN Report (Appendix G)
 - 3. MCSEC Report (Appendix H)
 - 4. Business Manager's Report
- G. Adjournment

Annotated BOE Agenda April 11, 2022

A. Meeting Called to Order

B. Approval of Regular and 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. Board Meeting Minutes (Appendix A)

Minutes from the March 14, 2022 Regular Board meeting are attached.

➤ ***Recommended Action:***

Motion to approve the minutes from the March 14, 2022 Board meeting.

2. Disposal of District Property

We would like to dispose of the following items listed below on Purple Wave.

- | | | | |
|------------------------|---------------|--------------|---------------|
| a. <u>Windstar #03</u> | 2002 Ford | 7 passenger | 123,622 miles |
| b. <u>Bus #44</u> | 2005 Bluebird | 47 passenger | 153,372 miles |

➤ ***Recommended Action***

Motion to approve the disposal of Ford Windstar #03 and Bluebird Bus #44 as listed above on Purple Wave Auctions.

3. USD 410 Facility Use and Vehicle Use Agreement 2022 Prairie View Summer Program (Appendix B)

The 2022 Prairie View Summer Program Agreement is ready for board approval. USD 410 provides the building spaces and Prairie View operates and pays all expenses related to the program.

➤ ***Recommended Action***

Motion to approve the 2022 Prairie View Summer Program Agreement as presented in Appendix B

4. Donations

From	Amount / Item	To
Wenplains LLC (Wendy's)	\$339.74	HES Library Donation
Jayson and Jan Hanschu	\$90.00	State Basketball Meals
Scott and Michelle O'Hare	\$20.00	HES Library Donation

➤ ***Recommended Action:***

Motion to approve the donations as listed

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

Motion to approve the regular agenda.

Motion to approve the consent agenda.

C. Action / Discussion Items

1. PAT Annual Participation Approval

➤ ***Recommended Action***

Motion to approve the FY 2023 continued participation in the Marion County Parents as Teachers Program.

2. 2022 Summer USD 410 Concrete Bid (Appendix C)

District Concrete Projects

➤ ***Recommended Action***

Motion to approve the bid from DCS for the District Concrete Projects using Vogts-Parga as the vendor; District Office \$41,645; District Office Alt #1 \$3,751; Elementary School \$12,238; and HMHS School \$3,971. Total cost of \$61,605

3. HS/MS Walk-in Cooler/Freezer (Appendix D)

Walk-in Cooler/Freezer

➤ ***Recommended Action***

Motion to approve the bid from DCS using Bally as the vendor; Walk-in Cooler/Freezer for \$73,324

4. HES West Playground Bid (Appendix E)

Pricing meets (below cost) of Greenbush Contract ESC – PLAYGROUND – REC2021

➤ ***Recommended Action***

Motion to approve the ATHCO Greenbush Contract ESC – PLAYGROUND – REC2021 HES West Playground ground cover bid of \$27,972

D. Executive Session for Personnel

Motion for the Board to go into executive session to discuss resignations, hires, and contracts 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.

E. Personnel

1. Resignations

a. Kristen Davis – PAT Parent Educator – Effective date March 28, 2022

➤ ***Recommended Action***

Motion to approve Kristen Davis' resignation from PAT Parent Educator – effective date March 28, 2022

b. Autumn Hardey – HES After School Activities Coordinator – Effective at the end of the 2020-21 school year

➤ ***Recommended Action***

Motion to approve Autumn Hardey's resignation from HES After School Activities Coordinator – effective at the end of the 2020-21 school year

c. Larinda Amstutz – HES Third Grade Aide – Effective date April 22, 2022

➤ ***Recommended Action***

Motion to approve Larinda Amstutz's resignation as HES Third Grade Aide – effective date April 22, 2022

2. Retirement (effective date update)

a. Sharon Funk – HES Administrative Assistant – Effective date August 2, 2022

➤ ***Recommended Action***

Motion to accept the resignation from Sharon Funk, HES administrative Assistant effective August 2, 2022

3. Hires

a. Summer Painter – Tammy Ollenburger - 40 hours per week for up to 8 weeks beginning June 6, 2022 at her current rate of pay

➤ ***Recommended Action***

Motion to approve Tammy Ollenburger (current wage) for 40 hours a week for up to 8 weeks beginning June 6, 2022.

b. Summer Painter – Kathy Isaac - 40 hours per week for up to 8 weeks at \$11.35 per hour

➤ ***Recommended Action***

Motion to approve Kathy Isaac (\$11.35 per hour) for 40 hours a week for up to 8 weeks beginning June 6, 2022.

4. Teaching Contract

a. Tara Kinnamon – HMHS Business Teacher – 2022-23 school year

➤ ***Recommended Action***

Motion to approve the hiring of Tara Kinnamon as HMHS Business Teacher for the 2022-23 school year

5. Supplementals

a. Rustyn Kerbs – 2nd Assistant Softball Coach for 2021-22 school year

➤ ***Recommended Action***

Motion to approve Rustyn Kerbs as 2nd Assistant Softball Coach for 2021-22 school year

F. Reports

1. Superintendent's Report
 - a. 2022 Graduation Ceremony (Appendix F)
 - b. Robert C. Brown Gymnasium Seating
 - c. Hillsboro Chamber of Commerce Spring Gala, Monday, May 2, 2022
2. TEEN Report (Appendix G)
3. MCSEC Report (Appendix H)
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

G. 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.

UNIFIED SCHOOL DISTRICT NO. 410

Durham-Hillsboro-Lehigh

MINUTES – REGULAR BOARD MEETING

USD 410 District Office Conference Room
March 14, 2022 7:00 p.m.

Members Present:

Jared Jost
Jim Paulus

Rod Koons
Sara Wichert

Jessey Hiebert
Scott Winter

Members Absent:

Tim Kaufman

Administrators:

Max Heinrichs

Clint Corby

Others:

Jerry Hinerman, Clerk

Malinda Jus

A. Meeting Called to Order

Board President Jared Jost called the meeting to order at 7:00 p.m.

B. Approval of Regular and Consent Agenda

Jim Paulus moved to approve the regular and consent agendas with the addition of Item E1b Hillsboro Elementary School Preschool Aide – Raine Harman, Item E4a Retirements – Patty Traxson - Marion County Parents as Teachers Program Parent Educator Retirement and Item E4b Retirements – Sharon Funk - Hillsboro Elementary School Administrative Assistant Retirement to the regular agenda. Motion seconded by Sarah Paulus. Carried 6-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the February 14, 2022, regular board meeting
2. Motion to approve the minutes of the February 21, 2022, special board meeting.
3. Motion to approve the minutes of the February 28, 2022, special board meeting.
4. Motion to approve the transportation request from Trojan After-Prom Party (TAPP) for two buses to take USD 410 students to and from the Trojan After-Prom Party at The Alley in Wichita, on April 2, 2022, and April 3, 2022.
5. Motion to approve the transportation request from Tabor College (Southern District Conference of Mennonite Brethren Churches Youth Conference) for two buses and drivers for summer camp on June 29, 2022, and June 30, 2022.
6. Motion to approve the disposal of eight access points to the Marion County Special Education Cooperative
7. Motion to approve the following donations:
Donation of \$450.00 from the Hillsboro Community Foundation to be used for the Hillsboro Elementary Fifth Grade Kansas Learning Center field trip

Donation of \$134.24 from Kroger for Hillsboro Elementary School Site Council projects

Donation of \$100.00 from Ag Service to be used by the Hillsboro High School FFA

Donation of \$100.00 from Marion County Farm Bureau to be used by the Hillsboro High School FFA

Donation of \$26.78 from Jill Larsen for Hillsboro Elementary School Site Council projects

C. Action/Discussion Items

1. Hillsboro Middle School Student Computers Purchase
Scott Winter moved to approve the purchase of 155 Lenovo ThinkPads (11e Yoga Gen 6 20SE) from Twotrees Technologies LLC at a cost of \$735 each for a total cost of \$113,925. Motion seconded by Rod Koons. Carried 6-0.
2. Hillsboro Middle/High School Kitchen Dishwasher Replacement
Jim Paulus moved to approve DCS Services as the USD 410 Project Manager (Greenbush #18.3 ESC-PROJMGMT2018) for the Hillsboro Middle/High School kitchen dishwasher replacement at a cost of \$32,206 for the CMA dishwasher. Motion seconded by Sara Wichert. Carried 6-0.
3. USD 410 Property (Rental House) at 508 East A Street, Hillsboro, Kansas
The Board took no action.
4. USD 410 Schools Opening Plan Updates
Rod Koons moved to approve the following changes to the USD 410 School Opening Plan and USD 410 Quarantine Explanations: Temporary Guidelines. Motion seconded by Jessey Hiebert. Carried 6-0.

Change "72 hours of being fever free without medication" to "24 hours of being fever free without medication" in the Sick (Not Feeling Well) Section of the USD 410 School Opening Plan

Eliminate "COVID 30-Temporary Guidance January 21, 2022" from the title of the Quarantine Explanations: Temporary Guidelines

D. Executive Session – Personnel

Jared Jost moved for the Board to go into executive session at 7:32 p.m. with the Superintendent, Middle/High School Principal Clint Corby, and Clerk of the Board Jerry Hinerman to discuss hires and superintendent vacation pursuant to the non-elected personnel exception 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 privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

Jared Jost moved for the Board to go into executive session at 7:45 p.m. with the Superintendent, Middle/High School Principal Clint Corby, and Clerk of the Board Jerry Hinerman to discuss hires and superintendent vacation pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:50 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

Jared Jost moved for the Board to go into executive session at 7:50 p.m. with the Superintendent, Middle/High School Principal Clint Corby, and Clerk of the Board Jerry Hinerman to discuss hires and superintendent vacation pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:55 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

Jared Jost moved for the Board to go into executive session at 7:55 p.m. with the Superintendent, Middle/High School Principal Clint Corby, and Clerk of the Board Jerry Hinerman to discuss hires and superintendent vacation pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:00 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

E. Personnel

1. Hillsboro Elementary School Preschool Aide
 - a. Brittany Baum
Jim Paulus moved to approve the hiring of Brittany Baum to serve as Hillsboro Elementary School Preschool Aide for 13 hours per week for \$11.35 per hour effective March 1, 2022. Motion seconded by Rod Koons. Carried 6-0.
 - b. Raine Harman
Rod Koons moved to approve the hiring of Raine Harman to serve as Hillsboro Elementary School Preschool Aide for 9.5 hours per week for \$11.35 per hour effective March 21, 2022. Motion seconded by Scott Winter. Carried 6-0.
2. Pay for Unused Vacation
Rod Koons moved to pay Superintendent Max Heinrichs for unused vacation as of June 30, 2022, at his regular hourly rate of pay. Motion seconded by Jim Paulus. Carried 6-0.
3. Supplemental Contracts
 - a. Demetrius Cox – Summer Weight Room Supervisor
Jim Paulus to approve the issuance of a contract to Demetrius Cox to serve as Summer Weight Room Supervisor. Motion seconded by Sara Wichert. Carried 6-0.
 - b. Dustin Dalke – Hillsboro High School Assistant Golf Coach
Sara Wichert moved to approve the issuance of a contract to Dustin Dalke to serve as Hillsboro High School Assistant Golf Coach. Motion seconded by Jessey Hiebert. Carried 6-0.
 - c. Hillsboro High School Assistant Softball Coach
The Board took no action.
4. Retirements
 - a. Patty Traxson – Marion County Parents as Teachers Program Parent Educator
Rod Koons moved to accept the retirement of Patty Traxson from her position as Marion County Parents as Teachers Program Parent Educator effective June 19, 2022. Motion seconded by Jim Paulus. Carried 6-0.

- b. Sharon Funk – Hillsboro Elementary School Administrative Assistant
Scott Winter moved to accept the retirement of Sharon Funk from her position as Hillsboro Elementary School Administrative Assistant effective at the end of the 2021 – 2022 school year. Motion seconded by Jesse Hiebert. Carried 6-0.

F. Reports

- 1. Superintendent's Report
 - a. Walk-In Cooler and Freezer Project Bid
- 2. TEEN Report
- 3. MCSEC Report
- 4. Business Manager's Report
 - Jim Paulus moved to approve the payment of bills totaling \$432,070.30 and the following reports. Motion seconded by Rod Koons. Carried 6-0.
 - 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

G. Executive Session – Negotiations

Jared Jost moved for the Board to go into executive session at 8:16 p.m. with the Superintendent, Middle/High School Principal Clint Corby, and Clerk of the Board Jerry Hinerman 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 8:26 p.m. in this room. The executive session is required to protect the board's negotiating interests. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

Jared Jost moved for the Board to go into executive session at 8:26 p.m. with the Superintendent, Middle/High School Principal Clint Corby, and Clerk of the Board Jerry Hinerman 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 8:36 p.m. in this room. The executive session is required to protect the board's negotiating interests. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

H. Adjournment

President Jared Jost declared the meeting adjourned at 8:37 p.m.

Jerry Hinerman, Clerk

USD 410 Facility and Vehicle Use Agreement

2022 Prairie View Summer Program

USD 410 and Prairie View, Inc. agree on the following items for the 2022 Prairie View Summer Program.

Training Dates	May 31, 2022 – June 3, 2022	
Program Dates	June 6, 2022 – July 19, 2022 Closed July 4, 2022, and July 5, 2022	
Staff Clean-Up Date	July 20, 2022	
Program Days	Monday through Thursday for students and staff	
Program Hours	Monday – Thursday	9:30 AM – 1:30 PM
Rooms Used	Hillsboro Elementary School Media Center Hillsboro Elementary School Gym 7 Hillsboro Elementary School Classrooms	
Liability Insurance	Prairie View shall provide liability insurance coverage in the amount of \$500,000 per occurrence and \$1,000,000 aggregate naming USD 410 as an additional insured party and shall provide a certificate of insurance to USD 410 to protect USD 410 from any loss and any claims for any damages or injuries arising out of the operation or use of the premises by Prairie View or its agents or employees, and shall hold said USD 410 harmless against any and all claims. Prairie View covenants and agrees with USD 410 that Prairie View will pay premiums for all insurance policies which Prairie View is obligated to carry under the terms of this agreement, and if required, will deliver to USD 410 evidence of such payment before the payment of any premiums become in default, and Prairie View will cause renewals of expiring policies to be written and the policies or copies thereof, as the agreement may require, to be delivered to USD 410 at least thirty days before the expiration date of such expiring policies.	
Facility Use Fees	According to USD 410 facility usage guidelines, Prairie View falls under the not-for-profit (community-centered) category. USD 410 policy allows groups in this category to use district facilities at no charge. However, there is a charge for air conditioning use. The charge for air conditioning usage will be \$2.00 per room per day that the program is in session (Mondays, Tuesdays, Wednesdays, and Thursdays).	
	USD 410 will provide 3.5 hours per program day of custodial services. Charge for this will be \$20.00 per hour.	

**Transportation,
Vehicle Use,
And Fees**

USD 410 will provide busses and bus drivers when requested. The charge will be \$20.00 per hour for drivers' time plus \$1.00 per mile for bus use for with a minimum charge of 2 hours.

USD 410 will also provide up to three vans or similar vehicles for use by program staff to transport children. Charge for the usage will be \$0.35 per mile driven. Prairie View shall pay for fuel for these vehicles directly to the fuel provider.

At all times, Prairie View will provide a minimum of one person (other than the driver) to supervise passengers. Prairie View will maintain a ratio of one adult for each four students at all times in district vehicles.

**Driver's License
Checks**

Prairie View will provide a list of all staff authorized to drive school vehicles to USD 410 by May 13, 2022. Prairie View will also provide a copy of a valid Kansas driver's license for each staff member authorized to drive a USD 410 vehicle. USD 410 will conduct a driver's license check for each driver. The cost for these checks will be billed to Prairie View (current cost is \$10.00 per license check).

Vehicle Insurance

Prior to using USD 410 vehicles, Prairie View will provide the USD 410 with a certificate of insurance stating Prairie View is providing "Hired and Non-Owned Vehicle Coverage" for all USD 410 vehicles used through this agreement.

Food Service

Prairie View will provide all desired meals and snacks.

**Responsibility for
Property Damage**

Prairie View will be responsible for all costs to repair any damage to school property.

Billing

USD 410 will bill for the June portion of the program on or before July 10. USD 410 will bill for the July portion of the program on or before August 10.

Other Items

The USD 410 Superintendent of Schools and the Prairie View Summer Program Directors will negotiate any items not covered in this agreement.

Max Heinrichs
USD 410 Durham – Hillsboro – Lehigh

Date

Prairie View, Inc.

Date

Hillsboro Elementary School Building Map

Prairie View will have access to areas highlighted in purple





April 7, 2022

Mr. Max Heinrichs
Hillsboro USD #410
416 S. Date
Hillsboro, KS 67063

RE: District Concrete Projects

Greenbush # 18.3 ESC-PROJMGMT2018

District Office:

- Remove and replace approximately 4,524 sq. ft. of concrete.

Price for this scope of work (Vogts-Parga): **\$ 41,645**

Price for this scope of work (Hett): **\$ 72,471**

District Office Alt #1:

- Remove and replace approximately 320 sq. ft. of concrete and install 1' curb.

Price for this scope of work (Vogts-Parga): **\$ 3,751**

Price for this scope of work (Hett): **\$ 6,248**

Elementary School:

- Remove and replace approximately 1,150 sq. ft. of concrete sidewalk.

Price for this scope of work (Vogts-Parga): **\$ 12,238**

Price for this scope of work (Hett): **\$ 25,988**

HS/MS School:

- Remove and replace approximately 120 sq. ft. of parking stall.

Price for this scope of work (Vogts-Parga): **\$ 3,971**

Price for this scope of work (Hett): **\$ 8,228**

Not Included:

Work beyond this scope, bond, seeding, turf repair, utility relocation, pavement marking, State and local taxes.

Sincerely,
DCS Services
Curtis Winter



DCS SERVICES TERMS and CONDITIONS

Acceptance. A proposal made upon these terms is subject to acceptance within thirty days from date and the prices are subject to change without notice prior to acceptance by Customer. If your order is an acceptance of a written proposal, on a form provided by DCS Services (DCS), without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgement of such order, subject to credit approval. If your order is not such an acceptance, then this document is DCS's offer, subject to credit approval, to provide the goods and/or Work solely in accordance with the following terms and conditions of sale. If we do not hear from you within two weeks from the date hereof, DCS shall rely upon your silence as an acceptance of these terms and conditions and performance will be made in accordance herewith. Customer's acceptance of goods and/or Work by DCS on this order will in any event constitute an acceptance by Customer of these terms and conditions.

Contract Price & Taxes. The Contract Price includes standard ground transportation and, if required by law, includes all sales, consumer, use and similar taxes legally enacted as of the date hereof only for equipment and material installed by DCS. Equipment sold on an uninstalled basis and any taxable labor do not include sales tax and applicable taxes will be added.

Exclusions From Work. DCS's obligation is limited to the Work as defined and does not include any modifications to the Premises under the Americans with Disabilities Act or any other law or building code(s).

Construction Procedures. DCS shall supervise and direct the Work using its best skill and attention and have exclusive control over construction means, methods, techniques, sequences and procedures.

Payment Terms. Customer shall pay DCS invoices within net thirty (30) days of invoice date. DCS may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by DCS, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required hereby, DCS may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to DCS for all reasonable shutdown, standby and start-up costs as a result of the suspension. All amounts outstanding 10 days beyond the due date are subject to a service charge not to exceed 1.5% of the principal amount due or the maximum allowable legal interest rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by DCS in attempting to collect amounts due and otherwise enforcing these terms and conditions.

Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of DCS, all dates provided by DCS or its representatives for commencement, progress or completion are estimates only. While DCS shall use commercially reasonable efforts to meet such estimated dates, DCS shall not be responsible for any damages for its failure to do so.



Access. DCS and its contractors or subcontractors shall be provided access to the Premises during regular business hours, or such other hours as may be requested by DCS and acceptable to the Premises' owners or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. DCS's access to correct any emergency condition shall not be restricted.

Permits and Governmental Fees. DCS shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspection necessary for proper performance and completion of the Work, which are legally required when bids from DCS's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities.

Utilities During Construction. DCS shall be provided without charge all water, heat, and utilities during performance of the Work.

Concealed or Unknown Conditions. In the performance of the Work, if DCS encounters conditions at the Premises that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, DCS shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in DCS's cost of, or time required for, performance of any part of the Work, DCS shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

Asbestos And Hazardous Materials. DCS's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by DCS, there are no Hazardous Materials on the Premises that will in any way affect DCS's Work and Customer has disclosed to DCS the existence and location of any Hazardous Materials in all areas within which DCS will be performing the Work. Should DCS become aware of or suspect the presence of Hazardous Materials, DCS may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Premises, not brought onto the Premises by DCS. DCS shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall DCS be obligated to transport or handle Hazardous Material, to provide any notices to any governmental agency, or to examine the Premises for the presence of Hazardous Materials.

Conditions Beyond Control of Parties. If DCS shall be unable to carry out any material obligation under this Agreement due to events beyond its control, such as acts of God, governmental or judicial authority, insurrections, riots, labor disputes, labor or material shortages, fires, or explosions, this Agreement shall at DCS's election (i) remain in effect but DCS's obligations shall be suspended until the uncontrollable



event terminates; or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay DCS for all parts of the Work furnished to the date of termination.

Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give DCS the right, without an election of remedies, to terminate this Agreement by delivery of written notice declaring termination, upon which event Customer shall be liable to DCS for all Work furnished to date and all damages sustained by DCS (including lost profit and overhead): (1) Any failure by Customer to pay amounts due more than thirty (30) days after the date of the invoice thereof; or (2) Any failure by Customer to perform or comply with any material provision of this Agreement.

Indemnification. DCS and Customer shall indemnify, defend and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. However, neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the negligence or misconduct of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination. Notwithstanding any contrary provision, neither party shall be liable to the other for any special, incidental, consequential or punitive damages.

Workmanship And Equipment Warranty. DCS warrants that, for a period of one year from the date of substantial completion (the "Warranty Period"), DCS equipment installed hereunder and Work (i) shall be free from defects in material, manufacture, and workmanship and (ii) shall have the capacities and ratings set forth in DCS's catalogs and bulletins; substantial completion shall be the earlier of the date that the Work is sufficiently complete so that Customer can utilize the Work for its intended use or the date that Customer receives beneficial use of the Work. For DCS equipment not installed by DCS, the Warranty Period is the lesser of 12 months from initial start-up or 18 months from the date of shipment. If such defect is discovered within the Warranty Period, DCS will correct the defect or furnish replacement equipment (or, at its option, parts therefore) and, if said equipment was installed pursuant hereto, labor associated with the replacement of parts or equipment not conforming to this warranty. No liability whatever shall attach to DCS until said equipment and Work have been paid for in full and then said liability shall be limited to DCS's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment and/or parts that are not manufactured by DCS are not warranted by DCS and have such warranties as may be extended by the respective manufacturer. DCS's warranties expressly exclude any remedy for damage or defect caused by corrosion, erosion, or deterioration, abuse, modification or repairs not performed by DCS, improper operation, or normal wear and tear under normal usage. DCS shall not be obligated to pay for the cost of lost refrigerant.

THE WARRANTY AND LIABILITY SET FORTH IN THE PRECEDING PARAGRAPH ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL DCS BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES.



Applicable Law. This agreement is made and shall be interpreted and enforced in accordance with the laws of the state in which the Work is performed.

Assignment. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of DCS. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of Customer's successors and assigns.

Complete Agreement. This Agreement shall constitute the entire agreement between both parties and this Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent DCS is a signatory thereon.

Equal Employment Opportunity/Affirmative Action Clause. The DCS is a federal contractor which complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250.

Price Increases. Prices stated are firm provided that notification of release for immediate production and shipment is received at the factory not later than five months from order receipt. If such release is received later than five months from order receipt date but within eight months of order receipt date, prices will be increased a straight 1% (not compounded) for each one-month period (or part thereof) beyond the five-month firm price option, or the order will be cancelled. If for any reason Customer delays shipment after release, prices are subject to increase as stated herein.

DCS Services



March 8, 2022

Mr. Max Heinrichs
Hillsboro USD #410
416 S. Date
Hillsboro, KS 67063

RE: HS/MS Walk-in Cooler/Freezer

Greenbush # 18.3 ESC-PROJMGMT2018

Walk-in Cooler/Freezer:

- Demo and dispose of walk-in cooler/ freezer box
- Installation of new piping supports for piping on top of cooler
- Temporary relocate existing electrical conduit as required for demo
- Installation of new cooler/freezer equipment
- Install new evaporators and set condensing unit on roof
- Installation of new refrigerant piping and accessories as required
- Disconnect and reconnect of existing electrical

BUDGET Price for this scope of work (Kolpak):	\$ 79,200
BUDGET Price for this scope of work (U.S. Cooler):	\$ 74,207
BUDGET Price for this scope of work (Bally):	\$ 73,324

Current Estimated Lead Times: 6- 8 months

Not Included:

Work beyond this scope, bond, asbestos abatement, temperature controls, fire alarm or sprinkler, State and local taxes.

Sincerely,
DCS Services
Curtis Winter

Curtis Winter

Business Development



DCS SERVICES TERMS and CONDITIONS

Acceptance. A proposal made upon these terms is subject to acceptance within thirty days from date and the prices are subject to change without notice prior to acceptance by Customer. If your order is an acceptance of a written proposal, on a form provided by DCS Services (DCS), without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgement of such order, subject to credit approval. If your order is not such an acceptance, then this document is DCS's offer, subject to credit approval, to provide the goods and/or Work solely in accordance with the following terms and conditions of sale. If we do not hear from you within two weeks from the date hereof, DCS shall rely upon your silence as an acceptance of these terms and conditions and performance will be made in accordance herewith. Customer's acceptance of goods and/or Work by DCS on this order will in any event constitute an acceptance by Customer of these terms and conditions.

Contract Price & Taxes. The Contract Price includes standard ground transportation and, if required by law, includes all sales, consumer, use and similar taxes legally enacted as of the date hereof only for equipment and material installed by DCS. Equipment sold on an uninstalled basis and any taxable labor do not include sales tax and applicable taxes will be added.

Exclusions From Work. DCS's obligation is limited to the Work as defined and does not include any modifications to the Premises under the Americans with Disabilities Act or any other law or building code(s).

Construction Procedures. DCS shall supervise and direct the Work using its best skill and attention and have exclusive control over construction means, methods, techniques, sequences and procedures.

Payment Terms. Customer shall pay DCS invoices within net thirty (30) days of invoice date. DCS may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by DCS, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required hereby, DCS may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to DCS for all reasonable shutdown, standby and start-up costs as a result of the suspension. All amounts outstanding 10 days beyond the due date are subject to a service charge not to exceed 1.5% of the principal amount due or the maximum allowable legal interest rate, retroactive to the due date. Customer shall pay all costs (including attorneys' fees) incurred by DCS in attempting to collect amounts due and otherwise enforcing these terms and conditions.

Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of DCS, all dates provided by DCS or its representatives for commencement, progress or completion are estimates only. While DCS shall use commercially reasonable efforts to meet such estimated dates, DCS shall not be responsible for any damages for its failure to do so.



Access. DCS and its contractors or subcontractors shall be provided access to the Premises during regular business hours, or such other hours as may be requested by DCS and acceptable to the Premises' owners or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. DCS's access to correct any emergency condition shall not be restricted.

Permits and Governmental Fees. DCS shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspection necessary for proper performance and completion of the Work, which are legally required when bids from DCS's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities.

Utilities During Construction. DCS shall be provided without charge all water, heat, and utilities during performance of the Work.

Concealed or Unknown Conditions. In the performance of the Work, if DCS encounters conditions at the Premises that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, DCS shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in DCS's cost of, or time required for, performance of any part of the Work, DCS shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

Asbestos And Hazardous Materials. DCS's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by DCS, there are no Hazardous Materials on the Premises that will in any way affect DCS's Work and Customer has disclosed to DCS the existence and location of any Hazardous Materials in all areas within which DCS will be performing the Work. Should DCS become aware of or suspect the presence of Hazardous Materials, DCS may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Premises, not brought onto the Premises by DCS. DCS shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall DCS be obligated to transport or handle Hazardous Material, to provide any notices to any governmental agency, or to examine the Premises for the presence of Hazardous Materials.

Conditions Beyond Control of Parties. If DCS shall be unable to carry out any material obligation under this Agreement due to events beyond its control, such as acts of God, governmental or judicial authority, insurrections, riots, labor disputes, labor or material shortages, fires, or explosions, this Agreement shall at DCS's election (i) remain in effect but DCS's obligations shall be suspended until the uncontrollable



event terminates; or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay DCS for all parts of the Work furnished to the date of termination.

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DCS Services

Quote



ATHCO, LLC
13500 W. 108th St.
Lenexa, KS 66215
P: 800-255-1102 F: 913-469-8134
athco@athcollc.com

Date: 4/6/2022
All prices subject to acceptance within 30 days

Prepared by: **Matt Cline**

To accept this quote, sign here and return

TO: Max Heinrichs
Superintendent
Hillsboro USD 410

Payment Terms Net 30 days

Description	QTY	UNIT PRICE	TOTAL
IMC LRM100BN Rubberific Mulch, 100 Cu Ft., Brown	18	\$ 1,029.00	\$ 18,522.00
APS-WearMat-10' Diameter x 2" Wear Mat - (8) pieces & hardware kit, freight included	1	\$ 1,735.00	\$ 1,735.00
		\$ -	\$ -
		\$ -	\$ -
Pricing meets Greenbush Contract ESC-PLAYGROUND-REC2021		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

NOTES: Install includes offloading rubber mulch and spreading, as well as installing the spinner mat

SUBTOTAL	\$ 20,257.00
INSTALLATION OPTION	\$ 4,500.00
FREIGHT	\$ 3,215.00
SALES TAX - N/A	\$ -
Quote Total	\$ 27,972.00

Proposals with labor (installation/repairs) are subject to sales tax unless a "Project Tax Exemption Certificate" is provided when placing the order

All conditions in this proposal are to be accepted into any subcontract issued by a General Contractor

For orders over \$1,000, add 3% to the Quote Total if paying by credit card

Thank you!

Hillsboro High School Graduation Ceremony

Date: Saturday, May 21, 2022

Time: 4:00 PM

Place: Shari Flaming Center for the Arts, Tabor College

Number of Graduating Seniors: 39 (TVA – 2)

Baccalaureate Ceremony

Date: Saturday, May 11, 2022

Time: 7:00 PM

Place: Grace Church

HMHS Fine Arts Festival

Date: Friday, May 13, 2022

Time: 6:30 – 9:00 PM

Place: HMHS

Hillsboro High School Academic Awards Night

Date: Monday, April 25, 2022

Time: 7:00 PM

Place: Robert C. Brown Gymnasium

Hillsboro Middle School Promotion Ceremony

Date: Monday, May 17, 2022

Time: 7:00 PM

Place: Auditorium

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
March 8, 2022, Regular Board Meeting Minutes
USD 410 Durham – Hillsboro – Lehigh District Office
5:00 p.m.

Members Present:

Mark Wendt, Chairperson (via Zoom)
Eric Carlson (via Zoom)

Jan Helmer (via phone)
Stacey Parks (via phone)

Members Absent:

Jessey Hiebert

Others Present:

Lena Kleiner, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Wendt called the meeting to order at 5:03 p.m.

2. Approval of Agenda

Jan Helmer moved to approve the agenda. Motion seconded by Eric Carlson. Carried 4-0.

3. Approval of Board Minutes

Jan Helmer moved to approve the minutes of the February 16, 2022, regular board meeting. Motion seconded by Stacey Parks. Carried 4-0.

4. Approval of Payment of Bills and Financial Reports

Mark Wendt moved to approve the payment of bills totaling \$10,089.74 and the March 8, 2022, Income and Expense Reports. Motion seconded by Stacey Parks. Carried 4-0.

5. Business Items

a. TEEN Virtual Academy Handbook and Enrollment Documents

Stacey Parks moved to approve the 2022 – 2023 TEEN Virtual Academy Handbook and 2022 – 2023 TEEN Virtual Academy enrollment documents. Motion seconded by Jan Helmer. Motion carried 4-0.

6. Next Meeting.

7. Adjournment

Mark Wendt adjourned the meeting at 5:18 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.

March 21, 2022

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



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

Members Absent:

Others Present: Shayla Hodges, Board Clerk; Ron Traxson, Interim Director; Jennifer Smith, Business Manager

I. Call to Order

Terry Deines called the meeting to order at 6:35 p.m. in the MCSEC Board Room.

II. Approval of the Agenda

Duane Kirkpatrick made a motion to approve the amended agenda with the appointment of Ellen Carlson and updating Scot Loyd to present the FY21 Audit, seconded by Jared Jost.

Motion carried 5-0.

III. Public Participation (Open Forum)

No public participation.

IV. Scot Loyd, Loyd Group LLC Audit Presentation

Duane Kirkpatrick moved to approve the FY21 Audit presented by Scot Loyd, seconded by Donna Glover.

Motion carried 5-0.

V. Consider Consent Agenda

- A. Approve Minutes of the February 21, 2022 Regular Meeting
- B. Approve Classified Staff Resignations:
 - 1. Stephanie Davis-Lowrie, Paraprofessional
- C. Approve Certified Staff Appointments:
 - 1. Jeremy Gooch, Special Education Teacher at HHS
 - 2. Madison Weaver, Special Education Teacher at PBES
 - 3. Kurt Herrel, Life Skills Special Education Teacher
 - 4. Kristie Butler, Early Childhood Special Education Teacher
 - 5. Ellen Carlson, Special Education Teacher at MES
- D. Approve Certified Staff Resignations:
 - 1. Vicki Hein, Special Education Teacher at MES
 - 2. Michelle Meyer, Early Childhood Special Education Teacher
 - 3. Mitchell Neuenschwander, OASIS Administrator
- E. Approve Treasurer's Report and Payment of Bills/Approve Journal Entries

Donna Glover moved to approve the Consent Agenda, seconded by Duane Kirkpatrick.
Motion carried 5-0.

VI. Discussion/Action

A. OASIS 2022-2023 Calendar

Duane Kirkpatrick moved to approve the OASIS Calendar for the 2022-2023 school year, seconded by Donna Glover.
Motion carried 5-0.

B. KASB Legal Assistance Fund Contract

Duane Kirkpatrick moved to approve the KASB Legal Assistance Fund Contract for FY23, seconded by Donna Glover.
Motion carried 5-0.

C. Certified Position at USD 398

Ron Traxson, Interim Director presented sharing a MCSEC Certified Teacher with USD 398. The teacher would be a .5 FTE with MCSEC and a .5 FTE with USD 398.
No action taken.

D. Projections for Project SEARCH for FY23

Ron Traxson, Interim Director discussed Project SEARCH donations, expenditures, and revenue.
No action taken.

E. Executive Session

1. Personnel

Terry Deines moved to go into executive session at 7:30 p.m. to discuss the Director Search pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 7:40 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.
Motion carried 5-0.

At 7:40 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:41 p.m. to discuss the Director Search pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 7:46 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.
Motion carried 5-0.

At 7:46 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:47 p.m. to discuss the Director Search pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 7:49 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.
Motion carried 5-0.

At 7:49 p.m. Terry Deines declared the meeting out of Executive Session.
No action taken.

2. Negotiations

Terry Deines moved to go into executive session at 7:56 p.m. to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA, with Ron Traxson, Shayla Hodges, and the Board Members present, and to return to open session at 8:01 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.
Motion carried 5-0.

At 8:01 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 8:02 p.m. to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA, with

Ron Traxson, Shayla Hodges, and the Board Members present, and to return to open session at 8:05 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.

Motion carried 5-0.

At 8:05 p.m. Terry Deines declared the meeting out of Executive Session.

No action taken.

VII. Director/Board Discussion/Comments

A. Facility/Maintenance of Building

- Water Leak
- Roof Repair
- Gutters

VIII. Next Meeting, Tuesday, April 19, 2022 at 6:30 p.m.

IX. Adjournment

Terry Deines adjourned the meeting at 8:11 p.m.

Terry Deines, Board President

Date

Shayla Hodges, Board Clerk

Date