

**TENTATIVE BOARD MINUTES
BOARD OF EDUCATION MEETING
NORTHEAST UNIFIED SCHOOL DISTRICT NO. 246
CRAWFORD COUNTY, KANSAS**

**JUNE 12, 2023
6:00 P.M.**

The regular meeting of the Board of Education of Northeast Unified School District No. 246, Crawford County, Kansas, was held on Monday, June 12, 2023 in the Northeast High School Music Room, 1003 E. South Street at 6:00 p.m.

The following members were present:

Deborah Russell	Gary Lofts	Matt Zamora
Andrea Allen	Dan Boley	Joseph Polhlopek

The following member was absent: Evan Winder

Also Present:	Dr. Ray Streeter, Superintendent	Tiffany Forester, Board Clerk
	Melissa Bolton, Deputy Clerk	Kevin Mitchelson, Board Attorney
	Kerstin Womble, Elementary Principal	Chris Hattabaugh, Junior High Principal
	Russ Cramer, High School Principal	DeAnne Harryman, Transportation Director
	Dan Erker, Maintenance Director	

CALL TO ORDER

President Polhlopek opened the meeting at 6 p.m. The Pledge of Allegiance was recited, and then President Polhlopek shared the district mission statement. There were no public comments.

CONSENT AGENDA

It was moved by Mr. Boley, seconded by Mr. Zamora, and carried by a unanimous vote to approve the following items and addition:

- a. Approval of Agenda
 - Addition of j. Board Vacancy Resolution under Action Items
- b. Approval of Minutes from May 8, 2023
- c. Approval of Bills and Financial Reports

REPORTS

- a. Technology Report
- b. Transportation Report
 - Mrs. Harryman gave her report in person and was available to answer any questions from the board members.
- c. Maintenance Report
 - Mr. Erker gave his report in person and was available to answer any questions from the board members.
- d. Food Service Report
- e. Athletic Director Reports
- f. Principal Reports

g. Superintendent Report

- May 2023 tax revenues were \$38.8 million over estimates. However, total tax collections were down 5.8% from May 2022.
- Satterlee had electricians do an inspection of the district HVAC system to help prepare for the installation coming in July.
- Maintenance crews are starting projects around the district. Rooms are being moved, tennis/pickleball court resurfacing, and weight room prep at the HS. The crew is still keeping up on their normal maintenance of grounds and buildings.
- Russ and Ryan have received contact information, to reach out to, to help formulate a plan on how to implement E-Gaming with fidelity.
- A grant application has been submitted that, if approved, could help fund additional personnel to serve as a liaison between outside sources and the school district. The district feels like this grant will make a significant difference with helping parents and at-risk students.
- Admin meeting took place at a retreat at Greenbush and the following items were discussed:
 - Working on Needs Assessment for the next year.
 - Finalizing the New Teacher Orientation for the upcoming school year.
 - Updating Crisis Management Plans for each building and developing a district-wide crisis plan for chain of command.
 - Using data to analyze our chronic absenteeism rate students and what we can do to improve our status.
 - Useful and relevant professional development for our staff that can be applied throughout the upcoming school year.

h. Board Member Report

- Mr. Lofts provided the minutes from the May 10, 2023 Interlocal meeting.
- Mr. Boley shared the latest updates and information from the CTEC meetings.

DISCUSSION ITEMS

a. Accounting Software

The district currently uses the MAPP accounting system for state reporting, payroll, and purchase orders. The district received a letter that MAPP will no longer be supported via technical assistance and/or hardware requirements after July 1, 2025. Several districts in southeast Kansas who currently use MAPP have been discussing, talking to, and seeing demonstrations from new accounting software vendors. A recommendation will need to be made within the next year, so that the transition process can take place and information can be entered or transferred into the new system.

b. Road Work on West Street

Dr. Streeter has been in contact with Arma Mayor Rob Lessen and the City Superintendent Tom Gorman about the road construction on West Street and their communication with KDOT on the job being completed. The deadline for completion of the entire project is the first week in September. Mr. Gorman mentioned that KDOT's schedule for completion will begin at the Elementary/Junior High (Washington, West, and Main Streets) and progress northbound. KDOT anticipates that the area of the road construction will be completed before school starts to allow for pick up/drop off/bus routes.

OLD BUSINESS

a. DCS Updates

Chad Marlow from DCS came and visited on Monday, May 22nd to discuss the total cost of the construction of the storage building with Dr. Streeter, Tiffany, and Dan. Some questions were asked and answers were given regarding the payment and options.

ACTION ITEMS

a. KASB Membership Dues for 2023-2024

Dr. Streeter discussed the advantages of being a member of KASB and the valuable resource that they are for all districts in Kansas.

It was moved by Mr. Polhlopek, seconded by Mr. Boley, and carried with a unanimous vote to approve the KASB Membership dues for the 2023-2024 school year.

b. Student Handbook Changes

The board members discussed the recommended changes to the student handbooks for the 2023-2024 school year. The high school did not have any changes to be approved.

It was moved by Mr. Polhlopek, seconded by Mr. Zamora, and carried by a unanimous vote to approve the elementary and junior high student handbook changes for the 2023-2024 school year.

c. End of Year Fund Transfers

It was moved by Mr. Polhlopek, seconded by Mrs. Russell, and carried with a unanimous vote to approve the end of year transfers, as needed, from General Fund and Supplemental General Fund (LOB) into the special funds such as Special Ed, Food Service, Capital Outlay, and Contingency, as finally determined by the Superintendent of Schools after consultation with the district's budget consultant, John Staton.

d. Evan Winder Board Resignation

It was moved by Mr. Boley, seconded by Mr. Zamora, and carried with a unanimous vote to accept the resignation of Board Member Evan Winder, Position 4, effective immediately.

e. Interlocal Board Member

It was moved by Mrs. Russell, seconded by Mrs. Allen, and carried by a unanimous vote to appoint Gary Lofts as the Interlocal Board Member for the 2023-2024 school year.

f. CTEC Representative

It was moved by Mr. Zamora, seconded by Mrs. Russell, and carried with a unanimous vote to appoint Dan Boley as the CTEC Representative for the 2023-2024 school year.

g. KASB Policy "N" Adoption

KASB Policy "N" includes various form templates. Dr. Streeter recommends that the board adopt the form templates chosen from KASB. These forms will be included on the district website with the approved policies.

It was moved by Mr. Polhlopek, seconded by Mr. Boley, and carried by a unanimous vote to approve KASB Policy "N" with the various form templates for district use.

h. KASB Policy Updates

KASB has updated all policies A through M. This is a bi-annual process that is completed in June and December of each year. Dr. Streeter recommends that the board adopt all updates from KASB. Once approved the policies will be automatically updated on the district website.

It was moved by Mr. Zamora, seconded by Mr. Lofts, and carried with a unanimous vote that the board approve the KASB policy updates for USD 246.

i. Selling of District Property - Chromebooks

Upon a motion by Mr. Polhlopek, seconded by Mrs. Russell, and carried by a unanimous vote that the Board of Education finds the old chromebooks to be surplus property, of no use to the school district at the current time. The sale of the old chromebooks is in the best interest of the school district as it will eliminate the liability to the school district of continued ownership of the property. The old chromebooks will be sold AS IS for \$40.00 on a first come, first serve basis. The board hereby approves the sale of the old chromebooks, and authorizes the Superintendent and the Clerk of the Board to accept the \$40.00 per chromebook to complete the transaction.

j. Board Vacancy Resolution

It was moved by Mr. Boley, seconded by Mr. Zamora, and carried by a unanimous vote to approve the following Board Vacancy Resolution:

RESOLUTION

WHEREAS, a vacancy exists in the membership of the Board of Unified School District No. 246, Crawford County, Kansas; and

WHEREAS, K.S.A. 25-2022 authorizes a Board of Education to fill such vacancies no sooner than fifteen (15) days following publication of notice in a newspaper having general circulation in the school district.

BE IT RESOLVED, that the clerk of the Board of Education of Unified School District No. 246, Crawford County, Kansas, shall cause such notice to be published in The Morning Sun.

EXECUTIVE SESSION - 6:53 P.M.

It was moved by Mr. Lofts, seconded by Mr. Boley, and carried with a unanimous vote that the board go into a closed, executive session for five minutes to discuss personnel matters pursuant to the non-elected personnel exception under KOMA. The open meeting will resume at 6:58 p.m. in the music room.

The executive session was required to protect the privacy interests of the individual(s) to be discussed.

The board invited Ray Streeter and Kevin Mitchelson in to the executive session.

REGULAR SESSION - 6:58 P.M.

ACTION ITEMS FROM EXECUTIVE SESSION

- a. It was moved by Mr. Boley, seconded by Mr. Lofts, and carried with a unanimous vote to accept the resignation of Karen Holland, High School Art Teacher, at the end of the 2022-2023 school year.
- b. It was moved by Mrs. Russell, seconded by Mr. Boley, and carried by a unanimous vote to accept the resignation of Amber Hribar, Junior High Scholar's Bowl Coach, at the end of the 2022-2023 school year.
- c. It was moved by Mrs. Allen, seconded by Mr. Lofts, and carried with a unanimous vote to employ Stacey Thompson, Junior High Teacher's Aide/ISS Supervisor for the 2023-2024 school year.
- d. It was moved by Mrs. Russell, seconded by Mr. Zamora, and carried by a unanimous vote to approve the following supplemental positions at the High School and Elementary/Junior High for the 2023-2024 school year:

Brian Smith
Ron Almandinger
Jena Williams
Dustin McMurry
Kourtney Yantis
Beth Gabern
Beth Gabern
Kirbie Nutt
Katy Karhoff
Angie Sparks
Renee' Popejoy
Melissa Bolton
Tatum Strong
Mindy Payne

Senior Class Sponsor, PDC Chair
Junior Class Sponsor-Split w/ J.Williams
Junior Class Sponsor-Split w/ Almandinger
Chess Club, Spanish Club
Scholar's Bowl
National Honor Society
Boy's & Girl's State, Testing Coordinator
FCCLA
KAY Club
Student Council
VIP, Yearbook
S.A.F.E
HOSA
Cheer and Dance Sponsor

Starla Parsons
Open
Mandy Jones
Beverly Presley

8th Grade Sponsor
Scholar's Bowl
Yearbook Sponsor
Testing Coordinator, JH Student Council

- e. It was moved by Mr. Zamora, seconded by Mrs. Russell, and carried by a unanimous vote to employ/retain the following Spring Head Coaches for the High School and Junior High for the 2023-2024 school year:

Gillian Barker - HS Softball
Piper Richardson - HS Track & Field

Shane Wade - HS Baseball
Brandon Sigmon - JH Track & Field

- f. It was moved by Mr. Polhlopek, seconded by Mrs. Allen, and carried with a unanimous vote to employ/retain the following High School and Junior High Assistant Coaches for the 2023-2024 school year:

Zach Vance - HS Football
Angie Sparks - HS Volleyball
Shane Wade - HS Boys' Basketball
Open - HS Baseball
Open - HS Track & Field

Landon Hardman - HS Football
Zach Vance - HS Girls' Basketball
Jena Williams - HS Softball
Karl Wicker - HS Track & Field

Carolyn Williams - JH Volleyball
Mindy Payne - JH Girls' Basketball
Mindy Payne - Track & Field
Open - Track & Field

Open - JH Football
Mark Manriquez - JH Boys' Basketball
Mark Manriquez - Track & Field

ADJOURN - 7:02 P.M.

It was moved by Mr. Polhlopek, seconded by Mr. Zamora, and carried with a unanimous vote that the board adjourn.

Tiffany Forester, Board Clerk