

OXFORD UNIFIED SCHOOL DISTRICT 358
OXFORD, KANSAS
REGULAR BOARD MEETING
MONDAY, JULY 9, 2018
7:00 P.M.
ROOM 222
JR/SR HIGH SCHOOL

MEMBERS PRESENT	Alfred Neises, Phillip Rush, Nicholas Ruyle, Derek Totten, and Byron White. Dorinda Neises and Justin Shepherd were absent.
OTHERS PRESENT	Cathi Wilson, Superintendent; and Kristina Houser, Board Clerk;
CALL TO ORDER	Derek Totten, President, called the meeting to order at 7:00 p.m.
ADOPT THE AGENDA	Cathi Wilson requested to amend the agenda by adding 3.7, approve the sale of surplus equipment; 3.7.1, approve 18-19 supplemental positions; 3.8, approve 18-19 transportation service contract; 3.9, appoint Cathi Wilson as point of contact for Child Welfare Agencies with regard to foster care students. Nicholas Ruyle made a motion to adopt the amended agenda and Phillip Rush seconded this motion. Motion approved 5-0.
RECOGNIZE GUESTS	No guest were in attendance.
ELECTION OF OFFICERS, CLERK AND TREASURER	<p>Nicholas Ruyle made a motion to nominate Derek Totten for President. Phillip Rush seconded the motion. Motion approved 5-0.</p> <p>Nicholas Ruyle made a motion to appoint Alfred Neises as Vice President. Phillip Rush seconded the motion. Motion approved 5-0.</p> <p>Derek Totten made a motion to appoint Kristina Houser as the Clerk of the Board for the 2018-19 fiscal year. Nicholas Ruyle seconded the motion. Motion approved 5-0.</p> <p>Alfred Neises made a motion to appoint Jamie Wray as the District Treasurer for the 2018-19 fiscal year. Nicholas Ruyle seconded the motion. Motion approved 5-0.</p>
CONSENT AGENDA	Phillip Rush made a motion to approve the consent agenda as presented. Byron White seconded the motion. Motion approved 5-0. The consent agenda consisted of regular minutes from June 11, 2018, special meeting minutes June 18, 2018, and

special meeting minutes from June 25, 2018; approve payroll, warrants, appointments, designations, and authorizations (see below).

The following is a list of Appointments, Designations, and Authorizations for 2018-2019:

- 2.3.1** Substitute Board Clerk: Terri Wiseman
- 2.3.2** Food Service Authorized Representative and Determining Official for Free and Reduced Priced Meal Applications; Cathi Wilson
- 2.3.3** CACFP (Child and Adult Food Program-Daycare) Authorized Representative: Jamie Wray
- 2.3.4** Federal Programs and Projects Representative: Terri Wiseman
- 2.3.5** Truancy Reporters: Cathi Wilson and Terri Wiseman
- 2.3.6** Coordinator for Homeless Children: Terri Wiseman
- 2.3.7** KPERS Representative: Cathi Wilson
- 2.3.8** Freedom of Information Officer: Cathi Wilson
- 2.3.9** Federal Anti-Discrimination Compliance Officer: Cathi Wilson
- 2.3.10** Official Newspaper for Legal Publications: Oxford Register, Alternatives—The Wellington Daily News and The Cowley Courier Traveler.
- 2.3.11** Official Depository for school district funds, pursuant to K.S.A. 9-1401; RCB Bank in Oxford and Emerald Bank in Oxford
- 2.3.12** Authorize the Clerk and Treasurer, pursuant to K.S.A. 43-105b to pay claims against the District in advance of the regular board meeting in order for the District to benefit from discounts.
- 2.3.13** Authorize application for and utilization of funds from Title I, Title II, Vocational Grants, Title IV, Title VI, and Food Service Program (free and reduced meals).
- 2.3.14** Adopt the 1116-hour school year as follows: Kindergarten through Grade 11 – 1116 hours, and Grade 12 – 1086 hours.
- 2.3.15** Adopt 7:45 a.m. through 3:57 p.m. as the standard hours for licensed employees.
- 2.3.16** Adopt the state mileage rate of 54.5 cents per mile.
- 2.3.17** Appoint the Kansas Association of School Boards as the Districts Attorney
- 2.3.18** Approve Membership to Kansas Association of School Boards
- 2.3.19** Adopt guidelines for the activity funds and gate receipts according to K.S.A.72-8208a.

Alfred Neises made a **motion** to approve resolutions (see below) for the 2018-2019 fiscal year. Byron White **seconded** the motion. **Motion approved 5-0.**

Resolutions:

- #19-01—Authorize a Petty Cash Fund in the District Office
- #19-02—Authorize a Petty Cash Fund in the Jr./Sr. High Office
- #19-03—Authorize a Petty Cash Fund in the Elementary Office.
- #19-04—Authorize an Activity Fund for the Jr./Sr. High School.
- #19-05—Accept the GAAP waiver
- #19-06—Authorize regular meeting dates, times, and new location (Oxford Jr./Sr. High Library).
- #19-07—Establish Home Rule.
- #19-08—Rescind Policy Statements found in Previous Years Minutes.

Derek Totten made a **motion** to hold the budget review meeting on August 6, 2018 at 7:00 pm, to publish the budget in the Oxford Register on August 9, 2018, and hold a budget hearing on August 20, 2018 at 6:00 pm and a special board goals meeting at 6:30 pm. Nicholas Ruyle **seconded** the motion. **Motion approved 5-0.**

Phillip Rush made a **motion** to approve a scholarship to Casi Hamilton in the amount of \$150. Nicholas Ruyle **seconded** the motion. **Motion approved 5-0.**

ACTION ITEMS:

Alfred Neises made a **motion** to approve the additional warrants as presented. Byron White **seconded** the motion. **Motion approved 5-0.**

Nicholas Ruyle made a **motion** to approve the 2018-2019 KASB Workman's Compensation contract with a review for the 2019-2020 fiscal year. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

Nicholas Ruyle made a **motion** to approve the board appointments and committees. Byron White **seconded** the motion. **Motion approved 5-0.**

2018-19 Board Member Committees/Representatives:

Special Education Interlocal #619: Derek Totten
Orion Education & Training: Alfred Neises
Governmental Relations: Nicholas Ruyle
District SITE Council: Dorinda Neises
Scholarships: Phillip Rush/Justin Shepherd

Health Insurance: Justin Shepherd/Derek Totten
Negotiations: Nicholas Ruyle/Dorinda Neises
Free/Reduced Lunch App. Hearing Officer: Phillip Rush
Technology: Byron White
Wellness Committee: Byron White

A short discussion took place regarding the student handbooks. Only a few items were updated to meet state statutes. The majority of the handbooks will remain unchanged. Alfred Neises made a **motion** to approve the Elementary and Jr./Sr. High School Handbooks as amended. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

Dr. Wilson presented a new substitute handbook that all current and new substitutes will be given upon substitute teaching at the district. It was also recommended that the daily rate be increased to \$100 per day and long-term subs go to \$150 per day after 10 consecutive days. Phillip Rush made a **motion** to approve the new substitute handbook and the new daily rate of \$100 per day and \$150 per day after 10 consecutive days. Nicholas Ruyle **seconded** the motion. **Motion approved 5-0.**

Nicholas Ruyle made a **motion** to approve the 2018-19 food service contract with OPAA! Byron White **seconded** the motion. **Motion approved 5-0.**

The board was presented with a list of items no longer needed at the district. Nicholas Ruyle made a **motion** to sell those items on Purplewave. Byron White **seconded** the motion. **Motion approved 5-0.**

Nicholas Ruyle made a **motion** to approve the 2018-19 supplemental positions as presented. Byron White **seconded** the motion. **Motion approved 5-0.**

Nicholas Ruyle made a **motion** to approve the 2018-19 transportation service contract. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

Derek Totten made a **motion** to appoint Cathi Wilson as point of contact for Child Welfare Agencies with Regard to Foster Care students. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

Dr. Wilson recommended that the board schedule a work session with KASB to review procedures and responsibilities and to set

goals for the year. Derek Totten made a **motion** to hold a work session special board meeting on August 20, 2018 at 6:30 pm. Nicholas Ruyle **seconded** the motion. **Motion approved 5-0.**

DISCUSSION/REPORT ITEMS

Dr. Wilson presented the board with the 2017-2018 year end transfers and account balances. The annual fiscal audit is currently scheduled for July 18-20th and the final fiscal report and transfers will be presented upon completion.

Dr. Wilson presented the board with a handout showing the 2017-18 school year final costs that were associated with the school run daycare. The program has continued to make financial gains as a result of students working in the daycare as a work study course or on the job training.

Mr. Short and Mr. Patterson have expressed an interest in working with the district for the purchase of the large building and a few acres on southwest side of town along 160 hwy. The building could be used as a transportation and maintenance facility and the building has electricity, heating and air, and a restroom. After a short discussion between the board, they decided to pass on this offer and not to pursue purchasing the property.

Dr. Wilson presented a draft of the 2018-2019 staff handbook. The only changes are to clarify working on classified leave and add a provision that 3 days of banked sick leave can be traded for current leave after all current year leave has been used.

ADMINISTRATIVE REPORTS

Terri Wiseman was not in attendance to give an Elementary report.

Cathi Wilson informed the board that herself and Kristina Houser will be traveling to Topeka on Wednesday to attend the bond hearing at 3:00 pm. Sherry White and Molly McCoy will be attending a Trauma Training on Wednesday and then herself and Molly will attend the same training on Thursday and Friday. July 16th online enrollment will open up, and all enrollment information packets will be mailed out by the end of the week.

COMMITTEES

#619 report: Derek Totten was unable to attend, no report given.

Orion Education & Training Report: Alfred Neises reported that they accepted 5 resignation, 1 termination, approved staff raises, and several handbooks.

EXECUTIVE SESSION

Nicholas Ruyle made a **motion** to go into executive session to discuss the board's position on teacher benefits pursuant to the exception for employer-employee negotiations under KOMA, to include Dr. Wilson and the open meeting will resume at 8:26 pm. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

8:26 pm the board and Dr. Wilson returned to open session.

Nicholas Ruyle made a **motion** to approve the 2018-19 Negotiated agreement. Alfred Neises **seconded** the motion. **Motion approved 5-0.**

Derek Totten made a **motion** to go into executive session to discuss the board's position on an employee pursuant to the non-elect personnel exception under KOMA to include Dr. Wilson and the open meeting will resume at 8:31 pm. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

8:31 pm the board and Dr. Wilson returned to open session. The board requested to have an additional 5 minutes to discuss the board's position on an employee pursuant to the non-elect personnel exception under KOMA to include Dr. Wilson, and the open meeting will resume at 8:37 pm.

8:37 pm the board and Dr. Wilson returned to open session. The board requested to have an additional 5 minutes to discuss the board's position on an employee pursuant to the non-elect personnel exception under KOMA to include Dr. Wilson, and the open meeting will resume at 8:42 pm.

8:42 pm the board and Dr. Wilson returned to open session. The board requested to have an additional 5 minutes to discuss the board's position on an employee pursuant to the non-elect personnel exception under KOMA to include Dr. Wilson, and the open meeting will resume at 8:48 pm.

8:48 pm the board and Dr. Wilson returned to open session.

Derek Totten made a **motion** approve a 4.25% wage increase for all classified staff and administrators and Wade Metz with the

exception of the three clerical positions as discussed. Phillip Rush **seconded** the motion. **Motion approved 5-0.**

ADJOURN.

Derek Totten adjourned the meeting at 8:50 p.m.

Next meeting – June 3, 2018 – Special meeting at 1:00 pm

President

Clerk