

# RILEY COUNTY U.S.D. NO. 378

## BOARD OF EDUCATION AGENDA REGULAR BOARD MEETING 7:00 P.M.

MARCH 13, 2017  
AT: RILEY COUNTY HS LIBRARY

Items suggested for the consent agenda are shaded.

1. Call to order.
2. Pledge of Allegiance.
3. Student/Staff recognition. *Five wrestlers and their parents have been invited to attend the meeting in recognition of their placement at the state wrestling tournament.* p.1  
  
*Mrs. Sullivan will be presented the 2017 Kansas Society of Professional Engineers Tri Valley Chapter Outstanding Teacher Award.*
4. Additions to the agenda
5. Approval of the agenda.
6. Approval of the minutes of February 13, 2017 regular meeting minutes.
7. Approval of the bills and financial reports.
8. Concerns of Riley County U.S.D. No. 378 patrons.
9. Communications.
10. Administrative Reports. p. 2
  - A. Principal Reports. Any building principal present may wish to report.
  - B. Director Reports. Program Directors may wish to report.
  - C. Superintendent Report. The superintendent may provide a report.
11. Board Member Items.
12. Business Items and Reports:
  - (A) Contracts/Approvals/Appointment. Items requiring board action will be shared with the board. (items on consent agenda) Discuss/Action p.3-27
  - (B) Board of Education Topics. Progress on mission/vision from retreat. Discuss/Action p. 28-30
  - (C) Personnel Items. Any personnel items will be brought before the board at this time. (items on consent agenda) Discuss/Action p. 31
  - (D) Negotiations. Any negotiations items will be brought before the board at this time. Discuss/Action p.32
13. Adjournment.

## CONSENT AGENDA

*In order that the board may focus the majority of its time upon those items which deal with the educational endeavors of the school district and/or policy level decisions, but with recognition of its legal requirement to be responsible for those aspects of governance and management required by statute and regulation, the board will consider the approval of a number of routine items listed on the consent agenda with a consolidated motion. Board members have the opportunity to review these items prior to each meeting and specific questions can be answered at that time. Any board member who wishes to discuss one of the items on the consent agenda may request it be scheduled as a discussion item and if approved by the board, will be discussed during its regularly scheduled time on the agenda. The consent agenda for March 13, 2017 and recommended action follows.*

### **Motion to approve the agenda and items listed on the consent agenda as proposed:**

- minutes of the February 13, 2017 regular meeting, the March bills and transfers.
- agenda (as presented or as amended at the meeting)
- **personnel items as follows:**
  - approve the resignation of Stephanie Henton, as Food Service Cook, effective February 24, 2017.
  - approve the resignation of Kristin Blecha, as RCMS Cheer Coach, effective February 13, 2017.
  - approve the resignation of Jammie Abner, as RCHS Head Cheer Sponsor, effective March 31, 2017.
  - approve the new hire of Calvin Kenny, as RCHS Assitant Baseball Coach, effective March 7, 2017.
  - approve the new hire of Sawyer Havensetein, as RCHS Assistant Track Coach, effective March 6, 2017.
- ✓ *Any personnel items which occur after publication of the agenda may be added by letter to the board on March 10, 2017 and included here.*

## STUDENT & STAFF RECOGNITION

**STUDENT RECOGNITION:** The board of education is piloting a new practice of inviting students, and their parents to the board meeting to recognize them for competing in state competitions. The sponsor (s) will also be invited to attend.

This month the board has invited the state placers and state participants from the Riley County High School wrestling team. Mr. Grater/Mr. Oliver will introduce the student athletes.

Girls State:

*Sunny O'Leary - 3<sup>rd</sup>*

Boys State:

*Luke Richard - 3<sup>rd</sup> @ 126*

*Mikey Waggoner - 2<sup>nd</sup> @ 170*

*Wes March and Clay Reed qualified for state*

*Overall the team placed 7<sup>th</sup>*

The students, parents and coach have been invited to attend the meeting. It is recommended that the board recognize these students and their accomplishments.

**STAFF RECOGNITION:** The board of education is piloting a new practice of inviting staff to the board meeting to recognize their efforts and accomplishments.

This month the board has invited Mrs. Janeil Sullivan to attend the meeting. It is recommended that the board recognize Janeil for her accomplishment.

**2017 Kansas Society of Professional Engineers Tri Valley Chapter Outstanding Teacher Award**

The Kansas Society of Professional Engineers is committed to protecting the public's health, safety, and welfare by adhering to a strong code of ethics and standards of conduct that promote personal accountability, ethical decision making and quality work during the performance of professional duties. With the first professional engineering license issued in Kansas in 1931, the organization has a long history of supporting professional engineers and all facets of the field of engineering.

Every year the local Tri-Valley Chapter of the Kansas Society of Professional Engineers holds an awards banquet to recognize outstanding performance in the engineering profession. These awards include everything from specific projects to individual achievements. Because we know good habits start at a young age, one of the categories seeks to recognize teachers who go the extra mile to instill strong values in their students. To narrow this down to one person does not nearly speak to the depth of talent in the USD 378 school district or anywhere else. Teachers are not recognized nearly as often as they should be for the work they do and this is just one small step in that direction. The recipient of this award has demonstrated talents above and beyond what is expected in the classroom with creative and innovative teaching techniques, developing a healthy rapport with students, active involvement in teaching associations and organizations, and successfully encouraging students to want to work hard and do well. While the grade school level may not appear to devote study specifically toward the engineering profession, the basic building blocks of success start at this young age with written and oral communication, math concepts, and developing a work ethic that is mindful of themselves and others. As is well-known in any field of study or practice, a strong foundation supports successful growth and longevity. The Kansas Society of Professional Engineers Tri-Valley chapter has selected Mrs. Janeil Sullivan to receive this year's Outstanding Teacher Award.

**RECOMMENDED ACTION:**

No formal action is recommended. Board members and/or building principals will assist with the distribution of the award certificates.



## BOE Report

3.13.2017

RCGS

### Library

Discarded items; attached

### Student News

- First semester GPA for 8<sup>th</sup> grade is 3.24 and for 7<sup>th</sup> grade is 3.11
- Sound panels are being completed and should be on walls by the time of the BOE meeting.
- Science Fair award entries for grade 6 and 7
  - 6<sup>th</sup> – 1<sup>st</sup>-Steward Bishop, 2<sup>nd</sup>-Lela Spitler & Maggie Schmelze, 3<sup>rd</sup>-CJ Rignell
  - 7<sup>th</sup> – 1<sup>st</sup>-Brandon Moots, 2<sup>nd</sup>-Elle Barnard, 3<sup>rd</sup>-Trey Harmison & Kolton Payne
- Dr. Seuss birthday activity
- MS boys basketball – both teams earned 2<sup>nd</sup> place in the MEL Tournament
- Track practice begins on March 1

### Health Report from Nurse Evans

- ✓ **Sixteen total cases of** strep throat for the school year.
  - January there were 4 cases
  - February there were 6 cases

### Fire Marshal

Visit on February 28<sup>th</sup>, I will provide an update at the meeting.

### Professional Development

CPSI – Next Generation Science Standards, Jaymee Herrington – Jennifer Kulp, Sue Garver and Jeni VanSickle attended on February 23<sup>rd</sup>, science teachers met on February 28<sup>th</sup> to discuss the science fair; Jennifer and Sue shared CPSI conference with them

TLEC funds Infinitic, an online resource for all staff members

Book Study, Fostering Resilient Learners – group of about 8 teachers

### March Calendar

3 – PTO AR Store

7 – PTO meeting

8 – District Site Council meeting

9 – Last day of 3<sup>rd</sup> quarter

14 – First day of KITE testing

14 & 16 – PK-8 Parent Teacher Conferences

17 – 5<sup>th</sup>-12<sup>th</sup> Band Performance

2



## **BOE Goals and KESA for RCGS**

### **❖ Early Intervention/Parents as Teachers**

- During the last in-service day, K-5 teachers met in small groups to discuss tiered interventions
  - Teachers identified students into three tiers and added a layer for enrichment
  - Teachers identified current practices for tiered intervention and what it looks like at RCGS
  - K-2 teachers were trained through SWP about 7 years ago but then budget cuts hit and training discontinued

### **❖ Mission and Vision**

- Middle school is updating policy on Academic Acceleration
  - Multiple assessments
  - Timeline
  - Criteria
  - Provide testing information in a timely manner
  - Testing occurs in May

### **❖ Communication with Stakeholders**

- PTO Science Fair-pictures on FaceBook
- BOE survey announcement on FaceBook, webpage and announced on Angel 95
- Any flyers for student information is posted on website and FaceBook
- PTO FaceBook link is on RCGS FaceBook

### **❖ Build Positive Culture**

- K-8 Cafeteria project update
  - Sound panels were on display at the science fair
  - Kindergarten was the first class to win the Golden Spoon
  - February 24<sup>th</sup> - The first reward was slushies; kindergarten and sixth grade earned the reward

2A





*Board of Education Report- March 2017*  
*Riley County High School*  
*Harold Oliver*

**1. State Assessments**

- a) April 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>
- b) Late starts on those days for seniors- 9:30 am
- c) Juniors will have late starts on two of the days
- d) Freshman will attend regular time and have guest speakers (social/emotional/career)
- e) Approval for late starts

**2. Maintenance Update**

- a) All panic bar hardware has been installed and meets compliance.
- b) Jon Allen cleaned and organized south tunnel to meet fire marshal regulation.
- c) Glass in trophy case has been ordered and is in. We need to pick up from Junction City and install.

**3. Donation**

- a) Lance Sharp has been working over the past year on donations to purchase a new track timing system.
- b) He is getting close and would like to get approval. Cost will be in vicinity of \$7,000 and he has a lot of that pledged.

**4. Student Engagement Presentations**

- a) Friday March 10<sup>th</sup>
- b) We have 12 students signed up to present
- c) Four groups of three teachers will evaluate

**5. KESA**

- a) Curriculum alignment/mapping will begin for core courses
  - March 10<sup>th</sup> Inservice
- b) IPS Implementation
  - We have developed plan of what we want to accomplish before end of year
- c) Multi-Tiered System of Support
  - Have begun conversations of what this would look like
  - Have data from teachers on what we are doing, and what we need to do

L.B

## 6. Jana's Story Presentation

- a) Dating, domestic violence, healthy relationships
- b) March 15th at RCHS
- c) will split student body into males/females for two separate presentations
- d) [www.janasstory.org](http://www.janasstory.org)

## 7. Enrollment

- a) Online enrollment for students will start after spring break
- b) New course offerings- Culinary Arts---Year Long  
Consumer & Personal Finance ---Semester  
Career Connections --- Semester  
Possibly a new Social Studies Course

## 8. General

- a) March 2<sup>nd</sup>/3<sup>rd</sup> Ms. Kriley presented on career development at Kansas Counseling Association Conference
- b) Girls Basketball Team won Sub State Championship (13<sup>th</sup> time)
- c) February Student of the Month- Garrett Staten  
Going above and beyond expectation, displaying good manners, showing great commitment, being trustworthy & unselfish, being respectful towards peers & faculty, being mentally tough, having an optimistic & mature attitude.

Other nominations:

Seniors – Matt Llewelyn, Bryan Mead, Jacob Nielsen, Ashlyn Kabriel, Stacia Satzler, Nelsa Beckman

Juniors – Andrey Abernathy, Tyler Halstead, Justice Sensley, Miah Howe, Jada Burgman

Sophomores – Toby Mensch, Rachel Allen, Becca Boatman

Freshman – Sarah Thomson

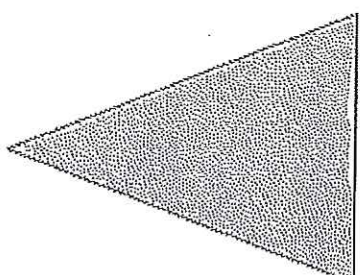
- d) Fire Marshall inspection went very well. We had some minor violations that have already been corrected. Thanks to Mr. Peters!
- e) Discussions with SRO Brian Swearingen to finalize date to bring Drug Dogs to the school parking lot. Trying to get set for March 28<sup>th</sup> or April 11<sup>th</sup>
- f) Local Scholarships are due March 31<sup>st</sup> at 3:30
- g) Graduation will be held Saturday May 20<sup>th</sup>
- h) Hosting MEL Art Day March 10<sup>th</sup>- Displayed at Iron Clad in Wamego following
- i) We are taking part in National Weather Services "Severe Weather Awareness Week". Week of March 6<sup>th</sup>

## 9. BOE Goals

- a) Core Pathways –
  - Have submitted career pathways for approval

LC

# Tiered System of Support

What do we have now?	What do we need?
<ol style="list-style-type: none"> <li>1. SIT</li> <li>2. NHS</li> <li>3. DLT</li> <li>4. BLT</li> <li>5. DSC</li> <li>6. BSC</li> <li>7. Administrative Team</li> <li>8. CPDC</li> <li>9. PLC's</li> <li>10. AR/Seminar (Grade Checks)               <ol style="list-style-type: none"> <li>a. 4 Years of Accountability/Relationship Building</li> </ol> </li> <li>11. Assemblies</li> <li>12. Mandated Seminar Time For Struggling Students</li> <li>13. Parent Newsletter/Emails</li> <li>14. 1 on 1 in Extreme Situations</li> <li>15. Teacher → Counselor → Administration</li> <li>16. ACADEMIC               <ol style="list-style-type: none"> <li>a. Email Parents</li> <li>b. Ask Student To Come Get Help Before/After School</li> <li>c. Talk to Counselor (Sam)</li> <li>d. Allow Seminar Time For Work</li> <li>e. Parent Teacher Conferences</li> </ol> </li> <li>17. SOCIAL/EMOTIONAL               <ol style="list-style-type: none"> <li>a. School-Wide Recognition                   <ol style="list-style-type: none"> <li>i. Student of the Month</li> </ol> </li> <li>b. Counselor Available (Sam)</li> </ol> </li> <li>18. BEHAVIOR               <ol style="list-style-type: none"> <li>a. Assistant Principal (Ian)</li> </ol> </li> </ol>	<p style="text-align: center;"><b>What do we need?</b></p> <ol style="list-style-type: none"> <li>1. Track System for All These (#1-10) Teams With K-12 Alignment</li> <li>2. *Need To Do Something For Our Students Socially/Emotionally</li> <li>3. Involvement Meditation/Yoga vs. Detention</li> <li>4. SIT Reworked</li> <li>5. Data To See Improvement</li> <li>6. Publicize Accomplishments</li> <li>7. Classroom Level               <ol style="list-style-type: none"> <li>a. Teacher Support Training</li> </ol> </li> <li>8. SIT Team               <ol style="list-style-type: none"> <li>a. Grade Level</li> <li>b. Building Level</li> <li>c. District Level</li> </ol> </li> <li>9. Community Organizations               <ol style="list-style-type: none"> <li>a. Involvement</li> <li>b. Mentors</li> <li>c. Big Brother/Sister</li> <li>d. HS Working with Grade School</li> </ol> </li> <li>10. District/Administrator/Teacher               <ol style="list-style-type: none"> <li>a. Clear Expectations</li> </ol> </li> <li>11. Graph               <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <li>Scheduled 1 on 1 Time With Teacher</li> <li>School Assigned Tutor</li> <li>SPED Referral</li> <li>Peer Tutors</li> <li>Contacting Parents</li> <li>SIT</li> <li>Mandatory Seminar Work Time (With Escort)</li> <li>Teachers Available Before &amp; After School</li> <li>Seminar Work Time &amp; Grade</li> </ol> </li> </ol>

LD



**Riley County Schools USD 378**  
**Board of Education Meeting**  
**March 13, 2017**  
**Superintendent's Report**

DATE: 3/1/2017

1. **Board policy-** During the 2016 Legislative session the body developed a new statute call SB 367. Under this statute school districts must develop a memorandum of understanding (MOU) with relevant stakeholders, including local law enforcement agencies, courts, and the county or district attorney. The MOU is clearly stating guidelines on how and when school based behaviors are referred to law enforcement.

As stated earlier in the year, the entities within the Riley County Law Enforcement jurisdiction have met several times on the topic. We have developed a rough draft memorandum, but tabled finalizing the process until the 2017 legislative session concludes. At this time, there has not been much action on this topic.

2. **KESA (school improvement) -** The administrative team meet several times to continue to complete tasks associated with the accreditation process. The teaching staff is scheduled to review our curriculum maps on the inservice day on March 10<sup>th</sup>. This is a critical step in the KESA process.
3. **BOE Committee work- IBB committee-** is scheduled to meeting with some of the teachers on March 13<sup>th</sup> from 5:45-6:45 pm to begin discussion on potential topics for the 2017-18 school year. The meeting will be in the RCHS library.
4. **RCGS projects-**
  - a. HVAC units for 1<sup>st</sup> grade wing- The structural and electrical engineers from PKMR group are scheduled to be on Tuesday, March 7<sup>th</sup> to look at the rooms scheduled for the new hvac units. I hope to have some feedback from them to present at the meeting.
  - b. Entrance way- The PTO group has also graciously indicated that they would be willing to donate some funds to the GS to help give it a fresh look in this area. The group was notified that the ceiling grid and tiles will have to be removed to give access to the duct work with the hvac project. We discussed painting some of the areas because it is good timing while the grid is out. There has also been discussion about removing the triangular planter inside the main doorway to create more space for transitions of kids from specials to core classes and replacing some of the floor tiles. They agreed to help with this as well.
5. **Fire Marshal visit-** the marshal made his annual visit to the district on March 1<sup>st</sup>. Overall, the district received a good report. We had a few minor areas to address, but all will be fixed soon.
6. **Maintenance and Grounds-** our crew has been working hard to get the fields and track ready for spring activities. They also serviced our equipment so we are ready for the mowing season. The guys will also address the simple 'fixes' for the fire marshal.
7. **Food Service Equipment Grants-** I am working with our food service director to write some equipment grants from the state. The grants would be of great assistance in replacing some of the worn out equipment in our kitchens.

LE



## CONTRACTS/APPROVALS/APPOINTMENTS

Approval and/or updates to a variety of contracts, projects and/or other informational items are identified below. The appropriate governance policy is referenced in parentheses following each item.

**1. Track Timing System Donation-** Mr. Willimon is recommending to the board to accept a \$5000 donation to purchase a new track timing system. The system will increase the efficiency and accuracy of timing all of the tracksters. The new system costs about \$7,500. They may have future donations to cover the whole cost. I support the recommendation. (see Contracts #1 attachment).

**2. Track Repairs-** Mr. Willimon has been working with Pro Track and Tennis, Inc. to get a proposal together to address the cracks, sink holes, and delaminations on the track surface. This has been an on-going issue for our track. The last time the track had to be repaired it cost the district about \$19,000. We have received a budgetary number not to exceed \$12,500 to repair the deficiencies on the track (see Contracts #2 attachment). Mr. Willimon will be at the meeting to answer any questions and give a more in depth detailed report. The Facilities Committee members may wish to share their insight into the repairs as they toured the facility this fall.

**3. Riley County Schools Foundation -** Mr. Jim Collagen, ASA Strategic Funding, was scheduled to attend this month's meeting, but the foundation committee is not ready to finalize its recommendation. They will try to present at the April meeting.

**4. Policy updates-** The committee members have finalized the second part of the policies that had be omitted. The policy committee members will be asked to make recommendations at the meeting (see Contracts #3 attachment).

**5. KASB Dues.** The board has been a member of the Kansas Association of School Boards for many years. Dues for membership are based upon a formula which takes into account the General Fund and Supplemental General Fund budgets of the district. The dues for 2017-18 remain the same as they were in 2014-15 at \$8,208.00

For the board's reference, the 2011-12 & 2012-13 dues were \$7,502. Dues for 2013-14 increased to \$8,202. The dues have remained the same in 2014-15, 2015-16, and 2016-17. It is recommended the board approve membership in 2017-18 as KASB represents the united voice of school boards in Kansas. Additionally, the most frequently used service of the association by our district is the utilization of their school law specialists. The explanation for that service immediately follows this item. When the two fees are considered as a package, the value is still considered to be "worth it" considering the utilization of their legal specialists. The 2017-18 dues remain steady at \$8,208.

**6. KASB Legal Assistance Fund.** In addition to the basic membership services, school districts have an opportunity to join the Legal Assistance Fund. Some districts retain local counsel, ours does not. Membership in the Legal Assistance Fund is recommended as KASB attorneys provides services such as:

- Telephone and email consultation on specific legal issues with KASB attorneys
- Special legal topic webinars
- Written articles of selected legal decisions together with an interpretive analysis of the decision's precedential value and operation impact
- Written summaries of state and federal legislation and administrative regulations
- Maintain a resource file of important court decisions and interpretations of laws affecting schools

In 2010-11, the fees increased to \$1,400.00. They remained the same for the 2011-12 and the 2012-13 year. In 2013-14 the fee increased to \$1,650 and it remained that amount for 2014-15, 2015-16, and 2016-17. The fee for 2017-18 will remain at \$1,650.

As a special "no surprises" note, the board should understand that membership in the Legal Assistance Fund entitles us to general telephone consultations and advice. When/if we need a KASB attorney for a specific case or require service on site, we do incur an additional charge.

3

**RECOMMENDED ACTION:**

1. (*potential motion*)- Motion to accept the donation of \$5,000 for the purchase of a track timing system.
2. (*potential motion*)- Motion to approve the proposal from Pro Track and Tennis, Inc. for the repairs of the track surface not to exceed \$\_\_\_ and referenced in the official minutes as Contract #2.
3. No action.
4. (*potential motion*)- Motion to adopt the policies as presented and referenced in the official minutes as contracts #3.
5. (*potential motion*)- Motion to approve the dues of \$8,208 with Kansas Association of School Boards for the 2017-18 school year.
6. (*potential motion*)- Motion to approve the purchase of the legal assistance fund with KASB for the 2017-18 school year in the amount of \$1,605.



March 7, 2017

To: USD 378 Board of Education

Re: Track Timing System Donations

I would like to recommend that USD 378 accept the generous monetary donations for a electric timing system made possible by the following contributors:

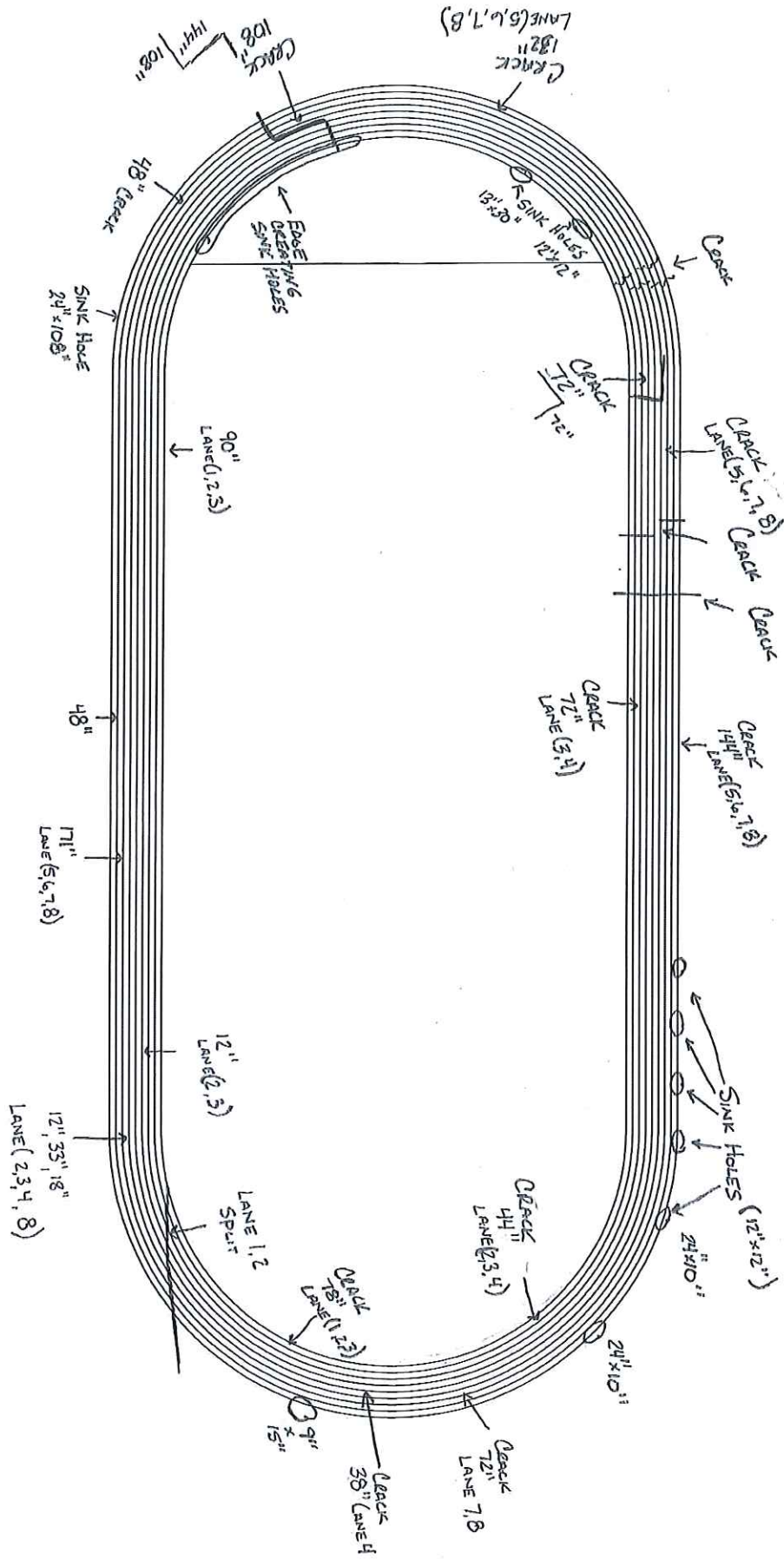
- Peggy Crubel
- Manhattan Track Club
- Amber Burton
- Ashley Swisher
- Gary Sigle
- Ryan Smith
- Mike Hamler
- Odessa Heating & Cooling (Melody Bromley & Tom Casey)

Thank you for you consideration,

Erik Willimon  
Riley County Athletic Director

5





# Track Measurements

As of 3/2/17

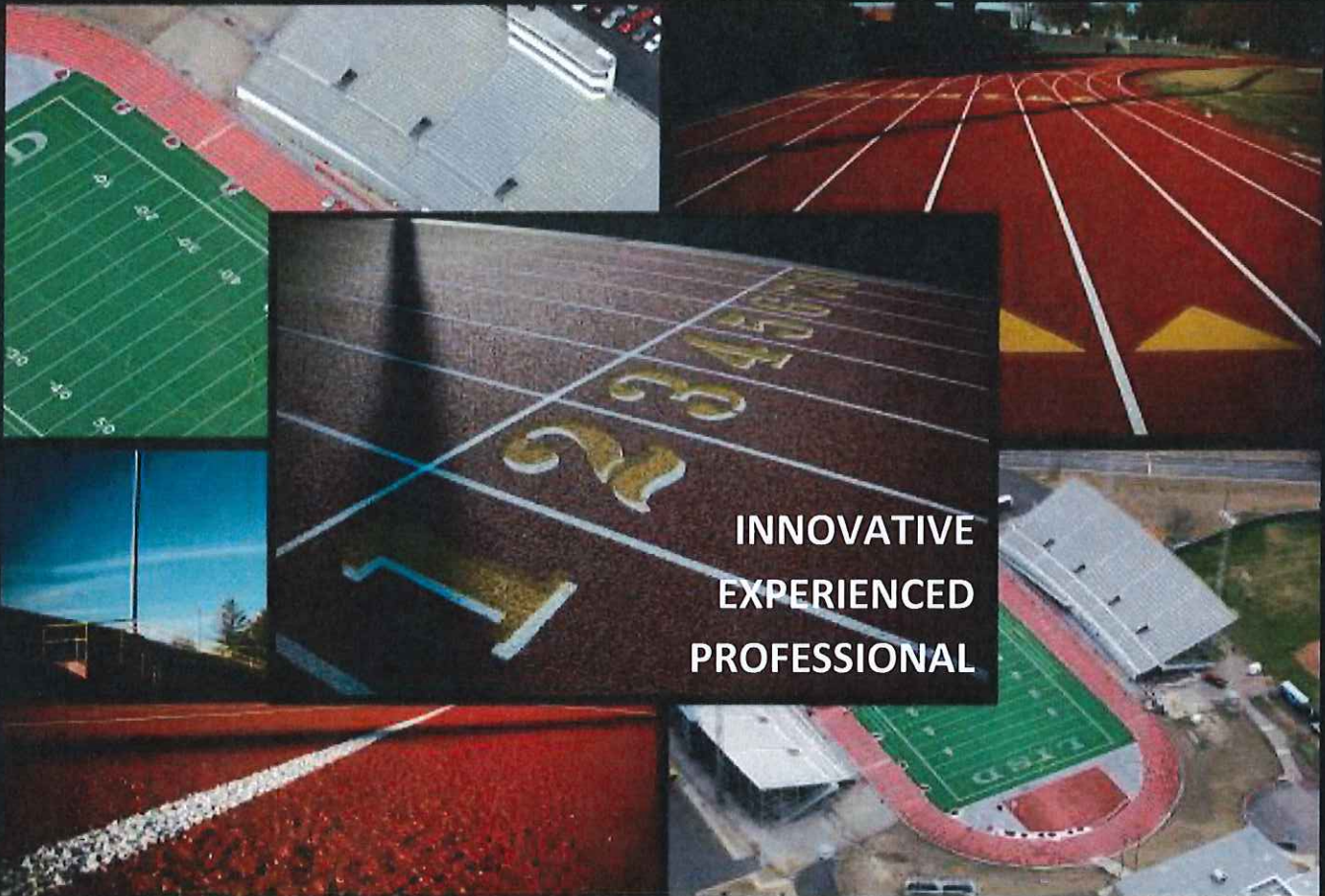




7409 N. 160<sup>th</sup> Street  
Bennington, NE 68007  
PH 402.238.2900  
PH 800.498.4395  
FX 402.939.0701  
[www.protrackandtennis.com](http://www.protrackandtennis.com)

# PRO TRACK AND TENNIS, INC.

Track Repair Proposal



**We Proudly Present This Proposal To:**

Mr. Erik Willimon  
Athletic Director  
Riley County High School  
12451 Fairview Church Rd.  
Riley, KS 66531  
785-485-4000  
[ewilimon@usd378.org](mailto:ewilimon@usd378.org)

## TABLE OF CONTENTS

<b>PROPOSED SYSTEM</b>	<b>4</b>
<b>PART 1: QUALITY CONTROL</b>	<b>5</b>
<b>PART 2: PRE-RENOVATION PROCEDURES</b>	<b>5</b>
<b>PART 3: RENOVATION PROCEDURES</b>	<b>5</b>
<b>PART 4: WARRANTY</b>	<b>6</b>
<b>ACCEPTANCE OF PROPOSAL</b>	<b>8</b>



## PROPOSED SYSTEM

### CRACK REPAIR

#### RUNNING TRACK REPAIR:

1. Cut out the cracks 6" seal crack, prime and patch back. All sunk in areas will be patched.
2. Install 1-3mm rubber and binder mix in cut out areas.
3. Areas where patches have gone over lane lines or event markings will be repainted.
4. Clean up all debris and masked material (tape and plastic).



## PART 1: QUALITY CONTROL

- The owner should designate one representative to oversee the project. This person will be responsible to conduct the following checks throughout the job.
  - A. Pre-Installation walkthrough. All aspects of the job will be discussed at this time. The lead technician will answer any questions.
  - B. The striper will confirm with school representative, with confirmation of the Athletic Director or Track Coach, all aspects of the striping specifications prior to striping the track.

## PART 2: PRE-RENOVATION PROCEDURES – To be done by owners

- School representatives, prior to Pro Track and Tennis, Inc. starting date, should clear the track surface of all objects: high jump pits, hurdles, etc.
- All creeping and overgrown vegetation will be removed from both the inside and outside edges of the running track.
- Scrape all areas where caked-on dirt exists and any other soiled areas.

## PART 3: RENOVATION PROCEDURES

### 3.01: CLEAN UP

- The job site will be left neat and clean.
- All renovation related debris will be cleaned up and disposed of properly.
- All unused material will be recycled.



10



## PART 4: WARRANTY

Pro Track and Tennis, Inc. warrants its labor and materials for a period of four (4) years from the date of completion of work on any track or tennis court. There is a five (5) year warranty on Armor Crack Repair. All work performed by Pro Track and Tennis, Inc. is warranted against peeling, chipping and flaking under normal use. Pro Track and Tennis, Inc. further warrants that any paint applied during the striping or resurfacing of any track or tennis court will not flake or peel for a period of two (2) years from the date application is completed.

Customer acknowledges that they are aware that Pro Track and Tennis, Inc. is not responsible for defects, cracks, patches or uneven surfaces in the substrate which is being resurfaced by Pro Track and Tennis, Inc. Pro Track and Tennis, Inc. does not warrant that existing cracks or patches in existing substrate surfaces will not open or continue to increase in size. Pro Track and Tennis, Inc. shall not warrant nor be in anyway be responsible for peeling of paint or damage to any surface caused by failure of customer to keep the surface free of debris, vegetation or dirt and shall further not be responsible for damage to painted surfaces or any other actions caused by the customer. Pro Track and Tennis, Inc. does not warrant separation of the coatings from the concrete base where the base lacks a vapor barrier. Lack of a vapor barrier can cause moisture to be retained under the coating, which will eventually result in lack of adhesion to the surface. Pro Track and Tennis, Inc. does not warrant separation of the coating or bubbling of the coating when moisture is present due to passing from below an asphalt base.

In the event of any claims arising under this Warranty, damages incurred by the customer shall be limited to such repairs to be performed by Pro Track and Tennis, Inc. as are necessary to remedy any defects. Pro Track and Tennis, Inc. hereby agrees to perform any such repairs (weather permitting) promptly, after written notification of such claim from customer. Pro Track and Tennis, Inc. shall not be liable for any breach of any express or implied warranty except where expressly prohibited by applicable law.



11

# ACCEPTANCE OF PROPOSAL

This proposal is valid for 60 days from March 7, 2017.

Pro Track and Tennis, Inc. proposes to furnish labor and material and equipment complete in accordance with the specifications in this proposal for the sum of:

*Please initial the appropriate boxes below to designate acceptance of the following options.*

**Running Track Repair**  
Twelve thousand, five hundred dollars

**\$12,500.00**

### Payment to be made as follows:

*A 33% down payment is due upon acceptance of proposal. Another 33% is due when project is 50% complete. The remainder is due the day the job is complete and accepted by the owner. Any applicable taxes will be added to the total cost.*

### Acceptance:

*The above price, specifications and conditions found in this proposal are satisfactory and are hereby accepted. Pro Track and Tennis, Inc. is authorized to do the work as specified. Payment will be made as outlined.*

_____ Signature	_____ Signature
_____ Print	_____ Print
_____ Date	_____ Date
Riley County High School – Riley, KS	Pro Track and Tennis, Inc.

After signing, please return to Pro Track and Tennis, Inc.  
**Thank you very much for your business!**



12

**BOE POLICY COMMITTEE MEETING**

**FEBRUARY 22, 2017**

**4:30-6:00 pm @ District Office**

**Attending: Jared Larson, Kerry Thurlow, Cliff Williams**

The policy committee met to continue its review of outdated policies discovered by the Superintendent.

**DC:** Cliff shared concerns of the issues of state budget timelines and how they would affect this policy. To be on the safe side and avoid conflict, he suggested the annual operating budget be presented no later than July and a preliminary draft of district budget be submitted on or before the 2<sup>nd</sup> Monday of August. The group talked about how effort is made to make budget and finances an ongoing discussion throughout the year to avoid surprises. They also shared concerns for how the state financial outlook will determine when and what we can do.

**EBBA:** Cliff shared current practice and procedures for hazardous material. Greenbush does a 3 year inspection of asbestos in the 1929 building. Other areas to monitor include science labs, kitchen and custodial supplies. Staff that works with hazardous waste are trained upon hire and updated regularly.

**EDAA:** The policy states Superintendent, as he oversees that the district is in compliance with transportation reports and record keeping. The superintendent can delegate to transportation director to help gather information. Discussion was had about how some districts do not have a transportation director. Kerry shared the changes to our transportation department and reporting since she's been on the board. Cliff suggested, as he works closely with the TD, that we could eliminate the extensive written and oral reports. Cliff would update the board regularly. It would also save Frank time that could be spent on maintaining the fleet. Frank also spends a large amount of time driving, as subs are in very short supply. The committee recommends Option 2 regarding transportation to summer athletic events. This option gives a little leeway should KSHAA change their summer activities. However, currently, no school vehicles are used during the summer for athletics.

**GAA:** Additional wording to ensure handbooks match policy and efforts are made to make sure all handbook changes are cross referenced to existing policy. Cliff shared his expectations for staff when they suggest handbook changes.

**GAAB:** The superintendent is the district compliance coordinator.

**GAAC & GAACA:** Some additional wording by KASB. These policies are to have notification annually. Cliff shared how he has created a checklist to ensure the district is complying.

**GAOA:** As we receive federal money, Alternative 1 is appropriate.

**GAOB:** This policy sets the tone for employees about drug-free expectations. It will be included in new employee packets.

**GAOE:** KASB added some language to help protect districts from workman's comp fraud. Cliff shared what he has learned about our district usage and strategies to protect employees from injury and claims.

The policy committee recommends the board approve the above mentioned policies, as they will be presented in the agenda packet, at the regular March BOE meeting.

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

#### Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

#### Priorities

The board will establish priorities for the district on a short-term, intermediate and long-range basis.

#### Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

#### Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent.

Recommendations

Recommendations of the superintendent and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in July.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before 2<sup>nd</sup> Monday in August each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms, and information.

16

Forma

**DC Annual Operating Budget**

DC-3

Forma

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Forma

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

Reporting Fraud

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper

conduct by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting, or audit

**DC Annual Operating Budget**

**DC-4**

Forma

matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports, or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board of education. The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Approved: KASB Recommendation – 7/03; 4/07; 6/07; 6/09; 6/15



Inspection

Regular inspection of district facilities for hazardous waste shall be conducted by \_\_**Superintendent or his designated representative**\_\_\_\_\_.

Written records of these inspections shall be maintained.

Disposal

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law.

Rules

The superintendent shall develop written rules and procedures for notifying district administrators that hazardous waste has been discovered and/or produced and rules for reporting the proper disposal of waste. These rules and regulations shall be distributed to all staff members in classified and certified handbooks.

Approved: KASB Recommendation - 4/07; 12/14



**EDAA School Vehicles (District-Owned Buses)**  
(See ED, JBCA, and JGG)

**EDAA**

School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, "school transportation provider" is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver's license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district ~~buses~~ vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent's designee.

Bus and transportation schedules and routing maps will be updated annually prior to the start of school. ~~{Insert local language here as appropriate.}~~

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall receive a copy of this policy annually on registering their driving certification with the superintendent.

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle either at a district-owned site or at the employee's residence.

Transportation to Summer Athletic Events

Option 2:

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.



Any staff requests for such use shall be submitted to the superintendent on or before **2 weeks prior to event** and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: 1) the expense of providing requested transport; 2) the availability of funds for such purpose; 3) the availability of adequate school staff to chaperone and/or provide transportation; 4) the availability of and/or the coverage of liability insurance for this purpose; 5) priority of assignment and availability of necessary vehicles; 6) Title IX and other fairness considerations in granting use or repeated use to a particular group of student athletes; and 7) other good cause as determined by the superintendent.

Approved: KASB Recommendation – 7/03; 4/07; 6/10; 12/13; 6/15

**GAAB Complaints of Discrimination (See JDDC, JGECA and KN) GAAB**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. (Superintendent, 204 W.Kansas, Riley, KS 66531, 785-485-4000) ~~Position, address, phone number of the district compliance coordinator~~ has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

**GAAB Complaints of Discrimination** (See JDDC, JGECA and KN) GAAB-2

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Approved: KASB Recommendation - 2/98; 8/98; 4/07; 6/09; 6/15

25



Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Alternative I

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary

action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the district.

Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/12; 12/13

## BOARD OF EDUCATION TOPICS

*Overview- this section of the board packet is designed to give the board of education members a place within the meeting to discuss progress made towards their short and long term goals. This month there are three components that make up this one section:*

- 1. Board's goal- update on progress made towards developing action steps to complete the goals*
- 2. Out of district student enrollment- the administrative team will be looking for direction on next step in the process from the board.*
- 3. Budget preparation for 2017-18- the board will continue discussing goals and mandates that need to be completed during the 2017-18 school year.*

### I. Board Goals-

**A. Short Term Goals-** below is a short synopsis on the progress made towards meeting the goals of the board this month.

- 1. Assist with the tracking of the impact of core offerings-* the principals have been working on course offerings for the 2017-18. Currently, they are discussing how they can best use the staff to create the most opportunities for our students.
- 2. BOE mission & vision goals-* we are still collecting feedback from parents, patrons, students, and staff. I will have a presentation at the meeting. We will have this section of the data ready for the meeting.
- 3. Parents as Teachers-* Mrs. Grant is going to place their 'pre-k' information on the website for easy parent access.
- 4. Early Intervention-* informal discussion has taken place while reviewing the current and potential course offerings.
- 5. Begin development of core pathways that prepare & expose students to potential career opportunities-* Informal dialogue with the building principals as it relates to the 2017-18 building schedules continues. The high school principal has his team updating the Pathways information within the state system.
- 6. Improve Safety and Security of buildings-* we received a 'very favorable' review from the fire marshal. I appreciate everyone's efforts to work to improve on our evacuation and shelter times in our fire and tornado drills.
- 7. Plan for growth in student population-* below, is a current number of students enrolled in our district.

#### Enrollment Figures (3/2017)

Grade	2016-17 Number	2017-18 Prediction
K	39	43 * 3 yr avg.
1	47	39
2	43	47
3	52	43
4	62	52
5	45	62
6	51	45
7	63	51
8	58	63
9	55	58
10	62	55
11	51	62
12	51	51
Headcount	679	671

\*Kindergarten Roundup is on April 11<sup>th</sup>

- 8. Hire maintenance director-* our team has been addressing our outside needs. I appreciate their efforts to try to get us caught up. We will continue to monitor the progress made by the state on funding to determine if we can afford this service.
- 9. Mentor teams couple with Individual Plans of Students-* Mr. Oliver and Ms. Kriley have been working on this topic. They met with their whole team to discuss the logistics of the draft plan.

**BOE items Follow-up**

**continued**

10. *Build positive culture (trust with staff)*- I appreciate the efforts of all of our students and staff. This time of year school systems are ready for a break. Many are ready to transition from winter to spring weather. I think all are working hard to continue to carry on the strong traditions and build new ones at Riley County Schools.

11. *Communication with stakeholders*- we received a good number of feedback from parents, patrons, and students on our survey. I think the participation rate shows our community members are interested in our school system. I plan to share the specific feedback from our mission/vision and communication questions on the survey. The additional data may need to be presented at the April meeting as all the data is not in at this time.

**II. Out of district data**- the last four months the board began discussing the idea of whether it would benefit the district to open its doors to new out of district students. The dialogue began when the administrative team shared that they have received several request from parents wanting to attend our school system. They had also received some formal written letters from potential parents to revisit the topic. In October, the board asked the administrative team to bring enrollment data to the next meeting. The administrative team presented this data at the meeting. The board also asked the administrative team to research other district's out of district policies and applications and research why students that live within our district boundaries do not attend Riley County Schools. In December, the board asked the administrative team to develop a draft copy of an out of district application. The board approved the application. The administrative team will be looking for direction from the board at the March meeting.

*What direction does the board wish to take in regards to the original topic (continue to keep doors closed to new out of district students or open the doors to new out of district students)?*

**III. Budget Preparations for 2017-18**- the legislature has reached it's half way point, but no official news on funding. I recommend the board continue to monitor their progress as we try prioritize for the 2017-18 school year. Currently, we have many tasks/goals in place that will drive our usage of the budget. Below, is a short overview of items:

- a. Funding stream- the state funding formula is scheduled to be discussed in the 2017 legislative session. Currently, we are in year two of a two year temporary plan called the Block Grant.
  1. Block grant- the grant is scheduled to expire June 30, 2017. Our district benefits from the Block Grant in the sense that we receive funding based on the 2014-15 enrollment figures. As it stands today, we would lose appropriately \$92,000 because of declining enrollment. This figure was based off the old formula of counting students.
  2. Local needs- the board needs to begin thinking about local funding levels to maintain programs and facility needs.
    - a. Capital Outlay -Currently, the board has the authority to use 8.000 mills. This level of support is needed to continue to pay on the weight room/wrestling room, maintenance contracts, and repairs. Our fund will likely decrease between \$140,000-\$200,000 to replace the multizone hvac unit at the grade school.
    - b. LOB- has remained steady over the last three years at 30% of the general fund. Currently, we stand to lose \$28,000 because of the expiration of the block grant.
- b. Programs- the high school is researching the necessary steps to try to increase course offerings. Some keys will be our partnership with MATC and teacher licensure. Another strategy is to build in a rotation of courses. Both have the potential to provide more career explorations for high school students.
- c. Staffing- at this time we have not received any notification that any staff are planning to retire at the end of the school year.
- d. Facility needs- we need to send out bids asap on all needs that require specific timelines.

*Does the board wish to add/delete and/or modify levels of supports on any items as we begin the 'draft' process of prioritizing tasks to be accomplished next year?*

**BOE items Follow-up**

**continued**

**RECOMMENDED ACTION:**

1. Board goals- no action at this time.
2. Out of district enrollment- no action at this time.
3. Budget preparation- no action at this time.

