

**PROPOSED AGENDA  
RILEY COUNTY UNIFIED SCHOOL DISTRICT NO. 378  
BOARD OF EDUCATION**

**Monday, July 11, 2016  
7:00 p.m.**

**Concluding Business of 2015-16 AGENDA  
2015-16**

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Minutes (attachment A)
- IV. Adjournment of the 2015-2016 board.

**Organization Meeting of the 2016-2017 Board of Education**

- I. Call to order by Board of Education President
- II. Election of Board Officers
  - a. Shane Allen, 2015-16 BOE President, will preside at the start of the meeting as the Board elects its President for the 2016-17 school year. The newly elected President will then preside as the Board elects the Vice-President. As soon as this is completed, the BOE meeting will begin.
- III. Approval of Agenda
  - a. Changes, additions and adoptions of agenda
- IV. Approval of warrants/payroll (attachment B)
  - a. Approval of July Bills
  - b. Approval of VISA Bills
    - i. Motion to approve the July & VISA Bills as presented
- V. COMMUNICATIONS
  - 1. Hearing of students
  - 2. Hearing of visitors
  - 3. Hearing of principals – The Principals are not required to attend July meeting. See their reports attached.
    - a. High School – early release for seniors
      - A1. Motion to approve early release proposal as presented by Mr. Oliver (attachment C)
    - b. Grade School – discarded material and art fees
      - B1. Motion to approve the discarded school supplies as presented by Mrs. Grant (attachment D)
      - B2. Motion to approve the art fees as presented by Mrs. Grant (attachment E)

4. Hearing of directors
  - a. 2016-17 Food Bids & Milk Bids (attachment F)
  - b. Transportation (attachment G)
5. Hearing of Superintendent
  - a. Ground Rules (attachment H)
  - b. Executive Session attachment (attachment I)
  - c. Budget Document and Timeline (attachment J)

VI. Organizational Business

**Motion to approve items 1-6 as presented.**

**Board can approve items as individual or as a group.**

1. Approval of Board designated appointments for the 2016-17 school year:
  - a. Appointment of Board Clerk and Records Custodian **Nicole Fajen**
  - b. Appointment of Deputy Clerk **Sandy Glessner**
  - c. Appointment of Board Treasurer **Sandy Glessner**
  - d. Appointment of Board Attorney **KASB**
  - e. Designate district KPERS representative **Sandy Glessner**
  - f. Freedom of Information Office **Nicole Fajen**
  - g. Appointment of Treasurer and Administrative Assistant as determining officer and Special Education Coop secretaries as alternate for free and reduced price lunch applications **Sandy Glessner and Nicole Fajen**
  - h. Appointment of federal Impact Aid representative for the district **Sandy Glessner**
  - i. Appoint Authorized Representative for School Nutrition Programs **Grace Brown**
  - j. Designate truancy officers for the school year (KSA 72-1113) **Principals at Grade School and High School**
  - k. Appointment of the RCHS Principal as the Activity Account Treasurer **Harold Oliver**
  - l. Appointment of building secretaries as account fund treasurers for building petty cash funds with the principals as alternate treasurers
  - m. To continue to provide for the accounting for activity funds at buildings where the activities occur
  - n. Appointment of Varney & Associates as District auditors
  - o. To approve participation in the national school breakfast and lunch program
  - p. To approve student fees (all fees will remain the same as 2015-16)
    - i. Clerk will have copy of student fees at meeting
  - q. To appoint the Treasurer to complete investment transactions in accordance with regulation DFE and DFE-R
  - r. To approve the district rental fee as per policy KG (no changes from 2015-16)
  - s. To approve the destruction of records for financial documents dated prior to July 1, 2010
  - t. Appointment of official newspaper **Riley Countian**
  - u. Adopt official depositories for district funds: **Riley State Bank and Leonardville State Bank**
  - v. Adopt **1,116 hour calendar year** (KSA 72-1106).
  - w. Adopt **Destruction of Records** according to KSA 72-5369 for school districts and community junior colleges per statute.

- x. Adopt **Early Payment Request** (KSA 12-105(b))
- y. Adopt fees for copies of district records: **\$0.15/copy** and **\$15/hour** after 15 minute
- 2. Appointment of Superintendent to the following administrative positions:
  - a. Executive Officer for USD 378, Riley County Board of Education
  - b. Designated Representative for PL874: Impact Aid (Federal Reimbursement)
  - c. Hearing Officer for Free/Reduced Meals Program
  - d. Food Service Representative
  - e. Twin Lakes Educational Cooperative (TLEC) Representative
  - f. Coordinator for Homeless Children Duties
  - g. Government Relations Officer
  - h. Section 504 Coordinator
  - i. All state and federal reports
- 3. Approval of signature facsimiles for board president and superintendent.
- 4. Designate the Principals, Assistant Principals, Superintendent and others designated by the Superintendent as the administrative staff empowered with the authority to suspend or expel students
- 5. Designate the elementary school principal as the district representative for the federal Title I program and superintendent of schools or his appointee as district representative for all other federal programs **Teresa Grant**
- 6. Appoint compliance coordinators for Title VI & VII, Title IX, and the Age Discrimination Act, and Nondiscrimination on the Basis of Disability (ADA) **Teresa Grant and Harold Oliver**
- 7. Resolutions
- 8. **Board can approve items as individual or as a group.**  
**One motion to accept the following resolutions A through E:**
  - a. **Resolution 2016-17 #1:** Establish Board of Education meeting dates for 2016-2017 (1 meeting/month or 2 meetings/month)
    - i. Notice of all meetings requests expire at the end of a fiscal year. If you would like to be put on that notification list please fill out a new form for the 216-17 school year. (attachment K)
    - ii. Budget hearing will be at the regular August meeting
  - b. Establish Petty cash funds:
    - i. **Resolution 2016-17 #2:** \$500.00 BOE (same as last year) (attachment L)
    - ii. **Resolution 2016-17 #3:** \$1,000.00 Grade School (same as last year) (attachment M)
    - iii. **Resolution 2016-17 #4:** \$1,500 High School (same as last year) (attachment N)
  - c. Establish Activity Funds
    - i. **Resolution 2016-17 #5:** High School Activity Fund (same as last year) (attachment O)
    - ii. **Resolution 2016-17 #6:** Grade School Activity Fund (same as last year) (attachment P)
  - d. **Resolution 2016-17 #7:** Adopt General Accepted Accounting Principles (GAAP) Waiver (attachment Q)

e. **Resolution 2016-17 #8:** Home Rule (attachment R)

VII. NEW BUSINESS

- a. Board Retreat – August 22<sup>nd</sup> at 5:30 pm @ RCHS Library  
**Items A through G as presented can be made through one motion**
- b. Establish district mileage rate for 2016-2017 **Beginning on Jan. 1, 2016, the standard mileage rates for the use of a car, van, pickup or panel truck will be: 54 cents per mile for business miles driven, (irs.gov)**
- c. Establish substitute teacher pay: emergency **\$80** and licensed **\$85**
- d. Establish cell phone policy reimbursements: Treasurer, Principals, Athletic Director, Technology Director, Technology Assistant, **\$65 each month (same as last 4 years)**
- e. Establish instructional fees KSA 72-5390 & 5389 at **\$40 per student**
- f. Establish instructional fees KSA 72-5390 & 5389 including activity fee at **\$40 for all students 9-12 grade**
- g. Set meeting with regular August Board of Education date
- h. Review of Committees for 2016-17 (attachment S)

VIII. Negotiations (attachment T)

- IX. Personnel  
See attachment (U)

IX. ADJOURNMENT