

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

*The Board of education will have a boardmanship training with Donna Whiteman from Kansas Association of School Boards February 13, 2017, 5:45pm-6:45pm at the RCHS Library.*

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

FEBRUARY 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. *Seven students from Mr. Whearty's class and their parents have been invited to attend the meeting in recognition of their placement in a welding competition.* p. 1
4. Additions to the agenda
5. Approval of the agenda.
6. Approval of the minutes of January 9, 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.
  - A. Principal Reports. Any building principal present may wish to report. p. 2-5
  - 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. 6- 36
  - (B) Board of Education Topics. Progress on mission/vision from retreat. Discuss/Action p. 37-54
  - (C) Personnel Items. Any personnel items will be brought before the board at this time. (items on consent agenda) Discuss/Action p. 55
  - (D) Negotiations. Progress made on ratifying the 2017-18 contract. Discuss/Action p. 56
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 February 13, 2017 and recommended action follows.*

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

- minutes of the January 9, 2017 regular meeting, the February bills and transfers.
  - agenda (as presented or as amended at the meeting)
  - **contracts/approvals/appointments as follows:**
    - ✓ approve the donation of \$100.00 from a private patron to assist with the Grade School lunchroom project.
    - ✓ approve the donation of \$200.00 from a private patron to assist families in need during the holidays.
    - ✓ approve the donation of \$132.35 for Cara Rignell as part of DonorsChoose fund project for Prize-Wining TOON books for K-3.
    - ✓ approve RCHS & RCGS library weeding logs as presented.
    - ✓ approve a total donation of \$302 from the Harold Ray memorial for the purchase of technology and reading supplies.
  - **personnel items as follows:**
    - ✓ approve the resignation of Cheryl VanBebber, as Bus Driver, effective January 20, 2017.
    - ✓ approve the new hire of Shane Eslit, as Bus Driver, effective February 14, 2017.
    - ✓ approve the resignation of Jennifer Johnston, as RCHS Vocal teacher, effective May 24, 2017.
    - ✓ approve the new hire of Amanda Kreie, as part-time pre-school aide, effective February 14, 2017.
- ✓ *Any personnel items which occur after publication of the agenda may be added by letter to the board on February 10, 2016 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 the state placers for the seven high school students from Mr. Whearty's class that participation in a welding competition.

*Mac Rogers 1<sup>st</sup>*

*Tate Wickstrum 2<sup>nd</sup>*

*Brett Halstead 3<sup>rd</sup>*

*Tyler Lindell 4<sup>th</sup>*

*Luke Richard 5<sup>th</sup>*

*Tyler Beckman 6<sup>th</sup>*

*Collin Prockish- participant*

*Orscheln Farm and Home supply store in Manhattan hosted a Welding Competition that was open to all area High Schools to enter their welding skills for a given weld criteria in Arc (SMAC) and Gas (GMAW). The above listed students from Mr. Whearty's Agricultural Mechanics class entered welding skills that were delivered to compete for awards. All participants were awarded a medal and the top 3 places earned an auto darkening welding helmet and a plaque. Magnet parts and tool trays were awarded to 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> place individuals. All judging and awards were sponsored by Caterpillar. Congratulations to each of these individuals that earned awards and recognition for competing with their welding skills.*

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

### **RECOMMENDED ACTION:**

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





## BOE Report

2.13.2017

RCGS

### Donations

- \$100.00 from Riley Neighborhood Citizens for student snacks
- \$200.00 from private patron to assist families at holidays
- Leonardville Homemakers Club donated hats and gloves
- \$220.00 from several families that donated to the Great American Reading fundraiser (we fund our Scholastic magazines for PreK-8). Some families prefer to donate instead of completing postcards. We always appreciate any effort our parents do for our fundraisers.

### Donors Choose (sheets attached)

- Correction on items for Jennifer Kulp, she received funding for 3D pens (3doodler starter kit with 12 pens) not printer, \$469.99
- Cara Rignell was funded for 14 Prize-Winning TOON books for K-3, \$132.35

### Professional Development

February 23, 2017-Next Generation Science Standards with Jaymee Herrington, CPSI series at KSU

February 16 – KESA Quarter 3 training in Topeka

### Redesigned job description

With the need to provide daily services to several English Language Learner (ELL) students, Terry Iseli has been asked to take on the role of an ELL aide. He will work directly with our ESOL lead teacher, Jane Cales. He will provide services to at least two students each day. His responsibility in the lunchroom was removed. Terry speaks fluent German and has learned some Russian. We are seeking a Russian speaking person to assist with administering interim assessments. Our contacts include the Wichita school district, KSU, Ft. Riley and various patrons.

### Library

Discarded books and videos lists; attached

### Student News

- Communities That Care survey was completed by 43 sixth graders and 47 eighth graders. Results are used in planning prevention strategies in school. Community programs, services and state agencies also use the reports.
- Fourth grade and middle school Leadership and Design in Science electives. Sheets attached.
- Average 1<sup>st</sup> semester GPA for 8<sup>th</sup> grade is 3.24 and for 7<sup>th</sup> grade is 3.11.

### February Calendar

- 1 – Site Council
- 4 – County Spelling Bee, Manhattan High School, 10:00 am
- 4 – Gr5 & 6 Honor Choir Performance, Junction City Middle School, noon
- 6 – Teacher In-service
- 10 – Poets' Tea, honors students in grades 4-8 that published poems last school year
- 11 & 13 – MS Boys' basketball MEL tournament at Riley County High School
- 15 – PTO Meeting
- 17 – 5<sup>th</sup> Grade StarBase program begins
- 20 – No School, President's Day





## Lunch Room Code of Conduct Project

**Who:** Attention All RCGS Students and Staff

**What:** The RCMS Leadership Class along with 4<sup>th</sup> Grade have created a proposal to address lunch room behavior and noise levels. We have been working together for several weeks and even did a trial run on December 19<sup>th</sup> to test ideas. (See attached email from Miss Oliver if you forgot) We would now like to do a trial run with the entire school for one week to see if teachers and students notice a difference in noise levels and behaviors.

**Where:** This program would apply our school code of conduct to the entire lunch room during each grade level's lunch time.

**When:** January 23<sup>rd</sup>-January 27<sup>th</sup> will be our trial run.

**Why:** Noise levels in the cafeteria have become too loud and sound is disrupting nearby classrooms. Adults yelling and blowing whistles at students is adding to the noise level and not reducing it.

**What we need you to do:** We need each homeroom or grade level to schedule a time to have a leadership student come and explain this proposal to your class. We would like to do all presentations the week of January 17<sup>th</sup>-January 20<sup>th</sup>. Please fill out the form below to schedule a time and read the following pages of our project.

\*\*\*\*Please note. We understand this may not be perfect, but it is a starting point. Any suggestions are welcome and can be sent to any 4<sup>th</sup> grade teacher or Miss Oliver.\*\*\*\*

Please cut and put form in Miss Oliver's box by Friday, January 13<sup>th</sup> at 3pm.

Teacher: \_\_\_\_\_ Homeroom: \_\_\_\_\_

We would like to meet as: Individual class\_\_\_ Entire grade level at one time\_\_\_ (check)

Times that work well for us from January 17<sup>th</sup>-20<sup>th</sup> are:

2A

## How the Code of Conduct Relates to the Lunch Room!

*I am responsible for my own actions..... This means that any bad behavior may result in punishment, loss of lunch with friends, detention or office referral.*

*I show respect and courtesy for myself and others.....Keep your hands, feet and food to yourself. Keep your voice to a whisper in line and appropriate level at the table.*

*I contribute to a positive learning environment.....Behave so all can enjoy lunch. Learn and practice proper table etiquette.*

*I strive for excellence.....Keep the lunch room clean, strive for proper behavior and maintain a low voice level.*

*I leave it better than I found it.....Clean up after yourself.*

*I will perform a random act of kindness today.....Practice good manners and be mindful of others in the room.*

LB



## EXPECTATIONS

\*When grade levels enter the lunch room there will be a stoplight that indicates what noise level/behavior is expected while students are standing in the lunch line. The lunch monitor will adjust the light according to each group in line. (stoplight will not adjust with volume)

**Green Light** = This means your class is at an appropriate noise level and you may continue as usual.

**Yellow Light** = This means CAUTION! While standing in line with a yellow light you may only whisper to those in front of or behind you in line.

**Red Light** = This means NO TALKING! If you do not adjust your volume in line there will be other consequences such as no talking the entire lunch period or loss of opportunities for Golden Spoon. (explained on separate page)

\*Once students find their seat a cone will indicate noise level/behavior at each table.

**No Cone** = This means that you are acting appropriately and your noise level is appropriate.

**Yellow Cone** = Caution your noise level is getting too loud, you may now only whisper. The cone can be removed at any time if the table quiets down. If noise level persists then the cone can be switched to red.

**Red Cone** = Your table has lost all talking privileges until the end of lunch. Your entire grade level loses the opportunity for the Golden Spoon and behavior may result in a punishment.

The lunch monitor will determine if a table needs a cone and how long the cone remains on the table. It is possible that a grade level that can't keep the volume down will start out with yellow cones on all tables, until they prove they can model appropriate behavior.

Severe individual behavior will result in an office referral and may or may not affect the cone on the table depending on the situation.

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## THE GOLDEN SPOON (Grades K-6)

Each day the lunch monitor will keep track of the grade levels that they set Yellow and Red cones out for. If a grade level does not receive any Red cones and does not have multiple Yellow cones out at the end of their lunch period will receive a sticker for the day. Any 1 Red or multiple Yellow cones out will result in loss of a sticker for that day.

At the end of the month, any grade level that has 90% or higher of stickers is eligible to receive the Golden Spoon. The grade level will be selected by the lunch room monitors. If 3 grade levels are all eligible then the monitor picks based on the Code of Conduct. It is possible that a group could get perfect stickers for quiet behavior yet still be rude in some ways.

The Golden Spoon is like a trophy and can be on displayed from class to class in their grade level the month after they received it. Once another grade level has been announced the spoon will be passed.

## REWARD FOR GOOD BEHAVIOR

In addition to the Golden Spoon, all grade levels are able to participate for a reward each month, which is why the monitor will record stickers for all grades. Grade levels that have 90% or higher of stickers for the month will receive a treat the first week of the next month. On that same day that the reward is passed out during lunch to those that earn it, we will have a mix it up day for all grade levels encouraging students to sit by different students.

If we can serve the reward during each groups lunch time we will, if not due to School Lunch Laws we may have it at the end of the day in the cafeteria.

Rewards could include: slushies, popcorn, ice cream, cookies, root beer floats, hot chocolate, etc.

Materials list for sound panels for south gym at RCGS

\$152.91	2 ft x 4 ft x 2 in fiberglass absorption panel 3 packages
\$22.08	1 in x 2 in x 8 ft wood furring strips (24 of these)
\$5.84	Wood glue
\$9.97	Wood screws
\$11.64	Picture frame hangers (12)
\$9.56	Heavy duty D ring hangers w/ screws (12)
\$79	10 ft x 6 ft panels of polyester fabric (\$3.95 per yard 6 panels so 20 yards are needed)
\$9.99	Spray adhesive

Once purchased, we were \$10.00 under budget of \$300.00.

2E





TO: Principal and Administrators at Riley County Grade School  
FROM: DonorsChoose.org (212-239-3615)  
RE: Mrs. Rignell got funding for her classroom

Give Mrs. Rignell a high five! Mrs. Rignell recently earned funding at DonorsChoose.org for a classroom project called "14 Prize-Winning TOON Books for K-3!". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mrs. Rignell's classroom.

1. 14 Prize-Winning TOON Books for K-3 quantity 1, \$132.35 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mrs. Rignell when packages arrive.

If Mrs. Rignell is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit [www.donorschoose.org/resourcepolicy](http://www.donorschoose.org/resourcepolicy).

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mrs. Rignell inspired donations from:

Anonymous (California)

Anonymous (Kansas)

Elizabeth Koncaba (roundrock, TX)

TOON Books (HOLD IN OFFICE FOR RIANNE - PM TEAM, NY) \*has given to your school 3+ times!

See why these donors gave at <https://www.donorschoose.org/project/14-prize-winning-toon-books-for-k-3/2349006/>.

134 West 37th Street, 11th Floor | New York, NY 10018  
[www.donorschoose.org](http://www.donorschoose.org) | [principals@donorschoose.org](mailto:principals@donorschoose.org) | 212-239-3615

2F

TO: Principal and Administrators at Riley County Grade School  
FROM: DonorsChoose.org (212-239-3615)  
RE: Mrs. Kulp got funding for her classroom

Give Mrs. Kulp a high five! Mrs. Kulp recently earned funding at DonorsChoose.org for a classroom project called "3Doodler Innovators". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mrs. Kulp's classroom.

1. 3doodler Start Full Edu Bundle quantity 1, \$469.99 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mrs. Kulp when packages arrive.

If Mrs. Kulp is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit [www.donorschoose.org/resourcepolicy](http://www.donorschoose.org/resourcepolicy).

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mrs. Kulp inspired donations from:

Christie Sjolin (Oregon)  
Jennifer Kulp (Leonardville, KS)  
Janet Schurle (Kansas)  
Debbie Conrad (Kansas)  
The 3Doodler (HOLD IN OFFICE-RIANNE,) \*has given to your school 3+ times!

See why these donors gave at  
<https://www.donorschoose.org/project/3doodler-innovators/2343311/>.

134 West 37th Street, 11th Floor | New York, NY 10018  
[www.donorschoose.org](http://www.donorschoose.org) | [principals@donorschoose.org](mailto:principals@donorschoose.org) | 212-239-3615

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**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. The new Panic Bar Hardware looks nice. The cores have been shipped and are en route to CBS in Manhattan. Hopefully will be installed next week.
- b. Jon Allen is working hard to get the South Tunnel in compliance with Fire Marshal regulation and also rearrange items for storage. For both custodial supplies and also groups/activities.
- c. We are all up to date on Fire Drills and Tornado Drills. Book and logs are ready for when the Fire Marshal inspects.
- d. Student feedback on our assembly handouts has been very informative. Clearly we need to focus on; our students self-image (confidence), school spirit (parents included through support), entitlement (too much confidence), Trying to meet with all students individually to discuss their responses
- e. Discussions with SRO Brian Swearingen to finalize date to bring Drug Dogs to the school parking lot.
- f. Runner Up and Third Place Trophy cases are almost completed. All the trophies are in the cases but the order and placement is still up for discussion? If not we have a quote for what a glass pane would cost to place in the one missing case.



### 3. KESA

- a. Curriculum alignment/mapping will begin for core courses
- b. IPS Training- Dr. Hanzlicek will be here February 6<sup>th</sup> to help train staff
- c. February 6th – overview/ PLC groups/ teams
- d. Attendance data: 1<sup>st</sup> semester 2015: average of 7 per day  
1<sup>st</sup> semester 2016: average of 3 per day

### 4. Jana's Story Presentation

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

### 5. MATC

- a. Ms. Kriley and I will meet with Lauren Rust and MATC president to discuss 17-18 dual enrollment options
- b. Comp I&II, Advanced Biology, Anatomy, College Algebra
- c. Will discuss options within welding program and nursing

### 6. Pathway courses

- a. aligning for 17-18 school year
- b. potential change in courses to become compliant with pathways
- c. Donna and teachers meeting to establish courses with KSDE

### 7. General

- a. Scholarship workday – February 9<sup>th</sup>
  - 6:30-7:30 pm
  - Parents have been notified
  - Students bring applications and Ms. Kriley/Mrs. Grater will assist with proofing/editing
- b. March 2<sup>nd</sup>/3<sup>rd</sup> Ms. Kriley will be presenting on career development at Kansas Counseling Association Conference
- c. Bob Whearty's C&E class received awards at Orschelins competition
- d. Girls Basketball Team finished in 3<sup>rd</sup> place at Hillsboro Tournament
- e. Library discarded books lists; attached
- f. Student reflection questions; attached
- g. December Student of the Month- Matt Llewelyn  
Extremely intelligent, respectful, and kind. He works hard at school work and is involved in many school activities, specifically everything music related and cross country and track. He is involved in the community and in his church and recently



volunteered his time to work at Bethlehem Revisited. Matt is friendly, pleasant to be around and very deserving of the student of the month award.

Other nominations were: Lexi Wilson, Lindsey Temaata, Stephanie Greer, Ashlyn Kabriel, Conor O'Boyle, Tyler Halstead, Sam Maiorana, Saige Van Sickle, Addy Oliver, Toby Mensch, Becca Boatman, Keaton Koenig, Rachel Phillips, Michelle Cyr, Bri Holle, Taylor Williams.

## **7. BOE Goals**

- a. Safety and security of building –
  - As mentioned previously, we are waiting on cores for panic doors.
  - Admin and SRO consistently monitor doors, gates, and downstairs
  - Long term concern for safety at back of building, connecting buildings would improve security
  
- b. Individual Plans of Study-
  - Have finalized previously mentioned training with teachers on Individual Plans of Study (KIPS).
  - This will be conducted February 6<sup>th</sup>.
  
- c. Build positive culture-
  - It is has a tremendous impact when BOE members at seen at school events.



## Riley County Falcons – Who Are We?

Name \_\_\_\_\_

Grade \_\_\_\_\_

- 1 What "goal" will you set or have you set for yourself this year? What will you do to accomplish it? What would prevent you from achieving that goal? (Things you can control)
- 2 What do you need to improve most in your life? What are you most proud of so far in life?
- 3 What is the wisest thing you have ever heard someone say? How did it impact you?
- 4 If you could be the most influential person in the school, what would you change? How would you do it?
- 5 What legacy are you leaving at Riley County High School when you graduate?

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**APPENDIX A**

**ATHLETIC AND ACTIVITY SUBSTANCE ABUSE\* POLICY**

(\* Possession or use of alcohol, tobacco, illegal drugs, and other controlled substances.)

Students involved in school sponsored extra-curricular activities (athletic programs or non-athletic student organizations/activities) must abide by the school's substance abuse policy. This policy applies to those students at all times during the school year. Consequences will apply to both athletic and non-athletic organizations. This policy may not cover every possible scenario; therefore, some interpretation will be left up to the coach/sponsor and the school administration.

Violations can be substantiated by credible sources (examples: law enforcement, faculty/staff member, school administration, social-networking sites), or other sources deemed credible by the coach/sponsor, principal, and athletic director.

It is a violation of this policy to be under the influence of, possession of, using, distributing, selling, or attempting to sell any of the substances listed above. Violations are subject to disciplinary action and/or legal action as determined by the administration. It is not a violation for a student to be in possession of a drug specifically prescribed for a student's use by her or his own doctor.

Students who are concerned about their substance abuse and voluntarily notify faculty or staff will not be subjected to disciplinary action. Confidentiality will be observed while seeking and finding support for such a student. Self-disclosure may be utilized once to avoid disciplinary action and must be made prior to determination that they have violated this policy.

**FIRST OFFENSE CONSEQUENCES:**

Sport	Consequence
HS Football	1 game
HS Volleyball	3 matches
HS Cross Country	1 meet
HS Basketball	2 games
HS Wrestling	3 matches *
HS Track	1 meet
HS Baseball/Softball	2 games
HS Golf	1 meet
HS Cheerleading **	3 events ***

Sport	Consequence
JH Football	1 day of games
JH Volleyball	1 day of matches
JH Cross Country	1 meet
JH Basketball	2 games
JH Wrestling	2 matches
JH Track	1 meet
Non-athlete: next major event scheduled by organization	

*	Wrestling dependent upon the number of matches in the next scheduled event
**	Cheerleading is classified by KSHSAA as a sport during an athletic season and an organization when no cheering sports are in season.
***	A cheering event is one day of cheering regardless of how many games are included.

During this period of ineligibility, the student will be able to practice and participate in team activities/meetings. The student may attend competitions only at the coach/sponsor's requests but will not dress out.

During this time, the student will attend organizational meetings and participate in the fund-raising events.

Students will also miss the next major social event, such as Homecoming, Prom, or other school dances. Officers of an organization, who violate the policy, will be removed from office but not from the organization. In the event that more than one organization is involved, the sponsors will meet to determine consequences. The organization's sponsors will be responsible for determining "major events."

**SECOND OFFENSE CONSEQUENCES:**

The student will not be allowed to participate in athletics or organizations for the remainder of the school year and will not be allowed to attend all remaining social events.

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## February Transportation Report

TCA has installed a new compressor pump in the Ag shop. The old one was consuming oil and was very tired. We also discovered that the tank drain system was not working. We replaced that, as well, with a newer style unit that has a much lower failure rate.

We had to have the 2015 van #21 towed to Briggs by GM. It quit running at the start of a SPED route. The fuse block was bad and that shorted the ignition switch. They replaced those parts and also repaired the driver seat. This was a warranty repair.

Bus 13 lost its strobe and had its antenna bent by trees on north Falcon Rd. We have asked the township several times to take care of it. They cut some on the south end of the bad area in October, but never finished the job. I have talked to the county about doing it for us. They will let us know, since the township would be charged for it.

Bus 20 had to have its computer re-flashed due to a malfunction problem. This was done by Hoyt Trucking in Topeka. Bus 00 is now having the same thing done.

Bus 11 is finally at Foley to get engine replaced.

Bus 1 needed the emission system cleaned out. It had to be disassembled and sent to Kansas City to be cleaned and checked. This was likely due to the engine oil consumption before the engine was put in. When it got back, we replaced the front brakes on it which were not done at the time the rears were done due to the repair schedule for the emission issue.

I testified on January 26 in front of the House Transportation Committee on the bus stop sign camera bill we have been working on for about 3 years. The hearing went well. The individual representing the Kansas Association of Municipalities was not prepared for the part of my presentation addressing the possible lawsuit issues that he said the bill would cause the last time. A retired judge on the committee made a good suggestion that would improve the bill even more. The committee asked the legislative lawyer to "work the bill" to include that suggestion. Rep. Ron Highland is confident that it will pass the committee and be sent to the house floor for a vote.

All vehicles are up to date on servicing.





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

DATE: 2/5/17

1. **Food Service Audit-** at the end of January the district had a state auditor in to look at our food service department. The audit focused on all aspects of the department and the wellness plan. In the end, the team should be commended for their efforts to improve our procedures. Three years ago the team was cited for 19 infractions. This year we received only two notices on areas to improve. The first area for growth relates to usage of the 'costing tool' to preplan our menus. Each menu must fall within the recommended amount of costs for the menu to be approved. Otherwise, the district will have to transfer funds to cover the additional costs. Secondly, all team members must make sure they receive the mandated amount of annual training. We had been receiving the training, but the necessary paperwork was not submitted. Both items have already been addressed and our correction plan sent to the state.

The usage of the costing tool will assist in meeting the board's goal of decreasing transfers to the food service fund. Over the last two years the board has made end of the year transfers that total \$168,689.

The auditor was pleased to see that the department is working on piloting several positive changes in the area. Such as: adding '2<sup>nd</sup> chance breakfast' at RCHS; adding ala carte items at RCHS; increasing staff wellness by providing more information and possible 'mini training sessions on hot topics'; increasing communication with students and parents (student survey on menu choices and favorites). I look for some exciting changes to come out of our food service department over the next eighteen months!

2. **Board policy-** Riley County Police Department postponed our meeting to discuss SB 367. The group began discussion on the topic in a meeting in November, but was not able to finish. The team will meet again in December to try to finalize our plan. *The committee has decided to wait and see if any changes are made to SB367 during the 2017 Legislative session.*

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.

3. **BOE training-** Donna Whiteman, KASB attorney, is scheduled to train the board on 'boardmanship' on Monday, February 13<sup>th</sup>, from 5:45-6:45 pm at RCHS library. The board had discussed the topic at the December and January board meetings. Bringing the trainer to the board is the most cost effective method to train the board as a whole.
4. **KESA (school improvement)** - the team has worked hard this month to continue to strive to prepare for the new accreditation cycle called KESA. Each building spent time working on the checklist of tasks that need to be complete by the end of the year. We will need to make a determination on what year in the five year cycle the group is ready for.

The team spent the whole in-service day on February 6<sup>th</sup> working on an overview of the process and the main two goals. The board is asked to approve the survey on mission and vision statements so the team can finalize the necessary steps to meet this goal. The grade school staff spent the afternoon working on developing a 'tiered system of supports'. The high school teamwork worked on the IPS (individual plan of study) model during the afternoon. Both made a lot of progress towards our goals!

I appreciate the time and effort put forth by our lead principals to get ahead on the KESA process. The main principals and I will attend our third KESA training in Topeka on February 16<sup>th</sup>.

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## 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. Request to speak to the board-** Mr. Ben Burton, Switchgrass Development Group, ask to be placed on the February agenda to update the board on the developments and request adjusting the school district boundary lines to align with the streets within the Colbert Hills area. He has followed the necessary board policy (BCBI) steps to make such a request. Mr. Burton has sent the board three maps to aid in his discussion (*see attachment contracts #1 maps*).

Kansas Statue allows schools districts to request to change district boundaries by gathering approval from the neighboring district (s) and from the state board of education. If a neighboring district denies permission to the requesting district, the topic is done at that time. Mr. Burton was asked if this request was being made in behalf of USD 383 Manhattan-Ogden school district. He stated the process has been initiated by himself.

**2. Donation by a private patron-**a private patron presented Mrs. Grant with \$100.00 to assist with the Grade School lunchroom project. I recommend the board accept the donation.

**3. Donation by a private patron-**a private patron presented Mrs. Grant with \$200.00 to assist families in need during the holidays. I recommend the board accept the donation.

**4. Donation by DonorsChoose-**DonorsChoose fund program presented Cara Rignell with \$132.35 as part of DonorsChoose fund project for Prize-Winning TOON books K-3.

**5. RCHS & RCGS Library weeding logs-**Mrs. Grant, Mr. Oliver and Mr. Williams have approved the HS & GS library weeding logs as presented. Some of these items will be donated to the Riley Public Library. I recommend the board accept the RCHS & RCGS Library weeding logs as presented (*see attachment weeding log in back*).

**6. Harold Ray Memorial Donation-** Linda Ray, Harold Ray's wife, has graciously donated \$302 to the school district to spend in the area of technology and reading. These were Harold's passions. Mrs. Grant and Mr. Webber are working on finding a need in these areas. I recommend the board support the donation.

**7. Lease for Leonardville ball park-** our ten year lease expires the end of this month. Mr. Willimon has been working with the city of Leonardville officials to draft a new lease. Our goal will be to continue the relationship with the City of Leonardville. City officials are scheduled to meet on February 7<sup>th</sup>. This will be after the board packet is published. *We would like the board to allow us time to bring in a potential recommendation after the 7<sup>th</sup>.*

**8. Board policies adoption-** the policy committee has been working on some policies that had been omitted. The group met on January 25<sup>th</sup> for an hour and half to discuss the policies attached to the packet. The policy committee chair may wish to address the board as a whole on the topic (*see attachment contracts #2 policies*).

**9a. & 9b. Board member term extension-** due to legislative action in the 2015 session (HB 2104), three of our board positions need to have their terms extended until the second Monday in January of 2018. The terms were set to expire on June 30, 2017. All districts have been advised by KASB to pass a resolution (*see attachment contracts #3*) notifying our patrons that this act will take place. Board members will be asked to pass this motion after the resolution has been read by one member.

*In addition to the resolution, the board needs to advise the board clerk as to when she can begin advertising the three board positions. I am recommending Tuesday, February 14, 2017.*

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Below, is an abbreviated set of dates and changes made during the 2015 legislative session:

- Board position up for reelection: Pos. 4- Ross Wahl; Pos. 5- Kerry Thurlow; Pos. 6- Nathan Mead
- Proposed date to advertise for the three positions- February 14, 2017?
- Deadline to apply for application at the county election officer's office- June 1, 2017, 12:00 p.m.
- Primary election- Tuesday, August 1, 2017
- General election- Tuesday, November 7, 2017
- The candidate filing packet can be found at [www.rileycountyks.gov](http://www.rileycountyks.gov)

**10. School Calendar-** annually the school board approves a calendar for the next school year. The district has used a Calendar Committee to provide feedback to the board. The board withdrew their efforts from sitting with this group to a develop a new focus called the Public Relations committee. The board felt that the calendar development was more of an operational item that the superintendent could facilitate. In addition, the calendar is normally very similar to past calendars. This year the committee was made up of teachers and administrators. The board is asked to support the calendar as presented (see attachment contracts #4 calendar).

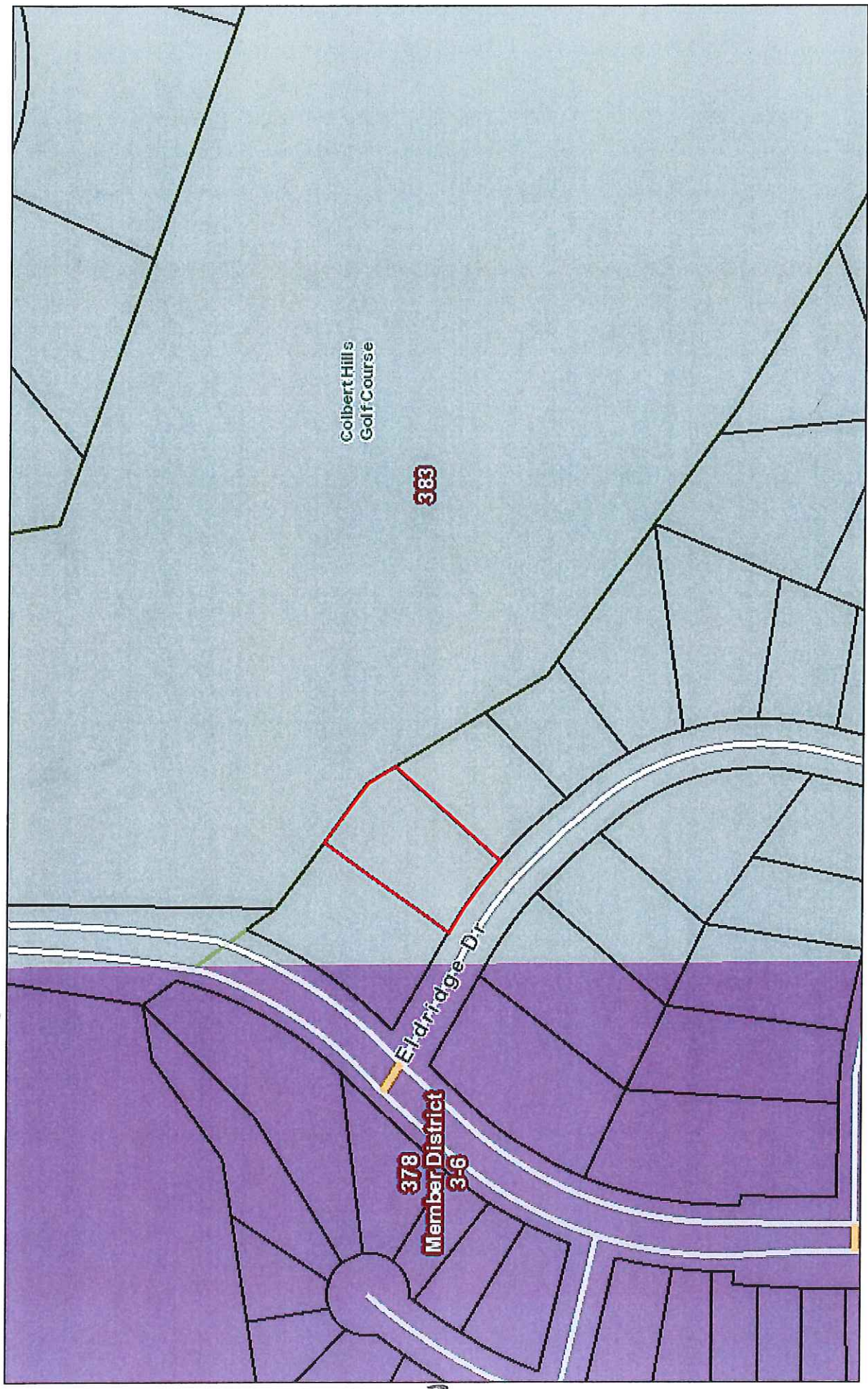
**RECOMMENDED ACTION:**

1. No action.
2. (consent agenda) Motion to approve a total donation of a \$100.00 from a private patron to assist with the Grade School lunchroom project.
3. (consent agenda) Motion to approve a total donation of \$200.00 from a private patron to assist families in need during the holidays.
4. (consent agenda) Motion to approve a total donation of \$132.35 for Cara Rignell as part of DonorsChoose fund project for Prize-Wining TOON books K-3.
5. (consent agenda) Motion to approve the RCHS & RCGS library weeding logs as presented.
6. (consent agenda) Motion to approve a total donation of \$302 from the Harold Ray memorial for the purchase of technology and reading supplies.
7. (potential motion) Motion to approve the lease for the usage of the Leonardville baseball park with the city of Leonardville for the price of \$\_\_\_\_\_.
8. (potential motion) Motion to approve the policies with the discussed additions as presented and referenced in the official minutes.
- 9a. (potential motion) orally read the resolution & approve.
- 9b. (potential motion) Motion to direct the board clerk to begin advertising for board of education position 4, 5 and 6 on Tuesday, February 14, 2017.
10. (potential motion) Motion to approve the 2017-18 calendar as presented and referenced in the official minutes.



# Riley County Web Map

Contracts #1 Maps



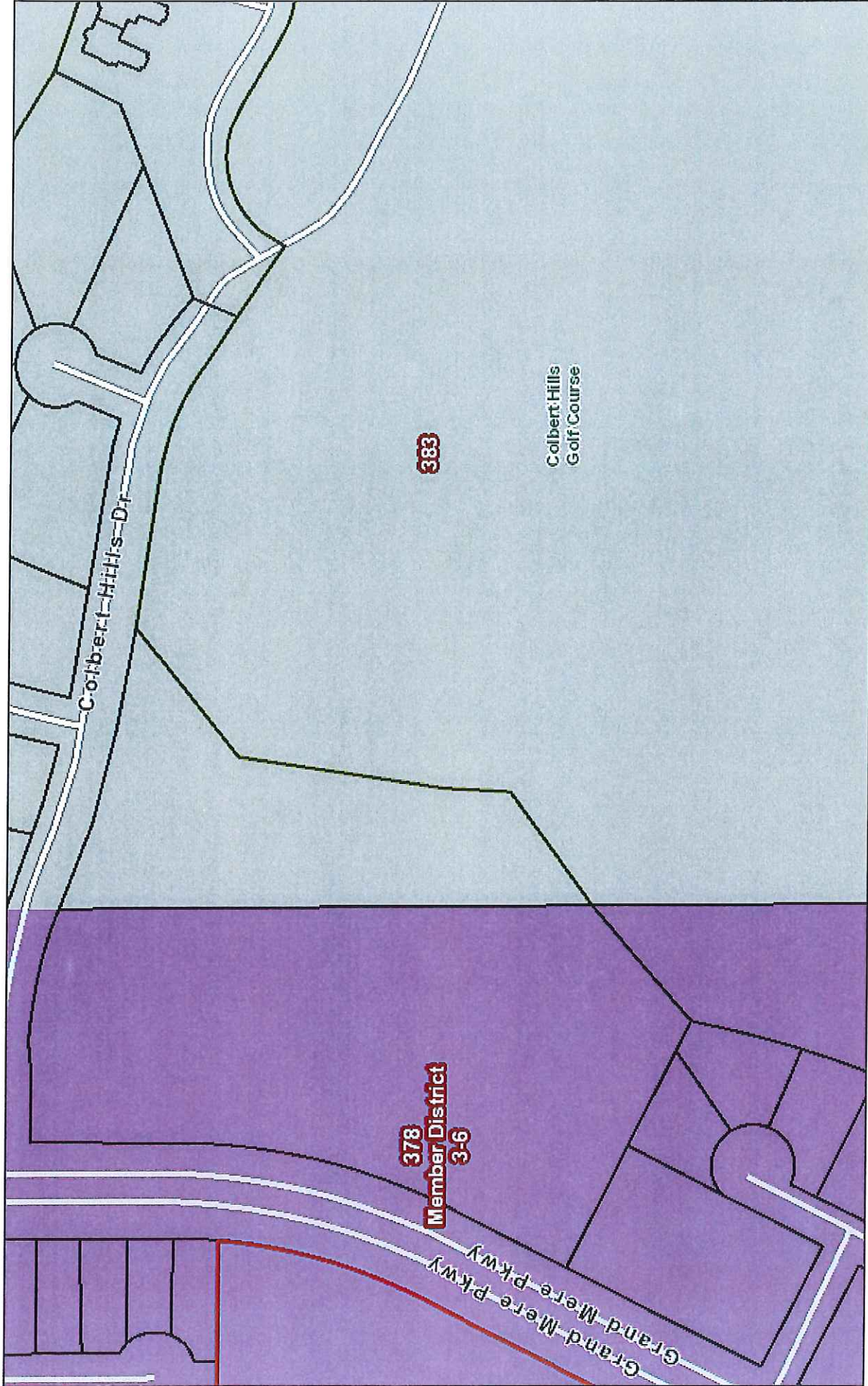
February 3, 2017

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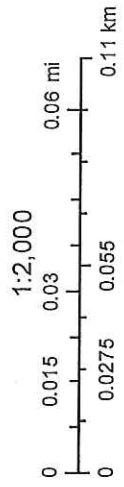




# Riley County Web Map



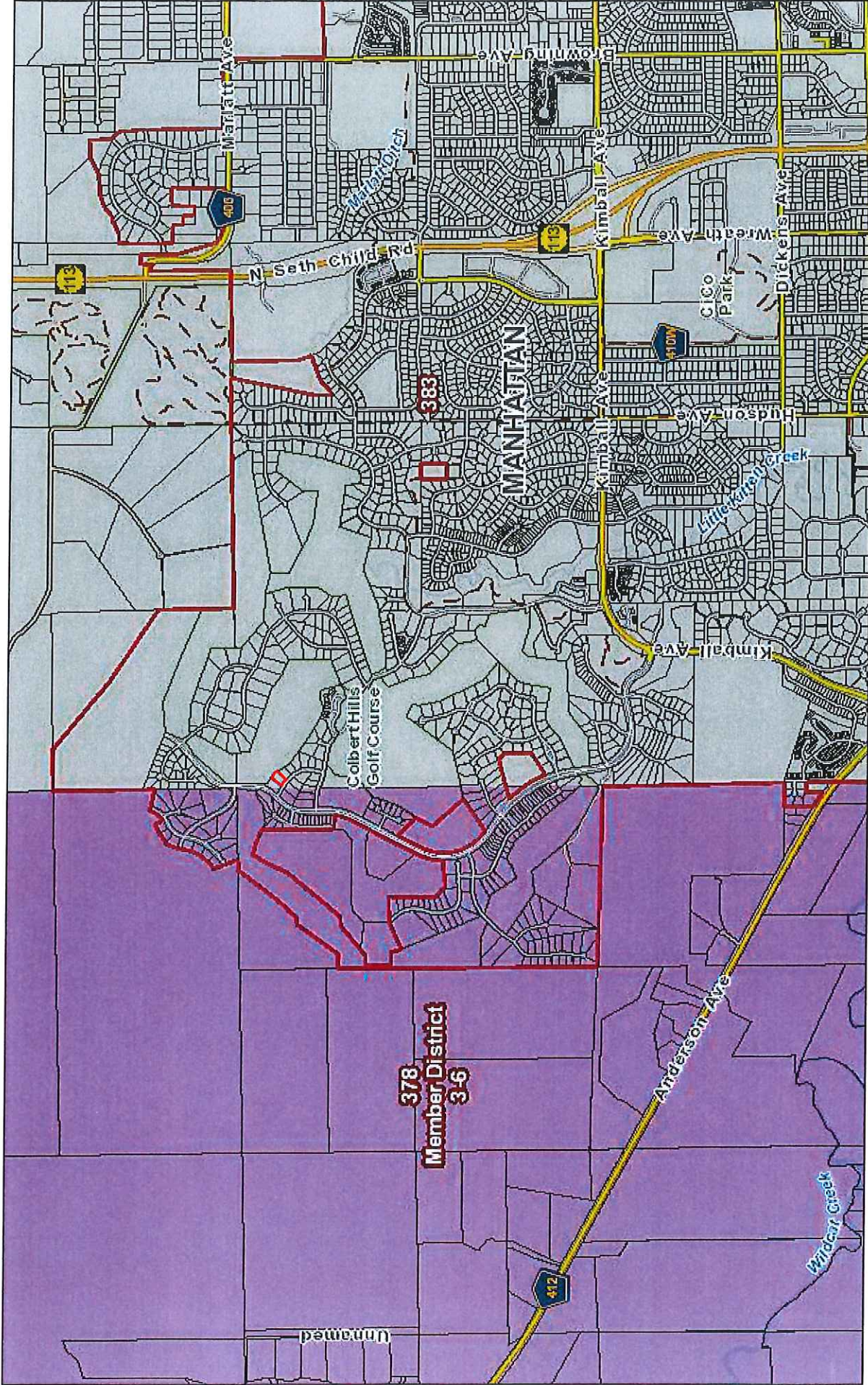
February 3, 2017







# Riley County Web Map



February 3, 2017



