

RILEY COUNTY U.S.D. NO. 378

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

**DECEMBER 12, 2016
AT: RILEY COUNTY HS LIBRARY**

Items suggested for the consent agenda are shaded.

1. Call to order.
2. Pledge of Allegiance.
3. Mrs. Kulp will make a brief presentation on the cafeteria 'sound' project at 4th grade.
4. Additions to the agenda
5. Approval of the agenda.
6. Approval of the minutes of October 10, 2016 regular meeting minutes and November 14, 2016 regular 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.
 - 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
 - (B) Board of Education Topics. Progress on mission/vision from retreat. Discuss/Action
 - (C) Personnel Items. Any personnel items will be brought before the board at this time. (items on consent agenda) Discuss/Action
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 December 12, 2016 and recommended action follows.

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

- minutes of the October 10, 2016 regular meeting, November 14, 2016 regular minutes, the December bills and transfers.
- agenda (as presented or as amended at the meeting)
- **contracts/approvals/appointments as follows:**
 - ✓ approve the donation of \$533 from the Manhatta Cross Country Club.
 - ✓ approve the donation of \$200 from Brenda Jordan presented to Jennifer Kulp as part of DonorsChoose fund project for sound barriers for the south gym .
 - ✓ approve the donation of \$100 from the Riley Neighborhood Club for snacks for students in need.
- **personnel items as follows:**
 - ✓ approve a contract for Cara Rignell, as High School Assistant Softball Coach for services rendered to begin Spring of 2016.
 - ✓ approve a contract for Hannah Thayer, as High School Assistant Softball Coach for services rendered to begin Spring of 2016.
 - ✓ approve the resignation of Russ Simons, as High School Assistant Softball Coach, effective November 16, 2016.
 - ✓ approve the resignation of Jeff Brummett, as High School Assistant Softball Coach, effective November 16, 2016.
 - ✓ approve the resignation of Catherine Nonamaker, as Preschool Aide, effective October 31, 2016.
 - ✓ *Any personnel items which occur after publication of the agenda may be added by letter to the board on December 9, 2016 and included here.*

BOE Report

12.12.16

RCGS

Activities

- Seventh grade traveled with Mr. Pitts, Wonder Workshop, on the Underground Railroad
- On November 10, students dedicated the Flint Hills Map provided by Flint Hills Discovery Center
- A week before the election, grade school students participated in various mock elections. Many grades participated in an online mock election sponsored by Studies Weekly called Every Kid Votes. Donald Trump won the election for our school.

Professional Development

- Harold and I attended the KESA Quarter 2 workshop in Topeka on November 15
- Sue G - LEGO Education and the University of Kansas for STEM Learning
- Kristin B - CPSI Resilient Learners, School Counseling Conference
- Konnie E - KDHE: Pertussis & Varicella Investigations-The Role of a School Nurse
- Donna M, Whitney H - Fostering Resilient Learners: Strategies for Creating a Trauma-Sensitive Classroom
- David T, Darnell V - Kansas Association of American Educators School Leaders Conference
- David T - Coaching Boys Into Men
- Cara R, Darnell V - Flint Hills Writing Project

Riley County Grade School has been contacted to participate in a partnership with KSU for potential professional development in math and science. Julie Thiele from KSU and Ollie Bogdon from the University of St. Mary explained that the project aims to improve K-8 pedagogy and understanding of science and math concepts by providing teachers with content-focused quality professional development. This partnership will provide a summer institute; follow-up activities through next school year and a professional learning community network throughout the state.

Goal update

The early education staff and I met on Tuesday, November 21 to discuss the Board's and KESA's early childhood goal. Below are the notes I sent to Mr. Williams.

- For parent resources we will post the KELS link and www.zerotothree link on an Early Education Resource on the District Webpage. We will get a list of daycares from RCHD or Childcare Aware. In our newsletter and our email contacts we will provide parents and daycares with this information.
- When to screen kindergarten students was discussed. Teachers expressed support for screening after Kindergarten Roundup in April. New kids that we don't know about in April could be screened on transition days. We would look at notifying parents within a week of a student being screened. A transition period was mentioned and asked about.

December Calendar

- 14 – RCMS Chorus performs at Riley Senior Center and Leonardville Senior Center
- 16 – GR 3-6 performs the Nutcracker
- 19 – RCMS band & chorus perform in Manhattan
- 20 – Early release, 1:10 at RCGS

January Calendar

- 1 – Teach In-service
- 5 – MS boys' basketball season begins
- 13 – First RCMS Dance sponsored by Student Council
- 14 – MS KMEA Honor Band & Chorus, Junction City Middle School

1. Manhattan Area Technical College Enrollment Spring Semester

- On November 30th Manhattan Area Technical College was here to enroll students in second semester classes. Payment will not be due until the start of the spring semester - January 5, 2017.
- We are offering the following courses:

Course	Requirement
College Algebra	Score a 22 or higher in the Math section on the ACT or pass the ACCUPLACER
Advanced Biology	No requirement
Anatomy	No requirement
Comp II	Pass Comp I on college transcript with a C or higher

We had roughly 35 enroll for classes today!

Parent Information Meeting Spring Dual Credit Information

- On December 19th we will have a Parent Information Meeting in the cafeteria at 6:00 p.m. This meeting is specifically for students taking Comp II, Advanced Biology, Anatomy, and College Algebra. The meeting will cover payment information, transcript request forms, and additional Manhattan Area Technical College information.

2. Student Engagement Project

- We have roughly 7 students wanting to present their Student Engagement Project on December 20th.

3. Finals Schedule

- RCHS will be conducting a finals schedule the last 3 days of the semester
- Goals are for everyone to conduct a final, simulate a college schedule which is a variance of normal schedule
- Keep students on task throughout the last few days of school before break

4. Maintenance

- Scissor Gate is installed in the basement so no students are able to access the tunnels underneath the stage.
- Championship Trophy Case looks good and has gotten a lot of feedback from students and staff (especially the lighting).
- Flint Hills Discovery Center large map is installed by conference room and the smaller one will be installed soon.
- The custodians and Ian have begun gathering a “To Do” list for High School maintenance needs. (Such as reorganizing closets for storage, touch up painting and hanging awards/memorabilia).
- Danny Grater and class are working on shelves to house our State Runner-Up Trophies along with the Third Place Trophies. These will be displayed in hallway by north gym.
- Met with TCA to create calendars for Christmas Break to meet Cliff’s Conservation Requests.

5. KESA

- Teresa and Harold attended Q2 training in Topeka
- State has sent applications to districts for potential OVT members. We hope to supply 3-4 teachers to help with this.
- IPS training for teachers will be given after first of year

6. SIT

- Our Student Improvement Team has met and are implementing interventions to help students
- These interventions will be tracked for success and modified accordingly

7. BOE Goals

- Mission and Vision – both building site councils met to develop a district site council. The role of district council was discussed, membership, tenure, and ways to communicate with stakeholders.
- Safety and security of building – refer to previous information under maintenance
- Individual Plans of Study – training will be scheduled for teachers so they can assist with implementation. This could include a different schedule during day to assist students with data.

RCHS FINAL EXAM SCHEDULE

FINAL EXAM - DAY 1 - 12/16 (3:30 release)		
8:15	10:00	FINAL EXAM 1 - BLUE 1
10:00	10:15	Passing/Break
10:15	12:00	Seminar/Study Time/Lunch
12:00	1:30	FINAL EXAM 2 - BLUE 2
1:30	1:45	Passing/Break
1:45	3:30	FINAL EXAM 3 - BLUE 3

FINAL EXAM - DAY 2 - 12/19 (3:30 release)		
8:15	10:00	FINAL EXAM 4 - WHITE 1
10:00	10:15	Passing/Break
10:15	12:00	Seminar/Study Time/Lunch/ Gingerbread
12:00	1:30	FINAL EXAM 5 - WHITE 2
1:30	1:45	Passing/Break
1:45	3:30	FINAL EXAM 6 - WHITE 3

FINAL EXAM - DAY 3 - 12/20 (1:20 release)		
8:15	10:00	FINAL EXAM 7 - BLUE 4
10:00	10:15	Passing/Break
10:15	12:00	FINAL EXAM 8 - WHITE 4
12:00	1:20	Lunch/Talent Show/End of Year Assembly

- * All teachers will give a final assessment (written, oral, performance, project, etc...).
- * All students stay in the teacher's classroom for the entire final period.
- * Passing periods are long for mental breaks and last minute studying for next exam.
- * Seminar period should be used for AR, study groups, work with teachers, etc...

December Transportation Report

I have been doing all of the bus repairs since Garry left. So far, there has been nothing that has needed to be farmed out. However, since basketball and varsity wrestling have started, my need to drive has gone back up. I will try to keep up with repairs.

I had to replace the 2 power steering return hoses on Buses 2 and 6. They started leaking because the hoses got hard and could not be tightened. In addition, on Bus 6 the power steering reservoir came loose from the firewall and had to be repaired. These reservoirs are now plastic instead of metal.

I had to repair the DEF/emission system feed hose on Bus 20 and will install an EGR temp sensor when the part arrives from Cummings.

Grant Township removed tree branches from the Country Rd. route for Bus 6 for us.

I requested that Pott County fill in and grade Lakeside, especially on the north hill, on Bus 12's route.

I asked the state to repair the 45 MPH school zone signs. They had stopped working.

I asked the county to correct the 20 Mile Per Hour flashing signs at the grade school. The signs had been changed to incorrect times.

All vehicles are serviced up to date.

**Riley County Schools USD 378
Board of Education Meeting
December 12, 2016
Superintendent's Report**

DATE: 11/30/16

1. **Loss in our school family-** It deeply saddens me to announce the loss of a special education paraprofessional at RCGS. Beth Mooney passed away unexpectedly on Monday, November 28th. Beth was a kind, gentle soul that will be missed. Mrs. Grant and her team did a great job handling the very difficult situation. The board sent her family a plant on her behalf.
2. **Special Education Coop payment-** Just a friendly reminder that we will be making a large payment to USD 379 TLEC in January. On Jan. 15, 2017, 50% of our total payment is due. The bill is \$165,795.97. Our final payment of \$33,159.19 will be due on April 15, 2017.

3. **District valuation-** the district received official notification from the county clerk's office on our valuation for the 2016-17 school year. Below, are the figures:

	<u>Projected Valuation</u>	<u>16-17 Actual Valuation</u>	<u>15-16 Actual Valuation</u>
General Fund	\$40,000,000	\$42,511,107	\$39,688,992
Other Funds	\$44,000,000	\$46,407,072	\$43,495,939

In a 'normal year', we would need to make adjustments to our budget based on the increase/decrease of the valuation. The 'Block Grant' does not require us to make such changes. However, we need to stay in tune with what our valuation is doing as the grant is set to expire on June 30, 2017. A drastic down turn can make an impact on our budget and mill levies.

4. **Wellness Plan update-** the district is scheduled to have an audit on January 24, 2017. In preparation for the audit, I assembled the Wellness team (principals, PE teachers, nurse, parents, students, food service director, and superintendent) on October 26th to review our plan. Basically, we are starting over from the state plan. The team had a very productive meeting. The team met again on November 29th. Below, are the two goals the team recommends for the 2016-17 school year.

Goal #1- Nutrition (breakfast)- "Grab n Go" Breakfast. "Breakfast in the Classroom" or "Breakfast After First Period" is available. (HS only). The team is going to research the topic and try a pilot project during the second semester. I helped implement this program at my former school. It was a huge success! The program allows kids the opportunity to come down to a 2nd breakfast around 9:15 am. They literally grab something to eat and drink and go back to class. Most students have it 'devoured' before they get back to class. Our data found that tardies and negative behaviors decreased. We also saw that kids were more engaged in the classroom.

Goal #2-General Guidelines (Each semester provide staff wellness activities and/or professional development opportunities related to nutrition, physical activity and abstaining from tobacco are provided to encourage school staff to serve as healthy role models. Staff wellness activities and training may also include additional components of the Whole School, Whole Community, and Whole Child Model). The Wellness Team is going to try to keep this simple at the beginning to develop some buy in from the staff. We have discussed developing a survey to better understand the staff's needs and then arrange trainings and/or activities. The team has already begun offering healthier items at staff development meetings.

5. **Parent letter-** the board of education received another letter from an out of district family. The family has followed the change of command in respect to visiting with the principal and superintendent about wanting to enroll their student in our district. The request was declined per board policy. However, the parent was informed that the board is currently studying their policies as relates to this topic. The board clerk has uploaded the letter to the electronic board packet (see attachment Supt #1).

6. **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. We should be ready to present to the board in January or February.

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.

7. **BOE Committee work-**

The Facilities Committee is scheduled to meet on December 7th to continue our research on the 'hvac' systems and overall maintenance plan. Thermal Comfort Air, preventive maintenance vendor, to attend the meeting. I appreciate Ross, Nathan, and Kyle's efforts to meet with TCA. Our goal is to develop a comprehensive plan to address our facility needs. Special emphasis has been placed on the roofs and 'hvac' systems at this time.

TCA has shared some great concerns about some units within our district. They will elaborate on these in the meeting. Our committee members may want to bring the board up to speed on our conversation.

- a. Multi-zone unit at the Grade School- this unit controls the classrooms numbers 301-308 or 1st & 2nd grade wing. This unit is living on borrowed time. TCA shared if this unit goes down we will lose all the heat and a/c in these rooms. They are suggesting we replace this one unit with four smaller units to prevent multiple rooms going down at once and decrease energy usage. The replacement needs to be addressed asap. They are projecting it may cost about \$143,000 because of the crane work needed to remove this large unit.
- b. Rooms 501 & 502 (6th grade)- ductwork has collapsed. The environment within these rooms has many highs and lows with weather changes. We did replace the windows within these rooms this year. While they have made an improvement, there appears to be a greater need to place roof top units on this area and install new ductwork under the ceiling. The budgetary figure to complete this task is about \$24,000.
- c. Walk in cooler at the Grade School- the cooler has lived its life. In their words, we are living on borrowed time. This is very alarming considering we have a lot of funds tied up in food supplies within this area. The size of the cooler also causes us to pay more in delivery charges because it has a small capacity. I am estimating the project around \$21,000.
- d. RCHS boiler- (controls SW & SE entryways and classrooms). They feel the boiler has about 5 years of life expectancy remaining in service. The boiler consumes a lot of energy when running as it is rated as a five-million BTU unit. Otherwise, when it is running it is pulling at 100% capacity. It cannot be 'turned down' during low usage times. We wait until the last minute to turn the unit because of demand for energy. Their solution would be to use a series of heat pumps to air condition & heat the areas at the same time. Roof top units will also eliminate the need for pumps as well. The gym and entryways are not currently air conditioned. We will have to work on getting a budgetary figure at this time.

Calendar committee- I have visited with all the school personnel on this team about getting the process going. I ask Kerry and Shane to bring their calendars to schedule some potential meeting times.

Policy committee- Nicole will upload the KASB policy recommendations that have been deferred until a later date from the past couple of releases. She will also bring a hard copy for these members (Kerry, Jared, Ross). This committee needs to provide feedback on how we can review the recommendations in a timely manner to ensure there is up to date policies in place.

- a. All members should have received the December 2016 KASB recommendations last week. We are scheduled to review the policies in January 2017.

Technology committee- I have visited with Mr. Webber, Technology Director, about getting this team together during the second semester. He has begun developing an agenda for the first meeting.

December 2, 2016

Riley County School District
204 West Kansas
Post Office Box 326
Riley, Kansas 66531

Dear Mr. Williams and Board of Education Members:

Until May 2016, our son, Dawson Dick attended the Riley County Grade School. A major factor in our decision for purchasing property in the Riley County School District was our knowledge of the phenomenal education you offer. After moving to Riley, we learned this for ourselves and were incredibly pleased with the school system and immediately fell in love with the community.

This spring, we learned that our expecting child had a very serious heart condition requiring very specialized medical care and multiple open heart surgeries – two of which in the first few months of his life. We decided it was best for our child to receive care in Denver, Colorado and at the time, at least be there temporarily because of all the uncertainties ahead of us. We had to abruptly sell our home in Riley and essentially put our lives on hold to provide the best care possible for our child.

Now that our child is more stable, we desire to make our home again in the area permanently. We are planning to come back to the area on December 27, 2016 and believe it will be best for our son, Dawson to go back to his “home” school at Riley County. Furthermore, we believe that being back in the school district and community will help our family in numerous ways.

As you can imagine, our journey has been very difficult on many levels. In addition to all our family has experienced this year, our situation has brought a significant amount of change and trauma for Dawson. In an effort to provide him with an easier transition coming back to Kansas and more normalcy for him, we are eager to be back in our home community and put him back in the Riley County School District, which will be better on our family and situation all around. Prior to our departure, we were involved in the community and assisting with school activities.

Until our family is able to become settled again, we will need to secure a rental home. Unfortunately, options in the Riley County School District are limited. We have located a home that well meets our family’s needs; however, it is on the Riley County/Blue Valley School District line at 12410 Union Road and just misses the Riley County School District by being on the east side of Union Road, rather than the north side. This will be a temporary home for us until we are settled again and able to purchase property inside the Riley County School District territory where we plan to live permanently. In an effort to create the least amount of change and disruption for Dawson because of all he has experienced, our hope is to be accepted into the Riley County School District where we plan to live permanently and not have to create more trauma and confusion in his life by changing schools yet again when we are able to purchase property in the school district.

We understand you have a policy to not accept out-of-district students. We are hoping you will consider our unique situation and honest intentions for the future. We appreciate your understanding and consideration of our circumstance.

Sincerely,

Sarah Diamond

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 two 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 board charged the administrative team to develop a draft out of district application.*

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 begun visiting about our course offerings and building schedules for 2017-18. We are scheduled to meet again on December 21st.
- 2. BOE mission & vision goals-* the district is going to launch a perception survey to the public after the new year. We have created four simple questions below to begin gathering data on what kind of skill set they want our students to be able to display by graduating from Riley County Schools. We are also working on setting up a 'listening tour' around the district to hear from our public. I encourage the board to join the tour.
- 3. Parents as Teachers-* please see the progress made by Mrs. Grant and her team within her report.
- 4. Early Intervention-* informal dialogue at the leadership meeting and a review of current & potential course offerings
- 5. Begin development of core pathways that prepare & expose students to potential career opportunities-* see number four above. Informal dialogue with the building principals as it relates to the 2017-18 building schedules.
- 6. Improve Safety and Security of buildings-* RCHS administrative team has installed a new gate in the doorway leading to the basement area. The two entrances will be locked at all times. Our goal is to prevent students from being in this area because of the challenges with adequate supervision.
- 7. Plan for growth in student population-* the team worked to complete the out of district application homework assignment from the board. The information will be presented in the 'out of district' students section below.
- 8. Hire maintenance director-* we continue to monitor the facilities request submitted by the staff. The assistant principals and superintendent are trying to 'batch' similar tasks prior to bringing in a vendor to address the needs. Currently, we are using Jon Allen and Charlie Pfaff to address some tasks. We are using this as a pilot project to see if we can 'make some ground' on the ever growing list of repairs and maintenance items. The team appreciates their efforts to help us as we try to meet the board's goal of hiring a full time person. As stated last month, the district does not have the funding to hire a full time maintenance director at this time.
- 9. Mentor teams couple with Individual Plans of Students-* topic has been tabled until the staff defines its criteria for our Individual Plans of Study(IPS).
- 10. Build positive culture (trust with staff)-* the leadership team continues to listen to our staff needs. RCHS has begun updating the trophy cases, bulletin boards, and hallway displays to promote a positive climate. There are numerous pieces of student work displayed in the hallways of RCGS. Both facilities worked hard to show case our kids abilities and talents. These actions also bring recognition to our staff's efforts. The team has also worked hard to have numerous 'walk throughs' in the classrooms. Finally, we challenged our teaching staff to 'get the job done' on the work day at the end of the semester. We want 100% completion with tasks as assigned finished before going home for Winter break. The team is excited about the challenge.
- 11. Communication with stakeholders-* reference goal #2.

Retreat Follow-up

continued

II. **Out of district data-** the last three 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. This month the board asked the administrative team to develop a draft copy of an out of district application.

Presentation topics and support data sources:

A. Out of district application- (see attachment Contract #1)

A. Out of district policies- in addition to the examples, we have included an updated policy from KASB. Whatever direction the board decides to proceed, I would recommend the board review the updated policy and consider adopting the recommended policy from KASB.

Does the board wish to make changes to the current out of district policy?

Does the board need more information to assist in the dialogue on this topic?

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)?

RECOMMENDED ACTION:

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

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. District Policies- Annually, the district receives recommendations from Kansas Association of School Boards (KASB) on policy changes based off legislative action and/or court cases. The last months, the board tabled policy FC (Memorials, Funerals, and Name of District Facilities). The board asked the staff to research if we have any current memorials or facilities named on behalf of Individuals (listed below).

At the September, October, and November meetings, the board tabled acting on the policy again to buy time to research the naming of buildings and ask our foundation representative to attend the December meeting. Jim Collagen, ASA Strategic Funding, will be in attendance per the board request.

The board will need to decide what the next step in the adoption process should be.

FC Memorials, Funerals, and Naming of District Facilities (See KG)

FC

Requests to use district buildings and/or facilities for displaying permanent memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

Funerals

Use of school facilities for funerals is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services and shall report the disposition of those requests to the board.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name

has special significance and/or the person has made an outstanding contribution to the school or the school system

FC Memorials, Funerals, and Naming of District Facilities

FC-2

and has been deceased for at least {10} years. The board shall consider naming requests after they are recommended by the superintendent.

Approved:

KASB Recommendation – 6/13; 6/16

Memorials/Scholarships:

RCHS –

- 1) Tree in front of the building – Randell Duren
- 2) Display sign in front of the ag building by the highway – Renae Schurle
- 3) Used to give scholarship but ended in 2008 – Daniel Will
- 4) Most Inspirational Athlete Award given annually – Natalie Bath
- 5) Plaque on the wall (not sure if a scholarship has been given or not) – Neil Sylvester
- 6) April Larson – scholar

RCGS –

- 1) Tree located in front of the 29 building- Logan Hunter
- 2) Friendship bench (in progress) – Madie Mall
- 3) Nubby Bowers – Guided Reading Library - 2003

2. Riley County Schools Foundation- In 2015-16 the board discussed the status of our foundation at Riley County Schools. At the time, it appeared the group had been put on ‘hold’ for some unknown reason. The board challenged Mr. Oliver to research the topic and begin dialogue with the key stakeholders to determine if our communities want to resurrect the foundation.

Since that time Mr. Oliver has meet with the group several times during this fall. He has found his group has a great deal of enthusiasm about the process. At the beginning of their meetings they invited Mr. Jim Collagen, ASA Strategic Funding, to facilitate the meetings. They are scheduled to have a meeting on Thursday, December 8th from 5:30-7 pm at RCHS. The meeting goal is to finalize some key procedures to get the foundation up and running again. Mr. Collagen will be at the meeting to share their progress.

3. Donation by the Manhattan Cross Country Club- Mrs. Starnes had some students participate in School Fitness Challenge at Manhattan. Their efforts earned a donation of \$533. She will purchase PE equipment with the funds.

4. Donation by Brenda Jordan Law Office LLC- The firm donated \$200 for the purchase of sound panels materials for the RCGS cafeteria. Mrs. Kulp, Fourth Grade Teacher, has lead the charge with the fourth grade staff and students to study the noise level during lunch time. Their research has lead them to believe that they can help reduce it by installing some self-made sound panels. The board will be treated to a short video of their presentation at the beginning of the board meeting. I recommend the board accept the donation.

5. Donation by the Riley Neighborhood Club- presented Mrs. Grant with \$100.00 to purchase snacks for students in need. I recommend the board accept the donation.

6. Donation by Brummett Electric, LLC- presented Mr. Willimon with \$3,989.80 donation to repair the scoreboard and field lights at the Hal Prichard Stadium.

RECOMMENDED ACTION:

1. (*potential agenda*) Motion to approve policy FC as presented.
2. No action.
3. (*consent agenda*) Motion to approve the donation of \$533 from the Manhattan Cross Country Club.
4. (*consent agenda*) Motion to approve the donation of \$200 from Brenda Jordan Law Office LLC. presented to

Jennifer Kulp as part of Donors Choose fund projects for sound barriers in the south gym.

5. (*consent agenda*) Motion to approve the donation of \$100 from the Riley Neighborhood for snacks for students in need.

6. (*potential agenda*) Motion to approve the donation of \$3,989.80 from Brummett Electric, LLC for repairs at Hal Prichard Stadium.

**OUT-OF-DISTRICT STUDENT APPLICATION
2016-2017 School Year**

Dear Parents:

The Riley County USD 378 Board of Education policy allows students who reside outside of USD 378 boundaries to attend district schools. Below are guidelines for accepting Out-of-District students:

- Students will be accepted based on the availability of adequate staff, facilities, and materials; in accordance with district guidelines and policy; and only with building principal approval. The same guidelines apply to Pre-kindergarten students.
- Tuition will not be charged. **Non-resident students will be charged full price for instructional and course fees.** Fees are payable at the time of enrollment. Payment plans are not allowed for Out-of-District students.
 - a. Refunds- no instructional and course fees will be refundable after the official count date in September. Students that withdraw prior to this date will receive 100% of the instructional fees returned.
- An Out-of-District student serving a period of suspension or expulsion from another district will not be accepted.
- Transportation may be provided to Out-of-District students boarding at existing stops within district boundaries if space is available on the bus. Transportation fee of \$50 per student or maximum of \$200 per family will be paid before a student may ride the bus.
- Students who have members of their immediate family that enrolled in the district will be given the higher priority.
- Children of district employees will be given the higher priority.
- After the official enrollment date has passed in USD 378, you will be notified if your Out-of-District Student Application has been approved.
- Out-of-District students will be accepted for one year at a time. Re-application must be made for each school year and may be denied for disciplinary reasons, tardy or attendance issues, or based on staffing, space or material reasons.

Parents of students in grades 7-12 who participates in athletics should check with the building principal to see if the transfer will result in loss of the student's athletic eligibility for 18 weeks.

To make application for your child to attend a USD 378 school, complete the application form (a separate form for each child) and send to:

**Superintendent's Office
Riley County USD 378
204 W. Kansas
Riley, KS 66531**

Sincerely,

Cliff Williams
Superintendent

OUT-OF-DISTRICT STUDENT APPLICATION (Draft)
2016-2017 School Year

Transfer requests are granted on a one-year basis. Applications must be resubmitted each year. Building placement and class assignment are dependent upon space availability and are made by the building principal and district administration. Contact will be made with previous school(s) to verify information. False statements or misrepresentation on the application will result in the request being denied. Please write legibly. Return completed form to: Superintendent's Office, 204 W. Kansas, Riley, KS 66531.

Student Name Last First MI Grade Level - 2016-17

List all other household members and age, who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Name Age Name Age

Home School District USD # School Name Address City

Parent/Guardian Name:

Parent/Guardian Address: street city zip code

Phone: Home# E-mail

Cell# Work#(s)

Did student attend USD 378 during the 2016-17 school year as an Out-of-District student? Yes: No:

If yes, school attended: Grade Level: How many years has this student attended USD 378?

Do you own any land or buildings within the USD 378 school district? Yes: No: If yes, provide documentation (ie- electric bill, tax statement, etc)

I) Reason for requesting Out-of-District status:

II) During the last school year the student's records indicate the following:

- 1. Days absent: Excused: Unexcused: Times tardy:
2. G.P.A. or grades:
3. Student in good standing? Yes: No: (absence of major disciplinary referrals or large accumulation of minor discipline referrals)
4. Was the student suspended or expelled from school within the last year? Yes: No: If yes, explain circumstances:
5. I understand the USD 378 administration will review this request. Performance on criteria noted above may be used to allow enrollment for 2016-17 in a USD 378 school or to deny the request. Yes: No:

III) I have discussed this application for Out-of-District student status with the principal and/or counselor at the Home School District and USD 378. I understand that complete school records must be provided to USD 378 if the Out-of-District status is approved, prior to the student attending classes.

Signing this form affirms that all information provided above is correct, gives Riley County USD 378 staff permission to contact the student's previous school district (s), and me and my student accept all board policies and administrative regulations.

Parent/Guardian Signature Date

FOR OFFICE USE ONLY
DATE RECEIVED: Copies Sent To: Date: By:
Application Approved: Application Denied: School Assigned: Parent Contacted by:
Administrator of Receiving School Date

PERSONNEL ITEMS

If board members have questions about any of the personnel recommendations, it is suggested that the board recess into closed session. K.S.A. 75-4319 permits an executive session for the discussion of personnel matters of non-elected personnel.

1. **Cara Rignell hire-** Mr. Willimon has recommended we support the hiring of Mrs. Rignell as the High School Assistant Softball Coach. I support the recommendation.
2. **Hannah Thayer hire** – Mr. Willimon has recommended we support the hiring of Mrs. Thayer as the High School Assistant Softball Coach. I support this recommendation.
3. **Russ Simons resignation-** Mr. Willimon has recommended we support the resignation of Mr. Simons as the High School Assistant Softball Coach. I support this recommendation.
4. **Jeff Brummett-**Mr. Willimon has recommended we support the resignation of Mr. Brummett as the High School Assistant Softball Coach. I support this recommendation.
5. **Catherine Nonamaker-**Mrs. Grant has recommended we support the resignation of Mrs. Nonamaker as the Preschool Aide. I support this recommendation.
6. **BCBS Health insurance refund-** the district received a check for \$87,540.14 for overpayment of health insurance premium from the 2015-16 school year. The district earned the refund because the staff had a lower amount of ‘usage’ of the premium than projected by BCBS. Annually, insurance companies review the amount of premium paid versus the amount of premium used for services. The district qualified for a similar type refund amount eighteen years ago.

The board of education can use the funds as it desires. I recommend the board of education consider a few options:

- a. refund the same percentage of premium that the employees paid into BCBS out of their own funds. Appropriately, 13% of the total was paid by the employees. 31 total employees contributed to the total from their own resources in 2015-16 and remain on the health insurance plan again this year. This is a common practice since the employer did not pay this portion of the premium. See the break down below:

Division of refund by Plan, etc. per person:

Plan 1 - 6 employees - \$224.39 per person (\$1,346.34) (monthly premium \$143.84)

Plan 2 - 11 employees - \$193.64 per person (\$2,130.04) (monthly premium \$124.13)

Plan 3 - 14 employees - \$143.54 per person (\$2,009.56) (monthly premium \$92.01)

Retired - 2 people - \$1,873.59 per person (\$3,747.18) (monthly premium \$1,201.02)

Admin - 1 person - \$973.17 (monthly premium \$623.83)

This payback only totals \$10,206.29 or approximately 13%. District would retain \$77,333 or 87%.

- b. Use a portion of the funds to provide services for the staff to improve their quality of life. For example:
 1. Biometric screening- the district could provide a screening to help employees understand how their cholesterol, body fat, triglycerides, etc are doing. The theory is around prevention or early detection.
 2. Hire experts to come in and educate the staff on topics of interest based off a staff survey of topics that they deem necessary (ie- lunch and chat on high blood pressure, stress, fitness, tie to the wellness plan, etc).
 3. Charge the Wellness Team to work with staff on meeting their goals.
 4. We could research the topic and bring back more specifics for the board.

- b. Use a portion of the funds to purchase 2017-18 supplies (ie- instructional, custodial, etc). This ties into our conservation ideas of buying in bulk. I have received a lot of feedback from our teaching staff on how they struggle to improve instruction without supplies. Many of our staff are buying supplies out of their own pockets, Donors Choose, donations, etc. This practice could also help us prevent increasing the size and/or quantity of classroom supplies lists that we ask our parents to provide.

* Healthier employees provide a better service to our students.

7. **Cassidey Bolek-Mr. Williams has recommended we support the hiring of Ms. Bolek as a Grade School custodian.**

8. Any other personnel items will be brought before the board at this time. If an executive session is needed, the language under the Recommended Action section may be used.

RECOMMENDED ACTION:

If necessary: Motion to recess into closed session for ____ minutes to discuss personnel matters of nonelected personnel pursuant to the provisions of K.S.A. 75-4319 and to return to open session in this room at the end of that time.

1. (consent agenda) Motion to accept the hire of Cara Rignell , as High School Assistant Softball Coach for services rendered to begin Spring 2016.
2. (consent agenda) Motion to accept the new hire of Hannah Thayer, as High School Assistant Softball Coach for services rendered to begin Spring 2016.
3. (consent agenda) Motion to accept the resignation of Russ Simons, as High School Assistant Softball Coach effective November 16, 2016.
4. (consent agenda) Motion to accept the resignation of Jeff Brummett, as High School Assistant Softball Coach effective November 16, 2016.
5. (consent agenda) Motion to accept the resignation of Catherine Nonamaker, as Preschool Aide effective October 31, 2016.
6. *(potential motion)* Motion to reimburse the 31 staff members' their 'out of pocket' portion of the health insurance premium that participated in the health insurance plan in 2015-16 and continue in 2016-17 as described in section 6a.
7. **(potential agenda) Motion to hire Cassidey Bolek as a Grade School custodian for services rendered to begin November 14, 2016.**
8. An appropriate motion will be developed at the meeting if needed.

Personnel #1

Kelly	Allen
Jim	Barnard
David	Bisnett
Debra	Bisnett
Kristin	Blecha
Jeff	Bromley
Jane	Cales
Peggy	Crubel
Dan	Dickerson
Whitney	Easterberg
Linzi	Eyestone
Eric	Farwell
Heather	Fink
Mark	Fritzson
Sue	Garver
Jennifer	Geier
Sarah	Gill
Melissa	Granberry
Danny	Grater
Jenna	Grater
Dunia	Harmison
Whitney	Hydeman
Jennifer	Johnston
Morgan	Keller
Lindsey	Kelley
Alicia	Klucas
Samantha	Kriley
Jennifer	Kulp
Mark	Laurie
Erin	Lloyd
Jacqueline	Loewen
Donna	MacDougall
Jana	McKinley
Kelsey	Nelson
Erin	Oliver
Harold	Oliver
Michelle	Richling
Cara	Rignell
Kim	Rowe
Cindy	Shaver
Mari	Starnes
Megan	Steiner
Janiel	Sullivan
David	Taphorn
Shari	Taylor

Hannah	Thayer
Cindy	Thomson
Lori	Titgemeyer
Jennifer	VanSickle
Darnell	Vargo
Steve	Wagner
Katie	Wendland
Bob	Whearty
Eric	Willimon
Carey	Zeak
Carl	Anderson
Robert	Deemie
Doyle	Jones
Charlie	Peterson
Shirley	Rood
David	Taphorn
Cheryl	VanBebber
Frank	VanBebber
Dory	Wendland
Jennifer	Maiorana
Frank	Clark
Suzie	Steinke
Robert	Taylor
Gouty	Otis
Edna	Hammond
Stephanie	Henton
Pat	Mitchell
Deb	Holiday
Charlene	Mitoska
Grace	Brown
Janet	Bradfield
Chris	Simnitt
Terry	Tripp
Charlie	Pfaff
Jon	Allen
Venny	Castillo
Fawn	Wohler
Jonathan	Bostick
Patrisha	Bostick
Michelle	Fredrich
Cassidey	Bolek
Sandy	Glessner
Nicole	Fajen
Donna	Tittel
Heather	Wernholm
Trista	Wickstrum
Dana	Hebert

Maggie	Haag
Konnie	Evans
Dustin	Webber
Marcia	Goff
Sue	Hartenbower
Terry	Iseli
Dawn	Messerla
Kris	Burnett
Debbie	Ruggels
Jeanise	Pride
Starla	Rethorst
Edith	Adamson
Cliff	Williams
Teresa	Grant
Harold	Oliver
Jon	Granberry
Ian	Peters
Brian	Swearingen
Kelly	Pecoraro
Judy	Dreeszen
Jennifer	Begnoche
Jeridy	Oetken
Rachel	Curry
Meri	Miller-Kahle
Katy	Hanson
Janet	Goodenow
Taellor	Hammeke
Jenni	Halstead
Angela	Burton
Lenice	Frey
Tammy	Henry
Jill	Williams
Erika	Lips
Donna	Morgan
Paula	Dover
Lisa	Schlereth
Lydia	Davies
Rhiannon	Downes
Erin	Gipson
Katie	Gluck
Josh	Gruoner
Melanie	Beard
Deb	Green
Tina	Mensch
Weston	Steiner
Shane	Eslit
Jamie	Abner

Andre	Contreras
Jeff	Frey
Jeff	Greene
Melinda	Huber

