

Approved: July 15, 2013

MINUTES OF THE
RILEY COUNTY UNIFIED SCHOOL DISTRICT NO. 378
REGULAR
BOARD OF EDUCATION MEETING
HELD IN THE
RILEY COUNTY HIGH SCHOOL LIBRARY
MONDAY, JULY 1, 2013
6:00 P.M.

I. CALL TO ORDER

Vice Dan Thomson called the USD 378 Board of Education's regular meeting to order on Monday, July 1, 2013, at 6:00 p.m. in the Riley County High School Library following the Pledge of Allegiance and the swearing in of new board members: Ross Wahl, David Higgins and Kerry Thurlow.

The following members were present:

Dan Thomson, Vice President left at 7:00 p.m.

Ross Wahl

David Higgins

Kerry Thurlow

Randy Glenn

Jennifer Wilson

Shane Allen arrived at 6:30

The following member was absent:

Steve Reed, President

Others present:

Brad Starnes, Superintendent

Jenae Suderman, Clerk Elect

Antoinette Root, RCHS Principal

Sandy Glessner, Board Treasurer

Brian Hanson, KSU Kansas Radon Department

Ralph and Debbie Wahl, Manhattan

Larry and Chris Tawney, Manhattan

Melissa Wahl, Riley

Curtis and Valinda Porter, Clay Center

Beth Dugan, Leonardville

Elizabeth Dugan, Leonardville

Andrew and Carmen Thurlow, Keats

Robert Echols, Riley

II. CONSENT AGENDA:

Ross Wahl moved the consent agenda be voted on one-by-one. Seconded by David Higgins. Motion carried with six “yes” votes cast.

A. Approval of minutes:

1. Minutes of the USD 317 regular meeting held June 17, 2013, were approved following a suggestion by Kerry Thurlow to change a thank you name from Ron Reed to Steve Reed. Motion to amend minutes Ross Wahl. Second by David Higgins. Motion passed with six “yes” votes cast. Ross
2. Minutes of the special budget hearing June 30, 2013, were approved as presented. Motion by Jennifer Wilson. Second by Randy Glen. Motion passed with six “yes” votes cast.

B. Approval of financial reports:

1. Jennifer Wilson moved to approve the June month end reports. Second by Randy Glen. Motion passed with six “yes” votes cast.
2. Jennifer Wilson moved to approve the June bills. Second by Randy Glenn. It was determined these bills were approved during last month’s meeting. Motion withdrawn by Jennifer Wilson. Agenda item disregarded.

C. The board approved the agenda as presented. Motion by Ross Wahl. Second by Randy Glenn. Motion passed with six “yes” votes cast.

D. Approval of annual board organization:

1. Jennifer Wilson moved to rescind and adopt policy handbook. Second by Randy Glenn. Motion passed with six “yes” votes cast.
2. Randy Glenn motioned the board appoint Jenae Suderman the clerk of the board for the 2013-2014 school year. Second by Jennifer Wilson. Ross Wahl presented a question of conflict of interest between her position within the district office as well as board clerk. Superintendent Brad Starnes suggested to compare to other schools, check with Kansas Association of School Boards (KASB) policy/legal counsel and report at the next meeting. Randy Glenn withdrew his motion. Action tabled until next meeting.
3. Ross Wahl moved to appoint Sandy Glessner as treasurer of the board for the 2013-2014 school year. Second by Kerry Thurlow. Motion passed with six “yes” votes cast.

4. Ross Wahl moved to appoint Arvid V. Jacobson the attorney for the board for the 2013-2014 school year. Second by David Higgins. Motion passed with six “yes” votes cast.
5. Jennifer Wilson moved to appoint the superintendent to the following administrative positions: Executive Officer for USD 378, Riley County Board of Education, Designated representative for PL874, Hearing Officer for Free/Reduced Meals Program, Food Service Representative, Freedom of Information Officer, Twin Lakes Educational Cooperative. Second by Randy Glenn. Motion passed with six “yes” votes cast.
6. Ross Wahl moved to appoint Sandy Glessner the designated KPERS representative. Second by Jennifer Wilson. Motion passed with six “yes” votes cast.
7. Ross Wahl moved to appoint Riley County Grade School and Riley County High School Truancy Officers for the 2013-2014 school year as follows: Teresa Grant for grades pre-kindergarten through 8, and Antoinette Root for grades 9 through 12. Second by David Higgins. Motion passed with six “yes” votes cast.
8. Ross Wahl moved to appoint grade level principals as Compliance Coordinators for Title IV and VII, Title IX, Section 504, and the Age Discrimination Act. Second by David Higgins. Motion passed with six “yes” votes cast.
9. Ross Wahl moved to adopt the mileage rate for 2013-2014 state as 56 cents per mile. Second by Jennifer Wilson. Motion passed with six “yes” votes cast.
10. Jennifer Wilson moved to adopt Riley State Bank and Leonardville State Bank as the Official Depositories for district funds. Second by Ross Wahl. Motion passed with six “yes” votes cast.
11. Ross Wahl motioned to appoint The Riley Countian as the official newspaper for USD Riley County for the 2013-2014 school year. Second by David Higgins. Motion passed with six “yes” votes cast.
12. Jennifer Wilson motioned to adopt 1,116 hours for the 2013-2013 school year. Second by Ross Wahl. Motion passed with six “yes” votes cast.
13. Randy Glenn motioned to adopt an early payment request for [K.S.A. 12-105(b)]. Second by Jennifer Wilson. Superintendent Brad Starnes explained this procedure is authorized by statute and allows the district to

pay items such as the utility bills prior to the board's approval, if necessary. Motion passed with six "yes" votes cast.

14. Ross Wahl motioned to adopt the FERPA policy. Second by Kerry Thurlow. Superintendent Brad Starnes explained that this updated policy sent out by the Kansas Association of School boards (KASB) changes only deal with formatting. Motion passed with six "yes" votes cast.

15. Ross Wahl moved to adopt fees for copies of district records. Second by David Higgins. Motion passed with six "yes" votes cast. The Kansas Open Records Act (KORA) allows schools to change a fee for providing access to or furnishing copies of public records. A fee of \$0.15 per copy and \$15.00 per hour after 15 minutes be established for requested for requested copies of open records.

16. Randy Glenn moved to adopt 72-5369, which is the destruction of old records by school districts and community junior colleges per statute. Second by Ross Wahl. Motion passed with six "yes" votes cast.

E. Ross Wahl moved to approve the contracts for a USD 378 painting crew of Kale Katt, Erik Willimon and Jim Barnard for \$9 an hour. Superintendent Brad Starnes explained their work will continue until the start of the next school year. Second by David Higgins. Motion passed with six "yes" votes cast.

F. Ross Wahl approved the transfer of Thaine Bray from Riley County Grade School food service to Riley County Childcare Center Aide. Second by Jennifer Wilson. Motion passed with six "yes" votes cast.

G. Randy Glenn moved the board approve to move two half-time contracts to full-time contracts for USD 378 bus drivers Shirley Rood and Tamara Springer to fill Frank Moyer's position. Second by Jennifer Wilson. Superintendent Brad Starnes explained the district is looking for substitutes. He also said many school districts are short on drivers. Motion passed with six "yes" votes cast.

H. Jennifer Wilson moved the declaration of the following USD 378 surplus items: a computer and monitor at the home of Norma Sharp, and an iPad located at the Riley County High School office. Superintendent Brad Starnes explained surplus items mean they are old, or it cost more to fix/update and can be bought from the district. Kerry Thurlow questioned whether an iPad should be a surplus item. Second by Ross Wahl. Motion passed with six "yes" votes cast.

I. Jennifer Wilson moved the board accept the resignation of Riley County High School Assistant Cheer/Pep Club Coach Samantha Brown. Second by David Higgins. Motion passed with six "yes" votes cast.

III. PATRON COMMUNICATION:

A. Hearing of students

1. No students spoke.

B. Hearing of visitors

1. Valinda Porter wanted to know what changes were made to the superintendent's contract during the June 17 meeting. Dan Thomson explained costs were shifted in order allow the superintendent's health plan be on the same level as the district principals. There was no net increase due to this change.
2. Larry Tawny had questions regarding the radon abatement, specifically regarding the timeline of the project and what companies were contacted. Superintendent Brad Starnes explained some of the process and then left the rest to be answered later in the meeting by Brian Hanson, who was present to discuss the abatement at a later time during the board meeting.

C. Hearing of principals/staff

- A. No principals or staff spoke.

IV. ADMINISTRATIVE REPORTS:

A. Election of officers

1. Ross Wahl nominated Randy Glenn for President and Kerry Thurlow for Vice President. Randy Glenn declined the nomination and nominated Dan Thomson as President. Ross Wahl moved to cease nominations. Second by Jennifer Wilson. Jennifer Wilson moved to cast a unanimous ballot for Dan Thomson as President. Second by David Higgins. Motion passed with seven "yes" votes cast as Shane Allen joined the board meeting.
2. Ross Wahl moved to cast a unanimous ballot for Kerry Thurlow as Vice President. Second by David Higgins. Motion passed with seven "yes" votes cast.

THE NEW PRESIDENT WAS SCHEDULED TO PRESIDE OVER THE REMAINDER OF THE MEETING, BUT KERRY THURLOW PRESIDED AS DAN THOMSON HAD TO LEAVE THE MEETING.

B. Radon bids

1. Brian Hanson from the Kansas State University Radon Program, spoke to the board on the radon abatement conducted within the district over the past year. It was determined Riley County High did not have elevated levels of radon that required action, but the Riley County Elementary School did. Brian advised to install a radon mitigation system that would ventilate the radon from the foundation of the building and out of the school. The radon levels at 4 pi C/L and above require action. This system would guarantee radon levels under the Environmental Protection Agency's action level of 4 pi C/L. Shane Allen moved to accept the base bid of \$9,750. Second by Randy Glen. Ross Wahl voiced concerns the system may be interfered with if foundation work such as mud jacking was done. Motion passed with six "yes" votes cast.

C. Randy Glenn moved to approve the 2013-2014 Riley County Grade School and Riley County High School student and staff handbooks. Second by Jennifer Wilson. Kerry Thurlow noted typos and old dates in the handbooks. Shane Allen inquired about the changed cell phone policy. Randy Glenn withdrew his motion following a plan for a committee composed of BOE member Randy Glenn, Building Principals and a teacher leader update the handbooks by the next board meeting July 15. Ross Wahl moved to table the item. Second by David Higgins. Motion passed with six "yes" votes cast.

D. Ross Wahl moved to set Board of Education meeting dates to the first and third Mondays of each month, except for Labor Day holiday, in which case the meetings would be held on Tuesday. Second by David Higgins. Motion passed with six "yes" votes cast. Resolution 07/01/13 A

E. Jennifer Wilson moved to adopt the Generally Accepted Accounting Principles Waiver Resolution 07/01/13 B. Second by Shane Allen. Motion passed with five "yes" votes cast and one "no" vote cast.

F. Randy Glen moved to establish petty cash funds of \$500 for the Superintendent's office for school year 2013-2014 by resolution 07/01/13 C. Second by Jennifer Wilson. Motion passed with six "yes" votes cast.

G. Jennifer Wilson moved to establish petty cash funds of \$1,000 for the Riley County Grade School office for school year 2013-2014 by resolution 07/01/13 D. Second by David Higgins. Motion passed with six "yes" votes cast.

H. David Higgins moved to establish petty cash funds of \$1,500 for the Riley County High School office for school year 2013-2014 by resolution 07/01/13 E. Second by Jennifer Wilson. Motion passed with six "yes" votes cast.

I. David Higgins moved to establish activity funds Riley County High School for school year 2013-2014 by resolution 07/01/13 F. Second by Ross Wahl. Motion passed with six “yes” votes cast.

J. Jennifer Wilson moved to establish activity funds Riley County Grade School for school year 2013-2014 by resolution 07/01/13 G. Second by David Higgins. Motion passed with six “yes” votes cast.

K. Superintendent Brad Starnes discussed meal prices with the board. A 5 cent increase would generate the district an additional \$3,000 and would bring the district closer to its goal of being self-sustained. Shane Allen said it would not be reasonable to reach that target by next year. Randy Glenn moved to approve the 2013-2014 USD Food Service Plan including a 5 cent increase in meal prices. Second by Ross Wahl. Motion passed with six “yes” votes cast.

L. The board reviewed the informational district organizational flow chart.

M. The board discussed committees for the 2013-2014 school year. David Higgins expressed a desire for new members to be on more committees. Official board committees will be approved at the July 15, 2013 BOE meeting.

N. Shane Allen moved to approve the 2013-2014 updated school calendar. Second by Jennifer Wilson. Jennifer Wilson expressed a desire to discuss the calendar addition of 3 paid holidays for classified staff during the next meeting. Motion passed with six “yes” votes cast.

V. PERSONNEL REPORT

A. Jennifer Wilson moved to approve the contract for Riley County High School counselor Lori Mitchell per Superintendent Brad Starnes and Teressa Grant’s recommendation. Second by Randy Glen. Motion passed with six “yes” votes cast.

B. Shane Allen moved to approve the contract for Whitney Hydeman as a half-time technology teacher at Riley County Grade School. Second by Randy Glenn. Motion passed with six “yes” votes cast.

C. No action was taken regarding the hire of painter Brandon Wolner.

VI. CORRESPONDENCE TO THE BOARD

A. Randy Glenn welcomed Antoinette Root.

VII. FUTURE MEETINGS

A. The next regular meeting will be Monday, July 15, 2013, in the Riley County High School library at 7:00 p.m.

VIII. ADJOURNMENT

A. Randy Glenn motioned to adjourn. Second by David Higgins. Motion passed with six “yes” votes cast.

The time was 8:30 p.m.

President Dan Thomson

Jenae Suderman, Clerk Elect