

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, JULY 8, 2020
APPROVED

I. Roll Call

Vice President Pam Masters called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Pam Masters, Billie McClure, Brandi Shaffer, Jamie Bowman, Donna Young, and Steve Tyson were present. Dr. Marcy Cassidy, Tammy Baird, Tamara Buche and Christi Droege attended. Visitors included Colter Robinson.

II. Public Open Forum

No one wished to address the board in public open forum.

III. Adoption of Printed Agenda

Pam Masters moved to adopt the printed agenda with the correction to item B. Official Appointments, Designations, and Actions for 2020-2021, 6. Food Service b. Hearing Officer: Marcy Cassidy. Seconded by Donna Young. Motion carried 6-0.

Melissa Droege joined the meeting via Zoom.

IV. Approval of Consent Agenda

Billie McClure moved to approve the consent agenda which included the following:

- A. Approval of Minutes
 - 1. June 10, 2020 (Regular Minutes)
 - 2. June 24, 2020 (Special Minutes)
- B. Official Appointments, Designations, and Actions for 2020-2021
 - 1. Clerk of the Board
 - a. Clerk of the Board Christi Droege
 - b. Deputy Clerk Shay West
 - 2. Treasurer of the Board
 - a. Treasurer of the Board John Dorr
 - b. Deputy Treasurer Christi Droege
 - 3. School District Legal Counsel
 - a. KASB Legal Staff
 - 4. Official Depositories
 - a. Primary Depository Bank of Burlingame
 - b. Secondary Depository All other Osage County banks
 - 5. Homeless Children Coordinator Tamara Buche

6. Food Service
 - a. Authorizing Representative/
Designated Signee Megan Summers
 - b. Hearing Officer Marcy Cassidy
7. KPERS & BCBS Employer Representative Christi Droege
8. Petty Cash Fund Treasurers
 - a. District Office Christi Droege
 - b. Burlingame Schools (PK-12) Megan Summers
 - c. Burlingame Schools (Deputy) Teresa Carson
9. Truant Officers (KSA 72-3121)
 - a. Burlingame Elementary Tamara Buche
 - b. Burlingame Jr./Sr. High Tammy Baird
10. Kansas Local Consolidated Plan Coordinator Christi Droege
11. Purchasing Agent Marcy Cassidy
12. Federal Programs Official Marcy Cassidy
13. Activity Fund Treasurers
 - a. Treasurer (PK –12) Shay West
 - b. Assistant (PK – 12) Megan Summers
- C. Official School Newspaper Osage County Herald-Chronicle
- D. Sale of Surplus Property (Authority)
- E. Resolution: 2020-2021 Board Meetings KSA 72-1138 (Resolution 2021-01)
- F. 2020-2021 Calendar – 1,116 Hour Calendar
- G. Breakfast & Lunch Federal Program Participation
- H. Resolution: Activity Fund Accounting (Resolution 2021-02)
- I. Bonding for Employees
- J. Resolution: Home Rule Authority (Resolution 2021-06)
- K. Resolution: 2020-2021 GAAP Waiver (Resolution 2021-07)
- L. Resolution: Destruction of Certain Records (Resolution 2021-08)
- M. Resolution: 2020-2021 Petty Cash Limits (Resolution 2021-04 district office)
(Resolution 2021-05 elementary & junior/senior high)
- N. Resolution: Adoption of Official Board Policies for 2020-2021
(Resolution 2021-03)
- O. Textbook/Activity/Lab Fees
 1. Book Rental No Charge
 2. Vocational/Lab Fees Pay for Materials
 3. Drivers Education \$100.00 District Student
\$200.00 Non District Student
 4. Junior High Activities
 - a. District students Free
 - b. Visiting students \$2.00
 - c. Adults \$3.00

5. Senior High Activities
 - a. District students Free
 - b. Visiting students \$3.00
 - c. Adults \$4.00
6. All School Play
 - a. Students \$3.00
 - b. Adults \$5.00
7. Athletic Physicals
 - a. District will pay \$10.00 and student participant will pay the remainder of the physical cost.
8. Combination Locker \$5.00
9. Season Pass
 - a. Single \$40.00
 - b. Seniors (over 60) Free
- P. Mileage Rate for Reimbursement – 54.5 cents per mile
- Q. Substitute Teacher Pay - \$100 per day
- R. Activity Fund Report

Seconded by Brandi Shaffer. Motion carried 7-0.

V. Official Appointments, Designations, and Actions for 2020-2021

A. Special Education Board Member Representative

Pam Masters moved to appoint Brandi Shaffer to serve as the special education board member representative, Jamie Bowman as first alternate, and Billie McClure as second alternate. Seconded by Melissa Droege. Motion carried 7-0.

B. KASB Governmental Relations Network Representative

Pam Masters moved to appoint Melissa Droege to serve as the KASB Governmental Relations Network representative. Seconded by Billie McClure. Motion carried 7-0.

C. Board Member Negotiation Representatives

Brandi Shaffer moved to appoint Melissa Droege, Pam Masters, and Donna Young to serve as negotiation representatives for the 2020-2021 negotiation's team. Seconded by Billie McClure. Motion carried 7-0.

VI. Clerk's and Treasurer's Reports

Pam Masters moved to approve the payment of the warrants as presented. Seconded by Brandi Shaffer. Motion carried 7-0.

VII. Communications

A. Communications to the Board

A thank you note was distributed.

B. End of the Year Report

End of the year finances were reviewed.

C. Transportation

Transportation info was discussed.

VIII. Old Business

A. Student Handbooks

Pam Masters moved to approve the elementary handbook with recommended changes for the 2020-2021 school year. Seconded by Jamie Bowman. Motion carried 7-0.

Pam Masters moved to approve the junior/senior high school handbook with recommended changes for the 2020-2021 school year. Seconded by Brandi Shaffer. Motion carried 7-0.

IX. New Business

A. District Budget

The 2020-2021 budget was discussed.

B. Classified Employee Handbook

Pam Masters moved to approve the 2020-2021 classified employee handbook with recommended changes. Seconded by Billie McClure. Motion carried 7-0.

C. Certified Staff Handbook

Pam Masters moved to approve the 2020-2021 certified staff handbook with recommended changes. Seconded by Billie McClure. Motion carried 7-0.

X. Administrative Reports

Dr. Marcy Cassidy discussed climate and culture plans, professional development, and the reopening school plan.

Colter Robinson left the meeting at 8:20 p.m.

Tammy Baird discussed 8th grade recognition and graduation ceremonies and the cancellation of prom.

Pam Masters moved the board go into executive session to discuss confidential student information pursuant to the exception relating to actions adversely or favorably affecting a student under KOMA with Dr. Marcy Cassidy, Tammy Baird, and Tamara Buche attending and the meeting resume in the board room at 8:40 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 8:40 p.m.

Pam Masters moved the board go into executive session to discuss confidential student information pursuant to the exception relating to actions adversely or favorably affecting a student under KOMA with Dr. Marcy Cassidy, Tammy Baird, and Tamara Buche attending and the meeting resume in the board room at 8:48 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 8:48 p.m.


XI. Three Lakes Special Education Report

No report at this time.


XII. Adjournment

Pam Masters moved to adjourn the meeting. Seconded by Billie McClure. Motion carried 7-0. The meeting adjourned at 8:50 p.m.

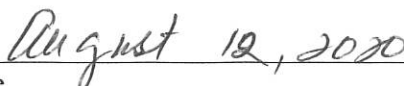
Respectfully submitted,



Christi Droege, Board Clerk



Pam Masters, Board Vice President



Date

RESOLUTION 2021-01

Pursuant to K.S.A. 72-1138, the Board of Education of Burlingame, USD No. 454, Osage County, Kansas, by resolution duly adopted at a regular meeting held July 8, 2020, established the following meeting schedule for regular Board of Education meetings to be held during the 2020-2021 school year.

Board meetings will convene at 6:30 p.m. on the second Wednesday of every month unless otherwise listed. If the established date falls on a legal holiday or a holiday specified by the Board of Education, such regular meeting will be held on the day following, commencing at the same hour detailed above.

The meeting place will be in the Burlingame District Office, 100 Bloomquist Drive, Suite A, Burlingame, Kansas.

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

By:

Pamela M. Masters
Member

Gillie L. McClure
Member

Brandi Shaffer
Member

Janice L. Bowman
Member

Donna Young
Member

Sam Tyn
Member

Member

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 454, Osage County, Kansas, on the 8th day of July, 2020.

Christa Droege
Clerk of the Board of Education

RESOLUTION 2021-02

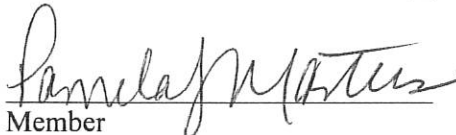
WHEREAS, the Board of Education of Unified School District No. 454, Osage County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

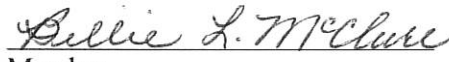
WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 454, Osage County, Kansas, that an activity fund designated as the Burlingame Junior/Senior High School Activity fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

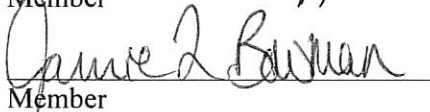
The fund shall be administered by the building principal. A district secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

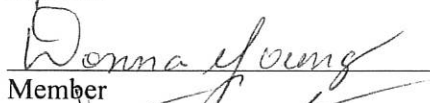
Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132 and the provisions of K.S.A. 12-105(b) shall not apply.

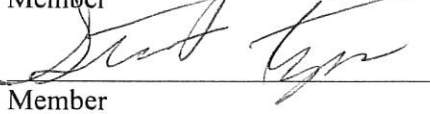
By: 
Member


Member


Member


Member

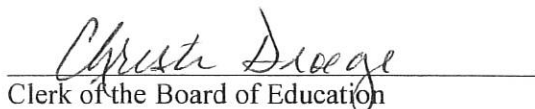

Member


Member

Member

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 454, Osage County, Kansas, on the 8th day of July, 2020.


Clerk of the Board of Education

RESOLUTION 2021-04

WHEREAS, the Board of Education of Unified School District No. 454, Osage County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 454, Osage County, Kansas that a petty cash fund designated as the Superintendent Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$1,000.00.

The fund shall be administered by the superintendent. The superintendent shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash shall remain district funds but shall not be considered school money for the purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

By:

Pamela M. Peters
Member

Bullie L. McClure
Member

Brandi Shaffer
Member

Janice A. Bowman
Member

Donna Young
Member

John Tapp
Member

Member

RESOLUTION 2021-05

WHEREAS, the Board of Education of Unified School District No. 454, Osage County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 454, Osage County, Kansas that a petty cash fund designated as the Burlingame Elementary and Burlingame Junior/Senior High School Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$350.00.

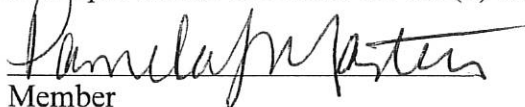
The fund shall be administered by the principal of the building. The principal shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

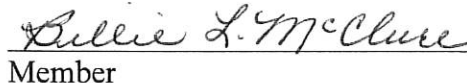
Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

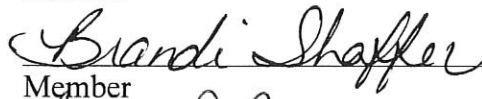
The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash shall remain district funds but shall not be considered school money for the purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105(b) shall not apply.

By:

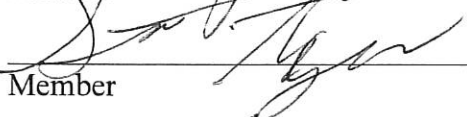

Member


Member


Member


Member


Member


Member

Member

RESOLUTION 2021-06

WHEREAS, the Board of Education of Unified School District No. 454, Osage County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 454, Osage County, Kansas, that the board shall exercise the power granted by law and by this resolution.

By:

Pamela J. Martin
Member

Billie L. McClure
Member

Brandi Shaffer
Member

Annaliese Bowman
Member

Donna Young
Member

Steve Lynn
Member

Member

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 454, Osage County, Kansas, on the 8th day of July, 2020.

Christa Dwyer
Clerk of the Board of Education

RESOLUTION 2021-08

BE IT RESOLVED that the Board of Education of Unified School District No. 454, Osage County, Kansas shall authorize the clerk of the board to destroy the following records pursuant to K.S.A. 72-1629 and 72-1630 which are in his/her keeping and are at least five years old.

- A. Bookkeeping and accounting records, claims, vouchers, and purchase orders;
- B. Formal audit reports;
- C. Financial papers of any type relating to programs supported by federal funds;
- D. Insurance policies; and

BE IT FURTHER RESOLVED that the clerk may destroy all financial papers not otherwise specified nor prohibited by law at any time after formal audit reports have been completed and filed in the appropriate offices for a period of six months.

By:

Parulap M. Peters
Member

Bullie L. McClure
Member

Brandi Shaffer
Member

Janice A. Bowman
Member

Donna Young
Member

[Signature]
Member

Member

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 454, Osage County, Kansas, on the 8th day of July, 2020.

Christ Droege
Clerk of the Board of Education

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF SPECIAL BOARD MEETING
MONDAY, JULY 27, 2020
APPROVED

I. Roll Call

President Melissa Droege called the special meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Pam Masters, Billie McClure, Brandi Shaffer, Donna Young and Steve Tyson were present in person. Jamie Bowman was present via zoom. Dr. Marcy Cassidy, Tammy Baird, Tamara Buche and Christi Droege attended. Visitors included Keri Welch, Chandra Dunbar, Doug Bingham, Linda White, Amy Heckman, and Shana Smith.

II. Executive Session

Melissa Droege moved that the board go into executive session to discuss performance of classified personnel pursuant to non-elected personnel exception under KOMA, with Dr. Marcy Cassidy attending, and the meeting resume in the board room at 6:41 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 6:41 p.m.

III. New Business

A. Classified Employment/Termination

Melissa Droege moved the board approve the administrative recommendation to terminate Jessica Davis and Davin Davis as food service employees. Seconded by Donna Young. Motion carried 7-0.

Melissa Droege moved the board approve the administrative recommendation to employ Susan Wood as food service director. Motion carried 7-0.

B. Classified Employment

Dr. Marcy Cassidy discussed restructuring food service and custodial staff.

C. Reopening of School Plan 2020

Melissa Droege moved the board accept the reopening of school plan for USD 454 with a September 8, 2020 student start date. Seconded by Billie McClure. Motion carried 7-0.

D. Budget Review

The notice of hearing was reviewed.

IV. Adjournment

Melissa Droege moved to adjourn the meeting. Seconded by Pam Masters.
Motion carried 7-0. The meeting adjourned at 9:23 p.m.


Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, AUGUST 12, 2020
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, and Steve Tyson were present. Marcy Cassidy, Tammy Baird, Tamara Buche and Christi Droege attended. Visitors included Colter Robinson, Mike Mathes, and Amy Heckman. Visitors via zoom included Eric West, Keri Welch, Shana Smith, Chandra Dunbar, and Jeff Slater.

II. Budget Hearing

Melissa Droege moved the board approve the 2020-2021 USD 454 budget as published. Seconded by Brandi Shaffer. Motion carried 6-0.

III. Public Open Forum

(None)

IV. Approval of the Printed Agenda

Melissa Droege moved to approve the printed agenda with the deletion of item B. Approval of Section 125 Plan and item F. Admittance Fees under New Business. Seconded by Pam Masters. Motion carried 6-0.

V. Adoption of Consent Agenda

Billie McClure moved to approve the consent agenda consisting of the July 8, 2020 regular board meeting minutes, the July 27, 2020 special board meeting minutes, and the activity funds reports. Seconded by Jamie Bowman. Motion carried 6-0.

VI. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of the warrants and the June and July treasurer's report as presented. Seconded by Pam Masters. Motion carried 6-0.

VII. Communications

A. Staff In-Service

Staff In-Service was reviewed.

B. Teacher Work Day

The teacher work day will be converted to an In-Service/Professional Development day.

C. Professional Development

Upcoming professional development was discussed.

D. School Begins

The 2020-2021 school year begins September 8, 2020.

E. Memorandum of Understanding

The memorandum of understanding draft was reviewed.

F. COVID 19 Update

Updates to the plan were discussed.

G. Enrollment

Enrollment counts were presented.

H. Blue Cross/Blue Shield

2020-2021 health and dental rates were discussed.

I. ACC Information

ACC fall schedule was discussed.

VIII. Old Business

(None)

IX. Executive Session

Melissa Droege moved that the board go into executive session to discuss confidential student information pursuant to the exception relating to actions adversely or favorably affecting a student under KOMA, and that the board return to the open meeting at 7:25 p.m. with Marcy Cassidy attending. Seconded by Billie McClure. Motion carried 6-0.

The meeting reconvened in open session at 7:25 p.m.

Melissa Droege moved that the board go into executive session to discuss confidential student information pursuant to the exception relating to actions adversely or favorably affecting a student under KOMA, and that the board return to the open meeting at 7:38 p.m. with Marcy Cassidy attending. Seconded by Brandi Shaffer. Motion carried 6-0.

The meeting reconvened in open session at 7:38 p.m.

Melissa Droege moved that the board go into executive session to discuss candidates for employment pursuant to non-elected personnel exception under KOMA, and the open meeting resume in the board room at 7:48 p.m. with Marcy Cassidy attending. Seconded by Billie McClure. Motion carried 6-0.

The meeting reconvened in open session at 7:48 p.m.

X. New Business

A. Out of District Student Requests

Melissa Droege moved to accept the recommendation of the building principals and superintendent for the listed students to attend school in Burlingame USD 454 for the 2020-2021 school year. Seconded by Pam Masters. Motion carried 6-0.

B. Employment - Classified

Melissa Droege moved the board accept the superintendent's recommendation to employ the individuals as listed (Merissa Slade - Media Center/Classroom Aide, Susan Wood – Food Service Director, Zach Thompson – Evening Custodian) for the 2020-2021 school year. Seconded by Billie McClure. Motion carried 6-0.

C. Employment - Supplemental

Melissa Droege moved the board approve the superintendent's recommendation to employ Merissa Slade for the 2020-2021 school year for the junior high cheer sponsor. Seconded by Brandi Shaffer. Motion carried 6-0.

D. Remote Learning Assurances

Melissa Droege moved the board approve the Remote Learning Assurances agreement with KSDE that indicates that the Burlingame School District will ensure remote learning will approximate the learning experience taking place in the on-site classrooms for the 2020-2021 school year. Seconded by Billie McClure. Motion carried 6-0.

E. Job Descriptions

Melissa Droege moved the board approve the revised and updated job descriptions. Seconded by Brandi Shaffer. Motion carried 6-0.

XI. Administrative Reports

Tammy Baird reported on the golf scramble and completing in-service.

Tamara Buche reported on work completed by staff.

Marcy Cassidy reported on the HVAC system.

XII. Three Lakes Special Education Report

Brandi Shaffer reported on the Three Lakes Special Education meeting.

XIII. Adjournment

Pam Masters moved to adjourn the meeting. Seconded by Billie McClure. Motion carried 6-0. The meeting adjourned at 8:22 p.m.


Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, SEPTEMBER 9, 2020
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, Donna Young and Steve Tyson were present. Marcy Cassidy, Tammy Baird, Tamara Buche, and Christi Droege attended. Visitors included Amy Heckman and Colter Robinson.

II. Public Open Forum

No one wished to address the board in public open forum.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda with the removal of item B. Activity Funds under Adoption of Consent Agenda. Seconded by Pam Masters. Motion carried 7-0.

IV. Adoption of Consent Agenda

Billie McClure moved to approve the consent agenda consisting of the August 12, 2020 regular board meeting minutes, school fundraiser list, and an out of district student request. Seconded by Donna Young. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of the warrants and the August treasurer's reports as presented. Seconded by Pam Masters. Motion carried 7-0.

VI. Communications

A. Correspondence to the Board

Correspondence to the board was reviewed.

B. Virtual Open House

The virtual open house was discussed.

C. Covid Update: Links on Website

Covid information as listed on the website was discussed.

D. Professional Development Update

Completed professional development was reviewed.

E. Google Classroom, SeeSaw, Remote Learning

Classroom technology was reviewed.

F. Transportation

A transportation update was provided.

G. Enrollment Update: Remote/In-Person

Updated enrollment information was provided.

VII. Old Business

(None)

VIII. Executive Session

(None)

IX. New Business

A. Site Council Representatives

Melissa Droege moved to appoint Jamie Bowman as the elementary site council representative and Pam Masters as the secondary site council representative. Seconded by Billie McClure. Motion carried 7-0.

Colter Robinson left the meeting at 7:25 p.m.

B. Employment: Classified

Melissa Droege moved that the board go into executive session to discuss candidates for employment pursuant to non-elected personnel exception under KOMA and the open meeting resume in the board room at 7:30 p.m. with Marcy Cassidy attending. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 7:30 p.m.

Melissa Droege moved that the board go into executive session to discuss candidates for employment pursuant to non-elected personnel exception under KOMA and the open meeting resume in the board room at 7:35 p.m. with Marcy Cassidy attending. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 7:35 p.m.

Melissa Droege moved to approve the superintendent's recommendation to employ Crystal Southern as a food service employee. Seconded by Billie McClure. Motion carried 6-1 (Young).

C. Approval of Memorandum of Understanding

Melissa Droege moved to approve the Memorandum of Understanding. Seconded by Brandi Shaffer. Motion carried 7-0.

D. Section 125 Flex Benefit Plan

Melissa Droege moved to approve the Section 125 Flex Benefit Plan. Seconded by Billie McClure. Motion carried 7-0.

E. FICA Deferral

Melissa Droege moved to not approval a FICA deferral plan. Seconded by Jamie Bowman. Motion carried 7-0.

X. Administrative Reports

Tammy Baird reported on professional development, 2019-2020 NHS Induction, virtual play tryouts, and upcoming school pictures and MAP testing.

Tamara Buche reported on the Backsnack program and upcoming activities including MAP testing, fire prevention day and the site council/PTO meeting.

Billie McClure reported on the staff confidentiality training.

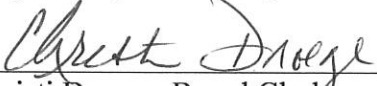
XI. Three Lakes Special Education Report

Due to the meeting schedule, there is no meeting to report upon.

XII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Pam Masters. Motion carried 7-0. The meeting adjourned at 8:10 p.m.

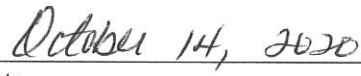
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, OCTOBER 14, 2020
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:40 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, Donna Young and Steve Tyson were present. Marcy Cassidy, Tammy Baird, Tamara Buche, and Christi Droege attended. Visitors included Chris Green and Colter Robinson.

II. Public Open Forum

No one wished to address the board in public open forum.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda as presented. Seconded by Brandi Shaffer. Motion carried 7-0.

IV. Adoption of Consent Agenda

Billie McClure moved to approve the consent agenda consisting of the September 9, 2020 regular board meeting minutes, the activity funds reports, and the out of district student request. Seconded by Melissa Droege. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of the warrants and financial statements as presented. Seconded by Pam Masters. Motion carried 7-0.

VI. Communications

A. Correspondence to the Board

(None)

B. September 21, 2020 Enrollment Count

The September 21, 2020 enrollment count was reviewed.

C. Covid Update

Information was presented regarding Covid protocol and procedures.

D. KESA Accreditation Plan

Marcy Cassidy reported that the KESA team plans to move forward with Year 4.

E. Playground Fencing

Fencing for the playground was discussed.

F. Security Resource Officer

A security resource officer was discussed.

G. McElroy's HVAC Bid

The McElroy's HVAC bid was reviewed.

H. Air Purifiers

Potential use of air purifiers was discussed.

I. Edgenuity Usage

Edgenuity usage was reviewed.

VII. Old Business

(None)

Chris Green left the meeting at 7:35 p.m.

Colter Robinson and Steve Tyson left the meeting at 7:37 p.m.

VIII. Executive Session

Melissa Droege moved that the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 7:53 p.m. Seconded by Donna Young. Motion carried 6-0.

Steve Tyson entered the executive session at 7:38 p.m.

The meeting reconvened in open session at 7:53 p.m.

Melissa Droege moved that the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 8:04 p.m. Seconded by Jamie Bowman. Motion carried 7-0.

The meeting reconvened in open session at 8:04 p.m.

Melissa Droege moved that the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 8:16 p.m. Seconded by Jamie Bowman. Motion carried 7-0.

The meeting reconvened in open session at 8:16 p.m.

Melissa Droege moved that the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 8:26 p.m. Seconded by Jamie Bowman. Motion carried 7-0.

The meeting reconvened in open session at 8:26 p.m.

IX. New Business

A. Allen Community College Lease Agreement

Melissa Droege moved to approve the Allen Community College lease agreement for the 2021 year. Seconded by Donna Young. Motion carried 7-0.

B. Meal Price Adjustment

Melissa Droege moved to approve the adult meal price increases in order to be in compliance with the summer food service program guidelines. Seconded by Billie McClure. Motion carried 7-0. (Note: adult breakfast \$2.40/adult lunch \$4.15)

X. Administrative Reports

Tammy Baird reported on MAP testing, financial aid night, college visits, and upcoming parent teacher conferences.

Tamara Buche reported on upcoming activities including the fall book fair, parent teacher conferences, the Halloween parade, and Veteran's Day activities.

Marcy Cassidy reported on the upcoming receipt of CARES funds.

XI. Three Lakes Special Education Report

Brandi Shaffer reported on the Three Lakes Special Education meeting for October.

XII. Executive Session

Melissa Droege moved that the board go into executive session to discuss the superintendent's evaluation pursuant to non-elected personnel exception under KOMA, and the open meeting resume in the board room at 9:35 p.m. Seconded by Donna Young. Motion carried 7-0.

Marcy Cassidy entered the executive session at 9:30 p.m.

The meeting reconvened in open session at 9:35 p.m.

XIII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Pam Masters. Motion carried 7-0. The meeting adjourned at 9:40 p.m.


Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, NOVEMBER 11, 2020
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, and Steve Tyson were present. Marcy Cassidy, Tammy Baird, Tamara Buche and Christi Droege attended. Visitors included Colter Robinson and Amy Heckman.

II. Public Open Forum

No one wished to address the board in public open forum.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda with the deletion of item C. Audit Report under VI. Communications and item A. Audit Report under IX. New Business. Seconded by Pam Masters. Motion carried 6-0.

IV. Adoption of Consent Agenda

Billie McClure moved to approve the consent agenda consisting of the October 14, 2020 regular board meeting minutes, the activity funds reports, and the resignations of Susan Wood as food service director, Eric Sage as custodian, and Angela Adams as high school math teacher. Seconded by Brandi Shaffer. Motion carried 6-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of the warrants and the October treasurer's report as presented. Seconded by Billie McClure. Motion carried 6-0.

Donna Young entered the meeting at 6:35 p.m.

VI. Communications

A. Correspondence to the Board

(None)

B. Junior/Senior High School Honor Roll

The junior/senior high school honor roll was presented.

C. Edgenuity Report

Edgenuity usage was reviewed.

D. Allen Community College

The Allen Community College spring semester schedule was presented.

E. Elementary Classroom Size Concerns and Covid 19

Elementary class sizes were discussed.

F. Playground Fencing

Playground fencing was discussed.

G. HVAC Update: PCI Mechanical Services

An HVAC update was presented.

H. Security Officer

Security officer information was presented.

VII. Old Business

A. (None)

Colter Robinson left the meeting at 7:11 p.m.

VIII. Executive Session

Melissa Droege moved that the board go into executive session to discuss a certified employee's performance evaluation pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 7:21 p.m. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 7:21 p.m.

Melissa Droege moved that the board go into executive session to discuss a certified employee's performance evaluation pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 7:28 p.m. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 7:28 p.m.

IX. New Business

A. KASB Delegate

Billie McClure moved the board approve Melissa Droege as the KASB Delegate for the 2020-2021 school year. Seconded by Pam Masters. Motion carried 7-0.

B. Lyon County League Return to Winter Activities Guidelines

Pam Masters moved to approve the Lyon County League Return to Winter Activities Guidelines with changes for official payments. Seconded by Steve Tyson. Motion carried 7-0.

C. Employment: Classified

Melissa Droege moved to approve the hiring of Yvonne Sowter as food service director for the Burlingame School District. Seconded by Donna Young. Motion carried 7-0.

Melissa Droege moved to approve the hiring of Hawk Goad as custodian for the Burlingame School District. Seconded by Jamie Bowman. Motion carried 7-0.

D. Out of District Student Requests

Melissa Droege moved to approve the out of district students as presented. Seconded by Donna Young. Motion carried 7-0.

X. Administrative Reports

Tammy Baird reported on parent teacher conference attendance, the school play, and senior activities.

Tamara Buche reported on parent teacher conference attendance, the StarBase program, the Veteran's Day virtual program, and the upcoming canned food drive.

Marcy Cassidy reported on community promotions activities.

Amy Heckman, Tammy Baird, and Tamara Buche left the meeting at 8:04 p.m.

XI. Executive Session

Melissa Droege moved that the board go into executive session to discuss a certified employee's conduct pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 8:24 p.m. Seconded by Pam Masters. Motion carried 7-0.

Steve Tyson left the meeting at 8:20 p.m.

The meeting reconvened in open session at 8:24 p.m.

Melissa Droege moved that the board go into executive session to discuss confidential student information pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 8:30 p.m. Seconded by Brandi Shaffer. Motion carried 6-0.

XII. Three Lakes Special Education Report

Brandi Shaffer reported on the October 12, 2020 and November 9, 2020 Three Lakes Educational Cooperative meetings.

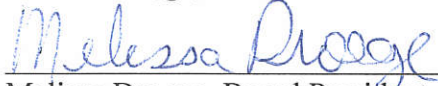
XIII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Brandi Shaffer. Motion carried 6-0. The meeting adjourned at 8:39 p.m.

Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, DECEMBER 9, 2020
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Jamie Bowman, Donna Young, and Steve Tyson were present. Board member Pam Masters attended remotely via zoom. Marcy Cassidy, Tammy Baird, Tamara Buche and Christi Droege attended. Visitors included Les Holman. Visitors remotely via zoom included Mary Noll, Jeff Slater, Haley Tyson, Amy Heckman, Allen Konicek, Robin Humphreys, Keri Welch, Brian Bartlett, MaryAnne McNeal, Shana Smith, Jordyn Schwinn, Colter Robinson, Eric West, Chandra Dunbar, and Lisa Obregon.

II. Public Open Forum

Les Holman, MaryAnne McNeal, and Jeff Slater addressed the board regarding in person school attendance.

III. Approval of Printed Agenda

Melissa Droege moved the board approve the printed agenda with the deletion of item B. Activity Funds and item C. Board Policy Updates under IV. Adoption of the Consent Agenda and item X. Three Lakes Special Education Report. Seconded by Brandi Shaffer. Motion carried 7-0.

IV. Adoption of Consent Agenda

Billie McClure moved the board approve the consent agenda consisting of the November 11, 2020 regular board meeting minutes. Seconded by Brandi Shaffer. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved the board approve the payment of warrants and treasurer's report as presented. Seconded by Brandi Shaffer. Motion carried 7-0.

VI. Communications

A. Correspondence to the Board

Correspondence to the board was reviewed.

B. Edgenuity Report

Edgenuity usage was reviewed.

C. KASB Convention Report

Melissa Droege presented information received at the convention.

Jim Long arrived at the meeting at 7:15 p.m.

D. Auditor's Report

Jim Long reviewed the financial statements for the year ended June 30, 2020.

Jim Long left the meeting at 7:30 p.m.

E. Covid Update

Marcy Cassidy presented a covid update.

F. Navigating Change: Gating Criteria Changes

Marcy Cassidy presented changes to the gating criteria.

G. Bid for HVAC Renovation: PCI

The bid had not been received.

H. Elementary Teacher Search

Marcy Cassidy presented an update on the elementary teacher search.

I. Playground Fence

Marcy Cassidy presented an update on the playground fence installation.

VII. Old Business

A. (none)

VIII. New Business

A. Audit Report

Melissa Droege moved the board approve the financial statements for the year ended June 30, 2020 as presented by Karlin & Long, LLC. Seconded by Donna Young. Motion carried 7-0.

B. Employment - Classified

Melissa Droege moved the board employ Tammy Roberts to serve as food service employee. Seconded by Donna Young. Motion carried 7-0.

IX. Administrative Reports

Tammy Baird reported on the scholar bowl season, the Kansas Communities That Care survey, the winter concert, and winter sports.

Tamara Buche reported on the canned food drive, Starbase attendance, winter concert, and PTO Red Wheel.

X. Three Lakes Special Education Report

(None)

XI. Executive Session

(None)

XII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Melissa Droege. Motion carried 7-0. The meeting adjourned at 7:53 p.m.

Respectfully Submitted,

Christi Droege
Christi Droege, Board Clerk

Melissa Droege
Melissa Droege, Board President

1/13/2021
Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, JANUARY 13, 2021
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, Donna Young, and Steve Tyson were present. Marcy Cassidy, Tamara Buche, Tammy Baird, and Christi Droege attended. The only visitor was Colter Robinson.

II. Election of Board of Education Officers for the 2021 Year

Donna Young moved the board appoint Melissa Droege as Board President for the 2021 year. Seconded by Billie McClure. Motion carried 7-0.

Brandi Shaffer moved the board appoint Pam Masters as Board Vice President for the 2021 year. Seconded by Billie McClure. Motion carried 7-0.

III. Public Open Forum

No one wished to address the board in public open forum.

IV. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda as presented. Seconded by Pam Masters. Motion carried 7-0.

V. Adoption of Consent Agenda

Melissa Droege moved to approve the consent agenda consisting of the December 9, 2020 regular board meeting minutes, the activity fund reports, and the supplemental resignation of Nick Brungardt as junior high girls' basketball coach. Seconded by Pam Masters. Motion carried 7-0.

VI. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of warrants and the December treasurer's reports as presented. Seconded by Steve Tyson. Motion carried 7-0.

VII. Communications

A. Correspondence to the Board

Correspondence was reviewed.

B. Edgenuity Report

Edgenuity usage was reviewed.

C. Honor Roll

The junior/senior high honor roll was presented.

D. KSHSAA Interscholastic Activities Attendance Guidelines

KSHSAA interscholastic activities attendance guidelines were presented.

E. HVAC Bids

HVAC bids from McElroy's and PCI were reviewed.

F. 2021-2022 School Calendar

The first draft of the 2021-2022 school calendar was presented.

G. Baseball Team

The baseball team sign up was discussed.

H. Covid Update

Marcy Cassidy presented a Covid update.

I. ESSER II Money

Marcy Cassidy presented information regarding ESSER II funding.

VIII. Old Business

(None)

Colter Robinson left the meeting at 7:29 p.m.

IX. Executive Session

Melissa Droege moved the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 7:39 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 7:39 p.m.

Melissa Droege moved the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 7:45 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 7:45 p.m.

Melissa Droege moved the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 8:00 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 8:00 p.m.

Melissa Droege moved the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 8:16 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 8:16 p.m.

Melissa Droege moved the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 8:31 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 8:31 p.m.

Melissa Droege moved the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resuming in the board room at 9:02 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 9:02 p.m.

Steve Tyson left the meeting at 9:03 p.m.

Melissa Droege moved the board go into executive session to discuss confidential student pursuant to the exception relating to actions adversely or favorably affecting a student under KOMA, with Marcy Cassidy and Tammy Baird attending and the meeting resuming in the board room at 9:14 p.m. Seconded by Pam Masters. Motion carried 6-0.

Steve Tyson entered the executive session at 9:05 p.m.

The meeting reconvened in open session at 9:14 p.m.

X. New Business

A. School Insurance Proposal

Pam Masters moved the board approve the KERMP insurance proposal as presented by Conrade Insurance Group in the amount of \$24,673 for February 15, 2021 to July 1, 2021. Seconded by Donna Young. Motion carried 7-0.

B. Resolution for Meeting Dates

Melissa Droege moved the board approve the resolution for Board of Education meeting dates for the 2021 year. Seconded by Brandi Shaffer. Motion carried 7-0.

C. FFCRA Covid Relief Leave

Billie McClure moved the board extend the FFCRA Covid relief leave as listed in Resolution 2021-10 to the completion of the 2020-2021 school year. Seconded by Brandi Shaffer. Motion carried 7-0.

D. Out of District Student Requests

Melissa Droege moved the board approve the out of district student requests for the spring 2021 semester. Seconded by Donna Young. Motion carried 7-0.

E. Eighth Grade Field Trip to Snow Creek

Melissa Droege moved to approve the eighth grade field trip to Snow Creek. Seconded by Donna Young. Motion carried 7-0.

F. Long Term Substitute Teacher

Melissa Droege moved the board approve the hiring of long-term substitute teacher Andrea Norman at the elementary school level. Seconded by Donna Young. Motion carried 7-0.

XI. Administrative Reports

Tammy Baird reported on the winter concert, rescheduling basketball games and the upcoming spelling bee.

Tamara Buche reported on upcoming MAP testing and state assessments.

Marcy Cassidy reported on the staff weight loss challenge.

XII. Three Lakes Special Education Report

Brandi Shaffer reported on the Three Lakes Special Education meeting for January.

XIII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Pam Masters. Motion carried 7-0. The meeting adjourned at 9:51 p.m.

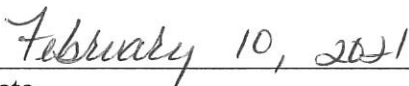
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF SPECIAL BOARD MEETING
WEDNESDAY, FEBRUARY 10, 2021
APPROVED

I. Roll Call

President Melissa Droege called the special meeting of the Board of Education of USD No. 454 to order at 6:00 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, and Steve Tyson were present. Christi Droege attended.

II. Agenda

A. Executive Session

Melissa Droege moved that the board go into executive session to discuss the superintendent's evaluation pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the board room at 6:30 p.m. Seconded by Brandi Shaffer. Motion carried 6-0.

III. Adjournment

Melissa Droege moved to adjourn the meeting. Seconded by Brandi Shaffer. Motion carried 6-0. The meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Christi Droege
Christi Droege, Board Clerk

Melissa Droege
Melissa Droege, Board President

March 17, 2021
Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, FEBRUARY 10, 2021
APPROVED

I. Roll Call

Board President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, and Steve Tyson were present. Marcy Cassidy, Tammy Baird, Tamara Buche and Christi Droege attended. Visitors included Colter Robinson.

II. Public Open Forum

No one wished to address the board in public open forum.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda as presented. Seconded by Brandi Shaffer. Motion carried 6-0.

IV. Adoption of Consent Agenda

Billie McClure moved to approve the consent agenda consisting of the January 13, 2021 regular board meeting minutes; the activity funds report; the board policy updates, the classified resignation of Crystal Southern as food service employee, the employment of Logan Whitesell as junior high assistant wrestling coach, and the donation acceptance. Seconded by Pam Masters. Motion carried 6-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of warrants and treasurer's report as presented. Seconded by Brandi Shaffer. Motion carried 6-0.

VI. Communications

A. Correspondence to the Board

(None)

Donna Young joined the meeting by phone at 6:40 p.m.

B. Edgenuity Report

The lab usage was reviewed.

C. Covid Update

Marcy Cassidy provided a covid update.

D. FFCRA

The use of FFCRA leave was discussed.

E. Rapid Testing

Use of rapid testing was discussed.

F. ESSER II Dollars

Potential uses of ESSER II funds were reviewed.

G. State Assessments

Upcoming state assessments were discussed.

H. HVAC Update

A HVAC update was provided.

I. KSHSAA Spectators Guidelines Review

The KSHSAA spectator's guidelines were reviewed.

J. Food Service Update

Providing summer food service meals was discussed.

Colter Robinson left the meeting at 7:10 p.m.

VII. Executive Session

Melissa Droege moved that the board go into executive session to discuss candidates for employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 7:20 p.m. Seconded by Brandi Shaffer. Motion carried 7-0.

The meeting reconvened in open session at 7:20 p.m.

VIII. Old Business

(None)

IX. New Business

A. Classified Employment

Melissa Droege moved to hire Allison Winters as a food service employee. Seconded by Pam Masters. Motion carried 7-0.

B. Supplemental Contract

Melissa Droege moved to employ Megan Summers as junior high head basketball coach retroactive to December 14, 2020. Seconded by Billie McClure. Motion carried 7-0.

X. Administrative Reports

Tammy Baird reported on the county spelling bee, high school scholar's bowl regionals, junior high quiz bowl, and girls sub district wrestling.

Tamara Buche reported on the Kansas Day activities and the upcoming well child screening, Hot Shot competition, and Dr. Seuss Day.

XI. Three Lakes Special Education Report

Brandi Shaffer reported on the February 8, 2021 Three Lakes Educational Cooperative meeting.

Tammy Baird and Tamara Buche left the meeting at 7:40 p.m.

XII. Executive Session

Melissa Droege moved that the board go into executive session to discuss a certified individual's performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 8:10 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 8:10 p.m.

Melissa Droege moved that the board go into executive session to discuss a certified individual's performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 9:25 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 9:25 p.m.

Melissa Droege moved to extend a two year superintendent contract to Marcy Cassidy for the 2021-2022 and 2022-2023 school years. Seconded by Jamie Bowman. Motion carried 7-0.

XIII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Pam Masters. Motion carried 7-0. The meeting adjourned at 9:30 p.m.


Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, MARCH 17, 2021
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Donna Young, Jamie Bowman, and Steve Tyson were present. Marcy Cassidy, Tamara Buche, and Christi Droege attended.

II. Public Open Forum

No one present to address the board in public open forum.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda with the additions of item I. Honor Roll under VI. Communications and VIII. Executive Session. Seconded by Pam Masters. Motion carried 7-0.

IV. Adoption of Consent Agenda

Billie McClure moved to approve the consent agenda consisting of the February 10, 2021 regular board meeting minutes; the February 10, 2021 special board meeting minutes; the January and February activity funds reports; the resignations of Haley Sergeant as junior high school science teacher, Zach Thompson as custodian, and Kaylyn Masters as high school cheer sponsor; and the out of district student requests. Seconded by Brandi Shaffer. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of warrants and the treasurer's report as presented. Seconded by Pam Masters. Motion carried 7-0.

VI. Communications

A. Correspondence to the Board

Correspondence to the board was reviewed.

B. Edgenuity Update

Lab usage was presented.

C. Covid Update

A Covid update was provided.

D. ESSER Dollars

The board was updated regarding the ESSER application and drawdown process.

E. State Assessments

The state assessment window was reviewed.

F. HVAC Update

The HVAC bids process was updated.

G. School Daycare Proposal

A school daycare was discussed.

H. School Counselor Proposal

Potential need for an additional school counselor was discussed.

I. Honor Roll

The honor roll was presented.

VII. Old Business

(None)

VIII. Executive Session

Melissa Droege moved that the board go into executive session to discuss candidates for supplemental employment pursuant to non-elected personnel exception under KOMA with Marcy Cassidy and Christi Droege attending and the meeting resume in the board room at 7:43 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 7:43 p.m.

Melissa Droege moved that the board go into executive session to discuss candidates for supplemental employment pursuant to non-elected personnel exception under KOMA with Marcy Cassidy and Christi Droege attending and the meeting resume in the board room at 7:55 p.m. Seconded by Pam Masters. Motion carried 7-0.

The meeting reconvened in open session at 7:55 p.m.

IX. New Business

A. Employment – Supplemental

Melissa Droege moved to employ TJ Brake as high school head baseball coach and Aaron Staab for high school assistant baseball coach for the 2021 season. Seconded by Billie McClure. Motion carried 7-0.

Melissa Droege moved to employ Teresa Carson as junior high girls head basketball coach for the 2021-2022 school year. Seconded by Jamie Bowman. Motion carried 7-0.

B. Summer Driver's Education Contract

Melissa Droege moved the board employ Tamara Buche as summer driver's education instructor for the 2021 summer program at a rate of \$24.75 per hour for driving and classroom instruction. Seconded by Billie McClure. Motion carried 7-0.

C. 2021-2022 School Calendar

Melissa Droege moved to approve the 2021-2022 school calendar. Seconded by Jamie Bowman. Motion carried 7-0.

X. Administrative Reports

Marcy Cassidy reported on graduation and prom plans.

Tamara Buche report on P/T conferences, Read Across America week, MAP testing, and PreK-4 spring concert.

Pam Masters reported on upcoming Washburn Tech signings.

XI. Three Lakes Special Education Report

Brandi Shaffer reported on the March Three Lakes Educational Cooperative meeting.

XII. Executive Session

Melissa Droege moved that the board go into executive session to discuss administrative employee evaluations pursuant to non-elected personnel exception under KOMA with Marcy Cassidy attending and the meeting resume in the board room at 9:00 p.m. Seconded by Brandi Shaffer. Motion carried 7-0.

The meeting reconvened in open session at 9:00 p.m.

Melissa Droege moved that the board go into executive session to discuss administrative employee evaluations pursuant to non-elected personnel exception under KOMA with Marcy Cassidy attending and the meeting resume in the board room at 10:00 p.m. Seconded by Brandi Shaffer. Motion carried 7-0.

The meeting reconvened in open session at 10:00 p.m.

Melissa Droege moved that the board go into executive session to discuss administrative employee evaluations pursuant to non-elected personnel exception under KOMA with Marcy Cassidy and Christi Droege attending and the meeting resume in the board room at 10:15 p.m. Seconded by Brandi Shaffer. Motion carried 7-0.

The meeting reconvened in open session at 10:15 p.m.

XIII. Executive Session

Melissa Droege moved that the board go into executive session to discuss the initial proposal of items to negotiate pursuant to the exception for employer-employee negotiations under KOMA with Marcy Cassidy and the meeting resume in the board room at 10:21 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 10:15 p.m.

XIV. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Donna Young. Motion carried 7-0. The meeting adjourned 10:22 p.m.

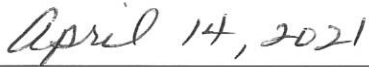
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF SPECIAL BOARD MEETING
FRIDAY, MARCH 26, 2020
APPROVED

I. Roll Call

President Melissa Droege called the special meeting of the Board of Education of USD No. 454 to order at 4:00 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, and Donna Young were present. Marcy Cassidy and Christi Droege attended.

II. Personnel: Consider Principals Contracts

Melissa Droege moved the Board of Education accept the resignation/retirement of Tamara Buche effective at the end of her contract for the 2020-2021 school year. Seconded by Donna Young. Motion carried 6-0.

Melissa Droege moved the Board of Education accept the resignation/retirement of Tammy Baird effective at the end of her contract for the 2020-2021 school year. Seconded by Donna Young. Motion carried 6-0.

III. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Pam Masters. Motion carried 6-0. The meeting adjourned at 4:10 p.m.

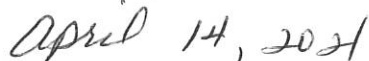
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

WAIVER OF NOTICE

I hereby waive the written notice required under the provisions of K.S.A. 72-8205 as to the time, place and purpose of a special meeting of the Board of Education of Unified School District No. 454, Osage County, State of Kansas, held on March 26, 2021, at 4:00 p.m. in the board conference room at ACC, 100 Bloomquist Dr., Burlingame, KS for the purpose of personnel: consider principal contracts.

Pamela M. Minter
Board Member

Brandi Shaffer
Board Member

Bellie L. McClure
Board Member

Janet A. Bowman
Board Member

Donna J. Young
Board Member

Melissa Droege
Board Member

Board Member

Attest:

Christ Droege
Clerk, Board of Education
Unified School District No. 454

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, APRIL 14, 2021
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, Donna Young, and Steve Tyson were present. Marcy Cassidy and Christi Droege attended. Visitors included Emily Punches, Garrett Robison, Amy Heckman, and Colter Robinson.

II. Public Open Forum

Emily Punches presented the 2021 senior trip itinerary.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda with the removal of item C. Activity Funds Report and item D. Resignations from IV. Adoption of the Consent Agenda and the movement of item L. Counselor Opening from under IV. Communications to item F. Employment: Certified and Senior Trip to item G. under New Business. Seconded by Billie McClure. Motion carried 7-0.

IV. Adoption of Consent Agenda

Melissa Droege moved to approve the consent agenda consisting of the March 17, 2021 regular board meeting minutes; the March 26, 2021 special board meeting minutes; donation acceptance; summer sports requests; Greenbush fees; and the out of district student request. Seconded by Donna Young. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of warrants as presented. Seconded by Billie McClure. Motion carried 7-0.

VI. Communications

A. Correspondence

(None)

B. Covid Protocol

Procedures for school, prom and graduation were discussed.

C. Edgenuity

Lab usage was reviewed.

D. Kansas Educational System Accreditation - KESA

KESA progress was reviewed.

E. Daycare Update

Project estimates were reviewed.

F. HVAC Update

HVAC information was provided.

G. State Assessments

State assessments are in progress.

H. Transportation Director

Transportation expenditures were reviewed.

I. ESSER II Dollars

The ESSER II application and drawdown process was reviewed.

J. Intervention Teacher

Replacement of the intervention teacher was discussed.

K. Teacher Openings

Teacher openings were reviewed.

L. Washburn Tech Academic Calendar

The Washburn Tech academic calendar was reviewed.

M. Summer Projects

Summer projects were discussed.

N. Summer Work Hours

Full time employee summer work hours were discussed.

VII. Executive Sessions

A. Personnel

Melissa Droege moved that the board go into executive session to discuss certified candidates for employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 7:29 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 7:29 p.m.

Melissa Droege moved that the board go into executive session to discuss certified candidates for employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 7:36 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 7:36 p.m.

Melissa Droege moved that the board go into executive session to discuss certified candidates for employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 7:42p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 7:42 p.m.

Melissa Droege moved that the board go into executive session to discuss certified candidates for employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 7:52p.m. Seconded by Billie McClure. Motion carried 7-0.

Christi Droege entered the executive session at 7:45 p.m.

The meeting reconvened in open session at 7:52 p.m.

VIII. Old Business

(None)

IX. New Business

A. Classified Employment: Custodian

Melissa Droege moved to employ Stacie Hinck as an evening custodian. Seconded by Pam Masters. Motion carried 7-0.

B. KASB Contract

Melissa Droege moved to approve the KASB membership and legal assistance fees for \$7,234.50 for the 2021-2022 school year. Seconded by Donna Young. Motion carried 7-0.

C. Auditor Contract

Melissa Droege moved to approve the Karlin & Long contract to perform the June 30, 2021 audit of the financial statements for a fee of \$6,000. Seconded by Pam Masters. Motion carried 7-0.

D. Employment: Certified

Melissa Droege moved to accept the administrative recommendation of offer contracts to all certified teaching staff members for 2021-2022 school year. Seconded by Donna Young. Motion carried 7-0.

E. Employment: Certified

Melissa Droege moved to approve the rehire of Angela Adams as a junior/senior high teacher for the 2021-2022 school year. Seconded by Donna Young. Motion carried 7-0.

F. Employment: Certified

Melissa Droege moved to approve the employment of Angela Black as an additional school counselor for the 2021-2022 school year. Seconded by Billie McClure. Motion carried 7-0.

G. Senior Trip Agenda

Melissa Droege moved to approve the senior trip agenda for this May as presented. Seconded by Brandi Shaffer. Motion carried 7-0.

X. Administrative Reports

(None)

XI. Three Lakes Special Education Report

Brandi Shaffer reported on the April Three Lakes Educational Cooperative meeting.

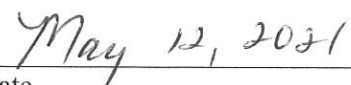
XII. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Brandi Shaffer. Motion carried 7-0. The meeting adjourned at 8:17 p.m.

Respectfully Submitted,


Christi Droege, Board Clerk


Melissa Droege, Board President


Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, MAY 12, 2021
APPROVED

I. Roll Call

President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, Donna Young and Steve Tyson were present. Marcy Cassidy and Christi Droege attended. Visitors included Brett Miller, Taylor Durr, and Colter Robinson.

II. Public Open Forum

Brett Miller and Taylor Durr from DCS Services presented information regarding potential remodel/construction projects.

Brett Miller and Taylor Durr left the meeting at 6:50 p.m.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda with the removal of item B. Activity Funds under IV Adoption of the Consent Agenda. Seconded by Pam Masters. Motion carried 7-0.

IV. Adoption of Consent Agenda

Melissa Droege moved to approve the consent agenda consisting of the April 14, 2021 regular board meeting minutes and the resignations of Allison Winters as food service employee, Hawk Goad as custodian, Norma Short as food service employee, and Jamesson Dunbar as assistant wrestling coach. Seconded by Billie McClure. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of warrants as presented. Seconded by Pam Masters. Motion carried 7-0.

VI. Communications

A. Communication to the Board

(None)

B. Graduation

High school and 8th Grade graduation protocol and participation were discussed

C. Covid Protocol

Maintenance of Covid protocol was discussed.

D. USDA Rural Development Grant Update

An update of the rural development grant application process was presented.

E. ESSER Dollars Update

Spending of ESSER dollars was discussed.

F. Mobilizing Literacy Grant

Expenditures for the Mobilizing Literacy grant were presented.

G. Edgenuity Report

Lab usage was reviewed.

H. Site Council Report

The site council year end reports were presented.

I. Greenbush, DCS Services, Daycare, HVAC

(This information was presented during Public Open Forum.)

J. Summer Food Service Program

An overview of the summer food service program was presented.

K. Summer School

The summer school program was discussed.

Colter Robinson left the meeting at 7:35 p.m.

VII. Executive Sessions

A. Personnel

Melissa Droege moved that the board go into executive session to discuss individual job performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 7:45 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 7:45 p.m.

Melissa Droege moved that the board go into executive session to discuss individual job performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy

attending and the meeting resume in the board room at 8:15 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 8:15 p.m.

Melissa Droege moved that the board go into executive session to discuss certified employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 8:45 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 8:45 p.m.

Melissa Droege moved that the board go into executive session to discuss supplemental employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 9:05 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 9:05 p.m.

Melissa Droege moved that the board go into executive session to discuss classified employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the meeting resume in the board room at 9:25 p.m. Seconded by Billie McClure. Motion carried 7-0.

The meeting reconvened in open session at 9:25 p.m.

VIII. Old Business

(None)

IX. New Business

A. Employment: Certified

Melissa Droege moved to accept the recommendation of the superintendent to hire Christianna Hartman as the Pre-K through 12 principal for the 2021-2022 school year. Seconded by Jamie Bowman. Motion carried 7-0.

Melissa Droege moved to accept the recommendation of the superintendent to hire Michelle Motsinger as the junior high science teacher for the 2021-2022 school year. Seconded by Brandi Shaffer. Motion carried 7-0.

Melissa Droege moved to accept the recommendation of the superintendent to hire Keri Welch as the curriculum director for the 2021-2022 school year. Seconded by Billie McClure. Motion carried 7-0.

B. Employment: Supplemental

Melissa Droege moved to accept the recommendation of the athletic director to hire the following for the 2021-2022 school year:

High School Cheer sponsor: Angela Black

Scholar Bowl sponsor: Angela Black

Junior High Quiz Bowl sponsor: Shana Smith

Freshman Class sponsors: Haley Tyson and Amy Tyson
Concession Stand sponsor: Jeff Bowman
Jr/Sr High KESA Committee: Chandra Dunbar
Junior Class sponsor: Amy Heckman
Seconded by Pam Masters. Motion carried 7-0.

C. Out of District Student Requests

Melissa Droege moved the board accept the recommendation of the superintendent concerning the out of district students for the 2021-2022 school year. Seconded by Donna Young. Motion carried 7-0.

D. Employment - Classified

Melissa Droege moved to offer Allen Konicek an 11 month position to serve as Director of Transportation for the 2021-2022 school year. Seconded by Billie McClure. Motion carried 7-0.

Melissa Droege moved to accept the recommendation of the superintendent to hire Mary Alvarez as a building custodian for the Burlingame school district for the 2020-2021 school year. Seconded by Billie McClure. Motion carried 7-0.

Melissa Droege moved to accept the recommendation of the superintendent to hire Chris Burk as a building custodian for the Burlingame school district for the 2020-2021 school year. Seconded by Billie McClure. Motion carried 7-0.

E. Resolution 2021-11

Melissa Droege moved to adopt Resolution 2021-11 - Resolution of Governing Body Adopting and Providing for Standards for Procurement, Bidding, and Contract Awards. Seconded by Pam Masters. Motion carried 7-0.

F. Construction Project

Melissa Droege moved to hire DCS Services to oversee the construction projects. Seconded by Pam Masters. Motion carried 6-1 (McClure).

X. Administrative Reports

(None)

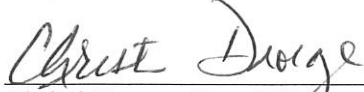
XI. Three Lakes Special Education Report

Brandi Shaffer presented information regarding the May Three Lakes Special Education Cooperative meeting.

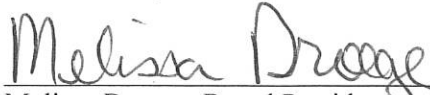
XI. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Melissa Droege. Motion carried 7-0.
The meeting adjourned at 9:40 p.m.

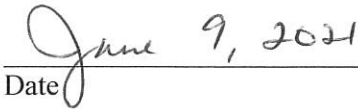
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF SPECIAL BOARD MEETING
WEDNESDAY, JUNE 1, 2021
APPROVED

I. Roll Call

President Melissa Droege called the special meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Pam Masters, Billie McClure, Brandi Shaffer, Jamie Bowman, Donna Young and Steve Tyson were present. Martha Cassidy and Christi Droege attended.

II. Public Meeting: USDA Rural Development Grant

No public was present to address the board regarding the USDA Rural Development Grant for the Burlingame Junior/Senior High School HVAC/Lighting Upgrades project.

III. Personnel: Certified

Melissa Droege moved the board approve the hiring of Susan Hamilton as Assistant Principal for the 2021-2022 school year. Seconded by Donna Young. Motion carried 7-0.

IV. Personnel: Resignations

Melissa Droege moved the board accept the resignation of Chandra Dunbar as certified teacher as the conclusion of the 2020-2021 school year. Seconded by Steve Tyson. Motion carried 7-0.

Melissa Droege moved the board accept the resignations of Keri Welch as KESA representative; Chandra Dunbar as KESA representative and National Honor Society Sponsor; Janice Zwink as assistant play director, and Kim Hibbert as art director. Seconded by Billie McClure. Motion carried 7-0.

V. Technology Purchase

Melissa Droege moved the board approve the purchase of 110 Chromebooks from the company Insight at a cost of \$26,565. Seconded by Donna Young. Motion carried 7-0.

VI. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Melissa Droege.
Motion carried 7-0. The meeting adjourned at 6:48 p.m.


Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF SPECIAL BOARD MEETING
WEDNESDAY, JUNE 1, 2021
APPROVED

I. Roll Call

President Melissa Droege called the special meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Pam Masters, Billie McClure, Brandi Shaffer, Jamie Bowman, Donna Young and Steve Tyson were present. Martha Cassidy and Christi Droege attended.

II. Public Meeting: USDA Rural Development Grant

No public was present to address the board regarding the USDA Rural Development Grant for the Burlingame Junior/Senior High School HVAC/Lighting Upgrades project.

III. Personnel: Certified

Melissa Droege moved the board approve the hiring of Susan Hamilton as Assistant Principal for the 2021-2022 school year. Seconded by Donna Young. Motion carried 7-0.

IV. Personnel: Resignations

Melissa Droege moved the board accept the resignation of Chandra Dunbar as certified teacher as the conclusion of the 2020-2021 school year. Seconded by Steve Tyson. Motion carried 7-0.

Melissa Droege moved the board accept the resignations of Keri Welch as KESA representative; Chandra Dunbar as KESA representative and National Honor Society Sponsor; Janice Zwink as assistant play director, and Kim Hibbert as art director. Seconded by Billie McClure. Motion carried 7-0.

V. Technology Purchase

Melissa Droege moved the board approve the purchase of 110 Chromebooks from the company Insight at a cost of \$26,565. Seconded by Donna Young. Motion carried 7-0.

VI. Adjournment

Billie McClure moved to adjourn the meeting. Seconded by Melissa Droege.
Motion carried 7-0. The meeting adjourned at 6:48 p.m.

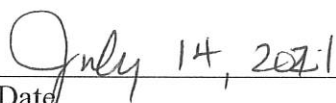
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF REGULAR BOARD MEETING
WEDNESDAY, JUNE 9, 2021
APPROVED

I. Roll Call

Board President Melissa Droege called the regular meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the board conference room. Board members Melissa Droege, Billie McClure, Brandi Shaffer, Pam Masters, Jamie Bowman, Donna Young and Steve Tyson were present. Marcy Cassidy and Christi Droege attended. Visitors included Colter Robinson and Sarah Hines (via zoom).

II. Public Open Forum

No one wished to address the board in public open forum.

III. Approval of Printed Agenda

Melissa Droege moved to approve the printed agenda with the addition of IIIA. Rural Development Grant and items I. ESSER Dollars and J. Job Descriptions under Communications. Seconded by Donna Young. Motion carried 7-0.

IIIA. Rural Development Grant

Melissa Droege moved to approve and sign the Letter of Intent to Meet Conditions. Seconded by Donna Young. Motion carried 7-0.

Melissa Droege moved to approve and sign the Request for Obligation of Funds. Seconded by Pam Masters. Motion carried 7-0.

Melissa Droege moved to adopt and sign the Community Facilities Grant Agreement. Seconded by Brandi Shaffer. Motion carried 7-0.

Sarah Hines left the meeting at 7:05 p.m.

IV. Adoption of Consent Agenda

Melissa Droege moved to approve the consent agenda consisting of the May 12, 2021 regular board meeting minutes; the June 1, 2021 special board meeting minutes; the activity funds reports; the Workman's Compensation Insurance contract; and the professional development transcripts. Seconded by Jamie Bowman. Motion carried 7-0.

V. Clerk & Treasurer's Report

Melissa Droege moved to approve the payment of warrants and the May treasurer's reports. Seconded by Pam Masters. Motion carried 7-0.

VI. Communications

A. Correspondence

(None)

B. Honor Rolls

The Junior/Senior High School honor rolls were presented.

C. Special Meeting

A special meeting will be held on June 28, 2021 at 6:30 p.m.

D. 2021 Summer Project Updates

Summer project updates were provided.

E. Classroom Configurations 2021-2022

Classroom configurations for 2021-2022 were discussed.

F. Preschool

Preschool instruction was discussed.

G. Daycare

Progress on the daycare start up was presented.

H. Ci3T Training

Ci3T training was discussed.

I. ESSER Dollars

The ESSER expenditure process was discussed.

J. Job Descriptions

Job descriptions for new positions will be presented at the next meeting.

Colter Robinson left the meeting at 8:05 p.m.

VII. Executive Session

A. Personnel

Melissa Droege moved that the board go into executive session to discuss candidates for supplemental employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 8:17 p.m. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 8:17 p.m.

Melissa Droege moved that the board go into executive session to discuss candidates for supplemental employment pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy attending and the open meeting resume in the board room at 8:47 p.m. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 8:47 p.m.

Melissa Droege moved that the board go into executive session to discuss individual employee performance pursuant to non-elected personnel exception under KOMA, with Marcy Cassidy and Christi Droege attending and the open meeting resume in the board room at 9:18 p.m. Seconded by Donna Young. Motion carried 7-0.

The meeting reconvened in open session at 9:18 p.m.

VIII. Old Business

(None)

IX. New Business

A. Employment - Certified

Melissa Droege moved the board approve Cheynne Swanson to serve as high school science teacher for Burlingame schools for the 2021-2022 school year. Seconded by Billie McClure. Motion carried 7-0.

B. Employment - Supplemental

Melissa Droege moved the board accept the recommendation of the superintendent and athletic director concerning supplemental contracts for the 2021-2022 school year. Seconded by Brandi Shaffer. Motion carried 7-0.

C. COVID-19 Protocol

Melissa Droege moved the board approve the suspension of COVID-19 protocol, with the exception of thorough cleaning, effective immediately. Seconded by Brandi Shaffer. Motion carried 7-0.

D. Out of District Students

Melissa Droege moved the board approve the out of district student requests as presented for the 2021-2022 school year. Seconded by Brandi Shaffer. Motion carried 7-0.

X. Administrative Reports

(None)

XI. Three Lakes Special Education Report

(None)

XII. Adjournment

Pam Masters moved to adjourn the meeting. Seconded by Brandi Shaffer. Motion carried 7-0. The meeting adjourned at 9:22 p.m.

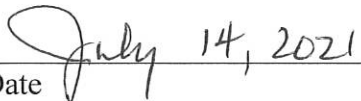
Respectfully Submitted,



Christi Droege, Board Clerk



Melissa Droege, Board President



Date

BURLINGAME UNIFIED SCHOOL DISTRICT NO. 454
MINUTES OF SPECIAL BOARD MEETING
WEDNESDAY, JUNE 28, 2021
APPROVED

I. Roll Call

President Melissa Droege called the special meeting of the Board of Education of USD No. 454 to order at 6:30 p.m. in the school library. Board members Melissa Droege, Pam Masters, Brandi Shaffer, Jamie Bowman, and Donna Young were present. Martha Cassidy and Christi Droege attended. Visitors included Sheriff Chris Wells and Undersheriff Scott Brenner.

II. Insurance Proposal

Melissa Droege moved to approve the KERMP insurance proposal of \$60,879.56 prepared by Conrade Insurance Group for the 2021-2022 school year. Seconded Donna Young. Motion carried 5-0.

III. Board Bills

Melissa Droege moved to approve the payment of the warrants as presented. Seconded by Pam Masters. Motion carried 5-0.

IV. School Resource Officer

Sheriff Chris Wells and Undersheriff Scott Brenner provided information regarding contracting with Osage County for a school resource officer for the district.

Sheriff Chris Wells and Undersheriff Scott Brenner left the meeting at 6:57 p.m.

V. Executive Session

Melissa Droege moved that the board go into executive session to discuss individuals' employment pursuant to non-elected personnel exception under KOMA with Marcy Cassidy and Christi Droege and the open meeting to resume in the library at 7:20 p.m. Seconded by Donna Young. Motion carried 5-0.

The meeting reconvened in open session at 7:20 p.m.

VI. Personnel: Certified

Melissa Droege moved that the board accept the resignation of Aislyn Meyer as elementary teacher. Seconded by Brandi Shaffer. Motion carried 5-0.

VII. Personnel: Classified

Melissa Droege moved the board accept the resignation of John Kent Crownover as custodian. Seconded by Pam Masters. Motion carried 5-0.

VIII. Personnel: Classified

Melissa Droege moved the board approve the administrative recommendation to re-employ all classified staff members for the 2021-2022 school year. Seconded by Jamie Bowman. Motion carried 5-0.

IX. Re-Opening Plan

Melissa Droege moved the board approve the Plan for Safe Return to In-Person Instruction and Continuity of Services for the 2021-2022 school year. Seconded by Jamie Bowman. Motion carried 5-0.

X. Job Descriptions

Melissa Droege moved the board approve the job descriptions for the following positions: Head Principal, Assistant Principal, and Curriculum Director for the 2021-2022 school year. Seconded by Jamie Bowman. Motion carried 5-0.

XI. Burlingame Recreation Commission Appointment

Melissa Droege moved the board appoint Jennifer Satzler as the USD 454 representative on the Burlingame Recreation Commission for a four year term to begin July 1, 2021. Seconded by Jamie Bowman. Motion carried 5-0.


XII. End of the Year Transfers

Melissa Droege moved to approve the end of the year expenditures and transfers for the year ending June 30, 2021, subject to receipt of final state aid payments. Seconded by Donna Young. Motion carried 5-0.

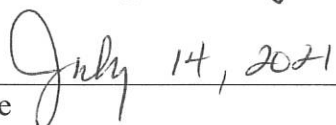
XIII. Adjournment

Donna Young moved to adjourn the meeting. Seconded by Melissa Droege. Motion carried 5-0. The meeting adjourned at 8:11 p.m.

Respectfully Submitted,


Christi Droege, Board Clerk


Melissa Droege, Board President


Date