

OXFORD UNIFIED SCHOOL DISTRICT 358
OXFORD, KANSAS
REGULAR BOARD MEETING
MONDAY, JULY 8, 2019
7:00 P.M.
JR/SR HIGH SCHOOL LIBRARY

- MEMBERS PRESENT** Alfred Neises, Dorinda Neises, Phillip Rush, Nicholas Ruyle, Justin Shepherd, and Derek Totten. Byron White was absent.
- OTHERS PRESENT** Cathi Wilson, Superintendent; Kristina Houser, Board Clerk; Chris Hanney, Hanney and Associates; Wade Metz, Transportation Director; and Bill Rhiley; Belle Plaine News.
- CALL TO ORDER** Derek Totten, President, called the meeting to order at 7:00 p.m.
- ADOPT THE AGENDA** Justin Shepherd made a **motion** to adopt the amended agenda and Phillip Rush **seconded** this motion. **Motion approved 5-0.**
- RECOGNIZE GUESTS** Derek Totten welcomed the guests in attendance who were there to talk about something already on the agenda or just to observe.
- MEETING OPENING/
ACTION ITEMS**
- Derek Totten made a **motion** to approve resolution 20-0 to extend the current Board of Education's terms until January 2020. Alfred Neises **seconded** the motion. **Motion approved 5-0.**
- Phillip Rush made a **motion** to approve Kristina Houser as the Clerk of the Board for the 2019-2020 fiscal year. Justin Shepherd **seconded** the motion. **Motion approved 5-0.**
- Justin Shepherd made a **motion** to approve Jamie Wray as the Treasurer for the 2019-2020 fiscal year. Dorinda Neises **seconded** the motion. **Motion approved 5-0.**
- DISCUSSION/ACTION
ITEMS**
- Chris Hanney was in attendance to give the board an update on the bond project. Tuckpointing on the Elementary building began on Monday, July 8th. At the August meeting he will bring a checklist for the Elementary classroom addition. Next week he will begin bidding the High School re-roofing project. He will receive the auditorium package bids on August 5th and will review the bids at the regular August board meeting. As of right

now the tentative ground breaking for the Elementary addition will be late September, early October.

Nicholas Ruyle arrived at 7:37 pm.

Cathi Wilson reviewed the 2019-2020 school year fees with the board. Nicholas Ruyle made a **motion** to approve the 2019-2020 school fees as presented with the following changes: adjust full pay pre-school to \$40 per year, reduce shop fees to \$20, and increase meal prices by 10 cents. Justin Shepherd **seconded** the motion. **Motion approved 5-1. Dorinda Neises opposed.**

Cathi Wilson presented job descriptions for the positions across the district. Once approved they will be included with all employee contracts to be signed by staff. This is a first read, the descriptions will be presented again at August's regular meeting.

Discussion/Report Items

Cathi Wilson recommended the board set a time for a 2 to 4 hour board work session to develop a five year capital improvement and strategic plan along with setting board goals. Phillip Rush made a **motion** to hold the board work session on Monday, September 30th at 5:30 pm. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

Cathi Wilson reviewed the 2018-19 end of fiscal year final numbers along with end of year transfers.

Cathi Wilson recommended that a part time position be developed to fill a need for a food service cashier. Nicholas Ruyle made a **motion** to approve a 25 hour a week food service cashier in the lunch room and other duties as assigned. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

Cathi Wilson and Wade Metz reviewed the current bus fleet as well as their concerns about being unable to find a CDL licensed driver. An option would be to purchase another microbus which would give the district more options to find drivers. The board asked Dr. Wilson to bring back different bus options and prices to the August meeting.

ADMINISTRATIVE REPORTS

Terri Wiseman was not present.

Cathi Wilson informed the board that the Elementary tuckpointing has begun and should take about 3 weeks

to complete. Currently the summer maintenance crew has stripped most of the commons area and cleaned most of the classrooms and offices. She informed them that the KASB attorneys are reviewing the Trane documents to determine if there is any financial recourse. This year the Kansas All-Star has implemented a new rule, that new families to the district will not be allowed to obtain an All-Star gift card until attending school for two weeks. Drivers ed will run from July 12-26th.

ACTION ITEMS

Phillip Rush made a **motion** to approve the additional warrants. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

Alfred Neises made a **motion** to approve the KASB Workers Compensation Contract for the 2019-2020 school year. Nicholas Ruyle **seconded** the motion. **Motion approved 6-0.**

Justin Shepherd made a **motion** to keep the board appointments to committees unchanged until a new board member takes office in January. Phillip Rush **seconded** the motion. **Motion approved 6-0.**

Nicholas Ruyle made a **motion** to approve the high school attendance policy as presented. Alfred Neises **seconded** this motion. **Motion approved 6-0.**

Dorinda Neises made a **motion** to approve senior trip policy. Alfred Neises **seconded** the motion. **Motion approved 6-0.**

Dorinda Neises made a **motion** to approve the 2019-2020 District Student Handbook. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

Nicholas Ruyle made a **motion** to approve the 2019-2020 Staff and Substitute Handbooks as presented. Alfred Neises **seconded** the motion. **Motion approved 6-0.**

CONSENT AGENDA

Dorinda Neises made a **motion, seconded** by Phillip Rush, **approved 6.0.** to approve 5.1-5.5 of the consent agenda as presented that included July payroll and warrants; minutes from the regular meeting on June 10, 2019; minutes from the special meeting June 13, 2019; minutes from the special meeting June 20, 2019, as well as the following list of appointments, designations, and authorizations for the 2019-2020 fiscal year:

- 5.3.1** Substitute Board Clerk: Terri Wiseman
- 5.3.2** Food Service Authorized Representative and Determining Official for Free and Reduced Priced Meal Applications and appeals: Cathi Wilson
- 5.3.3** CACFP (Child and Adult Food Program- Daycare) Authorize Representative: Jamie Wray
- 5.3.4** Federal Programs and Projects Representative: Terri Wiseman
- 5.3.5** Truancy Reporters Pursuant to K.S.A. 72-3121: Cathi Wilson and Terri Wiseman
- 5.3.6** Coordinator for Homeless and Foster Children: Terri Wiseman
- 5.3.7** KPERS Representative: Cathi Wilson
- 5.3.8** Freedom of Information Officer: Cathi Wilson
- 5.3.9** Federal Anti-Discrimination Compliance Officer: Cathi Wilson
- 5.3.10** Official Newspaper for Legal Publications Pursuant to K.S.A. 64-101: Oxford Register, Alternates – The Wellington Daily News and The Cowley Courier Traveler
- 5.3.11** Official Depository for school district funds, pursuant to K.S.A. 9-1401: RCB Bank in Oxford and Emerald Bank in Oxford
- 5.3.12** Authorize the Clerk and Treasurer, pursuant to K.S.A. 12-105b(e) to pay claims against the District in advance of the regular board meeting in order for the District to benefit from discounts.
- 5.3.13** Authorize application for and utilization of funds from Title I, Title II, Vocational Grants, Title IV, Title VI, and Food Service Programs (free and reduced meals).
- 5.3.14** Adopt the 1116-hour school year as follows: Kindergarten through Grade 11 - 1116 hours, and Grade 12 - 1086 hours.
- 5.3.15** Adopt 7:45 a.m. through 3:57 p.m. as the standard hours for licensed employees.
- 5.3.16** Adopt the state mileage rate of 54.5 cents per mile pursuant to K.S.A. 72-3203
- 5.3.17** Appoint the Kansas Association of School Boards Legal Assistants Fund/USD 358 District's Attorney
- 5.3.18** Approve Membership to Kansas Association of School Boards
- 5.3.19** Adopt guidelines for activity funds and gate receipts according to K.S.A. 72-1178
- 5.4.1** Act on Resolution Authorizing a Petty Cash Fund the District office.

5.4.2 Act on Resolution Authorizing a Petty Cash Fund the Jr./Sr. High office.

5.4.3 Act on Resolution Authorizing a Petty Cash Fund the Elementary office.

5.4.4 Act on Resolution Authorizing an Activity Fund for the Jr./Sr. High office.

5.5 Act on Resolution to Waive Generally Accepted Accounting Practices (GAAP) pursuant to K.S.A. 75-1120a

Derek Totten made a **motion** to approve resolution 20-06 to establish all regular board meeting dates as presented for the 2019-20 fiscal year, at 7:00 pm in the High School Library. Alfred Neises **seconded** the motion. **Motion approved 6-0.**

Alfred Neises made a **motion** to act of resolution 20-07, resolution 20-08, and approve dates for budget review, publication, and budget hearing. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

ACTION ITEMS

Phillip Rush made a **motion** to approve Scott Smythe's resignation as the Junior High assistant football coach for the 2019-2020 school year. Nicholas Ruyle **seconded** the motion. **Motion approved 6-0.**

Nicholas Ruyle made a **motion** to approve Dara Smythe, Head Cross-Country Coach; Jennifer Tong as the Assistant Cross-Country Coach; Rick Totten as the JH Boys Basketball Head Coach, Marvell Summerow, JH Assistant Boys Football Coach, all for the 2019-2020 school year; Rick Phelps, Drivers Education Assistant Driving Instructor; and Erin Gaither, Daycare Assistant. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

Justin Shepherd made a **motion** to approve extra duty days for the following positions: Sherry White, JH/HS Counseling; Shelly Graves, Virtual School Director; Lauren Van Allen, CTE/FFA; and Renee Sanchez, K-12 Library. Phillip Rush **seconded** the motion. **Motion approved 5-1. (Dorinda Neises opposed)**

COMMITTEE REPORTS

Interlocal #619: Derek Totten was unable to attend so Dorinda Neises filled in for him. Dorinda reported that 619 is currently working on their 2019-20 budget. They are currently working on pay increases and incentives for teachers and staff.

Orion Education and Training: Alfred Neises reported on the June 2019 meeting that they accepted the work compensation

agreement, a teacher resignation, hired a teacher, approved staff handbooks, and paid the bills.

**EXECUTIVE
SESSION**

Derek Totten made a **motion** to go into executive session to discuss an individual employee's performance pursuant to the non-elect personnel exception under KOMA, to include Cathi Wilson, and the open meetings will resume at 10:11 pm in the board room. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

The board returned to open session at 10:11 pm.

Alfred Neises made a **motion** terminate Codi Martin, custodian, immediately. Justin Shepherd **seconded** the motion. **Motion approved 6-0.**

ADJOURN

Derek Totten adjourned the meeting at 10:22 pm.

Next meeting – June 29, 2019 – Special Meeting at 6:30 pm and August 12, 2019 – Regular Meeting at 7:00 pm

President

Clerk