

MINUTES – REGULAR BOARD MEETING
USD 410 District Office Conference Room
August 8, 2022 7:00 p.m.

Jared Jost
Sara Wichert
Rod Koons (arrived at 7:04 p.m.)

Jessey Hiebert
Scott Winter

Jim Paulus

Tim Kaufman

Clint Corby

Jerry Hinerman, Clerk
Evan Yoder

Mark Rooker
Malinda Just

Joe Sechrist

Board President Jared Jost called the meeting to order at 7:00 p.m.

Jim Paulus moved to approve the regular and consent agendas. Motion seconded by Sara Wichert. Carried 5-0.

1. Motion to approve the minutes of the July 8, 2022, special board meeting and the July 12, 2022, regular board meeting
2. Motion to approve the addition of the following accounts to the USD 410 Activity Fund
Class of 2025
6th Grade Class Projects
7th Grade Class Projects
8th Grade Class Projects
3. Motion to approve the 2022 – 2023 Classified Employee Manual
4. Motion to approved the 2022 – 2023 Temporary Employee Health Insurance Benefit Policy and Procedures
5. Motion to approve the Clerical and Office Support Agreements between TEEN and USD 410

6. Motion to approve the following donations:
Donation of \$31.63 from Jill Larson to be used for Hillsboro Elementary School Site Council projects

Donation of \$120.00 from Associated Wholesale Grocers to be used for Hillsboro Elementary School Site Council projects

Donation of \$50.00 from Families and Communities Together (FACT) to be used for Hillsboro Elementary School Preschool supplies

Rod Koons arrived at 7:04 p.m.

D. Action/Discussion Items

1. Temporary Employee Pay Rates
Scott Winter moved to approve the following pay rates for temporary employees. Motion seconded by Jim Paulus. Carried 6-0.

<u>Position</u>	<u>Hourly Rate</u>
Substitute Aide	\$11.70
Substitute Secretary	\$11.70
Substitute Custodian	\$11.70
Substitute Bus Driver	\$13.10
Accompanist	\$13.45
Activity Trip Bus Driver	\$14.45
After-School Program Assistant	\$13.95
Teacher Driving for Activity (Drive Time Only)	\$14.45
Student Help	\$ 8.75
Interpreter	\$13.95
Walking School Bus Coordinator	\$11.10
Suspension Supervisor (In or Out of School)	\$13.10

2. Long-Term Substitute Classified Employee Pay Rates
Rod Koons moved to approve the following long-term substitute classified employee pay rates. Motion seconded by Jim Paulus.

Substitute Aides, Custodians, and Secretaries for the First 10 Consecutive Days for the Same Person
\$11.70 Per Hour

Substitute Aides, Custodians, and Secretaries After 10 Consecutive Days for the Same Person
\$12.10 Per Hour for the Duration of the Assignment Retroactive to the First Hour of the Long-Term Substitute Assignment

Substitute Bus Drivers for the First 10 Consecutive Days for the Same Person
\$13.10 Per Hour

Substitute Bus Drivers After 10 Consecutive Days for the Same Person
\$13.70 Per Hour for the Duration of the Assignment Retroactive to the First Hour of the Long-Term Substitute Assignment

3. Substitute Teacher Pay Rate
Jim Paulus moved to approve a pay rate of \$105.00 for a full day and \$52.50 for a half day for substitute teachers. Motion seconded by Scott Winter. Carried 6-0.

4. Long-Term Substitute Teacher Pay Rate
Jim Paulus Motion to approve the following long-term substitute teacher pay for consecutive days substituting for the same teacher. Motion seconded by Sara Wichert. Carried 6-0.

First 10 Consecutive Days

\$105.00 per Day

After 10 Consecutive Days

\$230.34 per Day Retroactive to the First Day of the Long-Term Substitute Teaching Assignment (Rate Based on the Daily Rate of Pay for a Beginning Teacher)

5. Covid Protocol
Rod Koons moved to approve the following 2022 – 2023 USD 410 Covid Protocols. Motion seconded by Sara Wichert. Carried 6-0.

USD 410 Covid Protocols (August 2022)

Positive Case
<ul style="list-style-type: none"><input type="checkbox"/> Student/staff isolates at home for 5 full days from positive test result.<input type="checkbox"/> If symptoms are improving and no fever for 72 hours without the use of fever reducing medication, may return to school with a well-fitting mask for 5 full days.<input type="checkbox"/> Activity participation can resume 10 days after a positive test, unless participants wear a well-fitting mask while participating, then it can resume after 5 days.<input type="checkbox"/> If there is a positive case in the household other than the student, please consider testing the student before sending the child to school.
Testing Options
<ul style="list-style-type: none"><input type="checkbox"/> Testing will be available on Thursday and Friday morning from 8:00-9:00 at the Hillsboro Elementary circle drive.<input type="checkbox"/> At home tests will be available. They can be picked up at each school office. Please call the school office you need tests from and they will be brought to your car.<input type="checkbox"/> If you take a home test please communicate with the appropriate school office.
Other Information
<ul style="list-style-type: none"><input type="checkbox"/> Home tests are allowable results for return.<input type="checkbox"/> School contacts are not subject to contact tracing.<input type="checkbox"/> If you think you child may have been a close contact and develops symptoms please keep your child home and test as soon as you can.

6. Approval of Needs Assessment and State Assessments Review for 2022 – 2023 Budget Considerations
Scott Winter moved to approve the Needs Assessment and State Assessments Review for 2022 – 2023 Budget Considerations. Motion seconded by Rod Koons. Carried 6-0.

7. USD 410 Calendar Adjustment
Sara Wichert moved to approve early release days starting at 1:30 PM on September 28, November 16, and February 15. Motion seconded by Jesse Hiebert. Carried 6-0.
8. 2022 – 2023 Retention Bonus Plan
Rod Koons moved to approve the following 2022 – 2023 retention bonus plan. Motion seconded by Scott Winter. Carried 6-0

**Unified School District No. 410
Retention Bonus Plan
2022 – 2023 School Year**

Unified School District No. 410 will pay a retention bonus totaling up to \$1,200 in two payments to all employees working 630 hours or more during the 2022 – 2023 school year who are eligible for Unified School District No. 410 benefits.

The first retention bonus payment of up to \$600 will be distributed in the regular payroll on January 3, 2023. To be eligible for the full \$600 distributed on January 3, 2023, an employee must have been regularly scheduled to work and working during all or a part of August, September, October, November, and December. Employees who do not work in all or part of one or more of these months will receive a prorated retention bonus based on the number of months worked so long as they are still employed by Unified School District No. 410 on December 31, 2022, or have completed their contracted or scheduled work for December 2022. Individuals not employed by Unified School District No. 410 on December 31, 2022, will not receive the first retention bonus payment if they have not completed their contracted or scheduled work for December 2022.

The second retention bonus payment of up to \$600 will be distributed in the regular payroll on June 2, 2023. To be eligible for the full \$600 distributed on June 2, 2023, an employee must have been regularly scheduled to work and working during all or a part of January, February, March, April, and May. Employees who do not work in all or part of one or more of these months will receive a prorated retention bonus based on the number of months worked so long as they are still employed by Unified School District No. 410 on May 31, 2023, or have completed their contracted or scheduled work for May 2023. Individuals not employed by Unified School District No. 410 on May 31, 2023, will not receive the second retention bonus payment if they have not completed their contracted or scheduled work for May 2023.

The Families and Communities Together (FACT) Executive Director and the Technology Excellence in Education (TEEN) Director will only receive these retention bonus payments if the payments are approved by the FACT Board and TEEN Board respectively and funded by FACT and TEEN respectively.

This retention bonus is for the 2022 – 2023 school year only and will not continue past the 2022 – 2023 school year without further action by the Unified School District No. 410 Board of Education.

E. Executive Session – Personnel

Jared Jost moved for the Board to go into executive session at 7:27 p.m. with the Superintendent to discuss resignations and hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:35 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jessey Hiebert. Carried 6-0.

Regular Session

F. Personnel

1. Contracts

a. Len Kleiner – TEEN Director

Scott Winter moved to approve the following for TEEN Director Lena Kleiner. Motion seconded by Rod Koons. Carried 6-0.

A 4.19% salary increase

A \$1,200 retention bonus with \$600 paid in January 2023 and \$600 paid in June 2023

A health insurance contribution equivalent to a \$1,400 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group

b. Jeff Haslett – Driver's Education Teacher

Rod Koons moved to approve the issuance of a contract to Jeff Haslett to serve as Driver's Education Teacher for the 2022 – 2023 school year for \$246.00 per student. Motion seconded by Jim Paulus. Carried 6-0

2. Hires

a. Arlene Hett – USD 410 District Office Custodian

Jessey Hiebert moved to approve hiring Arlene Hett to serve as USD 410 District Office Custodian for \$12.10 per hour for 5 hours per week effective August 16, 2022. Motion seconded by Sara Wichert. Carried 6-0.

3. Resignations

a. Jayson Hanschu – Hillsboro High School Assistant Baseball Coach

Jessey Hiebert moved to approve the resignation of Jayson Hanschu from his position as Hillsboro High School Baseball Coach. Motion seconded by Jim Paulus. Carried 6-0

b. Jeff Jensen – USD 410 Bus Driver

Jim Paulus moved to approve the resignation of Jeff Jensen from his position as USD 410 Bus Driver. Motion seconded by Scott Winter. Carried 6-0.

G. Reports

1. Superintendent's Report
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report

Scott Winter moved to approve the payment of bills totaling \$717,401.76 and the following reports. Motion seconded by Jim Paulus. Carried 6-0.

USD 410 Activity Account Report (July)
USD 410 Activity Account Bank Reconciliation (July)
District Report of Transfers (June and July)
District Cash Summary Report (June and July)
District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report (June and July)
District Expense Budget Report (June)
District Revenue Budget Report (June)

H. Adjournment

President Jared Jost declared the meeting adjourned at 8:11 p.m.

Jerry Hinerman, Clerk

U.S.D. 410 FACILITY USAGE GUIDELINES

(Update December 9, 2019)

1. U.S.D. 410 encourages the use of school buildings and facilities by groups within the community.
2. The operation and maintenance of school buildings represent a cost to the district. Free usage, therefore, must be confined to those that have a conceivable relationship to the school system or program. A rental fee must then be charged for all other users. (See Facility Use Fee Schedule)
3. Requests for use of school facilities will be made at the office of the Activities Director preferably at least seven days prior to the date of use.
4. The use of school facilities for school purposes, meetings of students, and other organizations affiliated with the schools shall have precedence over all others.
5. The district reserves the right to require renters to provide uniformed security for the event.
6. The group using the building will be responsible for disciplining its own members and will be responsible for any damage to the building or equipment.
7. Groups receiving permission to use building are restricted to the dates and times approved and to the building area and facilities specified, unless requested changes are approved by the Activities Director.
8. Groups using the building are responsible for the observance of city, county, and state fire and safety regulations at all times.
9. The use of alcoholic beverages, profane language, or gambling in any form is not permitted on school property. Smoking is not permitted on school property.
10. Public dances shall not be held in any school building by any organization.
11. An employee of the board or an individual designated by the administration must be on duty whenever a group or organization uses a school facility.
12. On days when school is closed because of snow or other unforeseen circumstances, all outside group activities scheduled for that day will be cancelled or postponed.
13. Arrangement for the use of special equipment such as projectors, video equipment, piano, public address systems, scoreboards, or other equipment must be made with the Activities Director at the time the facility use request is filed.
14. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils, and tableware will require the assignment of a food service employee through OPAA / USD 410. Rate for use of employee will be determined by OPAA.
15. The board will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available during community emergencies.

FACILITY USAGE GUIDELINES

Page 2 of 4

16. In situations where usage for a long time is required, rates may be set at a contract price negotiated with the superintendent.
17. The rental fee will be reviewed annually by the board of education.
18. Payment shall be made to the board through the Activities Director. Payment for usage must be in advance. Requests for usage will not be considered official until payment has been received.
19. If a custodian is required at times other than the established custodial work schedule, a charge of \$30.00 per hour will be assessed.
20. The district may require a proof of liability insurance from any renter.
21. Individuals from the public (non-business) are encouraged to use district computer equipment when available during school hours. The administration will determine appropriate training and charges for this usage.
22. Permission must be granted from the building principal before any district equipment is removed from the school grounds. A deposit fee may be established for this use.
23. Renters will be financially responsible for damage to district facilities or equipment.
24. The district reserves the right to deny usage to private groups whose primary reason for renting the facility is to make a financial gain. The district also reserves the right to cancel any permission granted.
25. The district has established the facility usage groups identified on the following page. Users will be charged a rate in accordance with the group in which they are classified.

FACILITY USAGE GUIDELINES

Page 3 of 4

FACILITY USAGE GROUPS

I. School Sponsored Groups

Definition of group: Activities and events that are considered school sponsored.

EXAMPLES:

- | | |
|---------------------------------------|--|
| -Academic Contest/Days | -School Sponsored Parent Education |
| -Activities of HHS Club/Organizations | -School Athletic Events |
| -Adult Education | -School Site Councils |
| -Booster Club | -Sports Camps Sponsored by School (not-for-profit) |
| -Classroom Related Activities | -Student Dances |
| -Drama/Musical Events | -T.E.E.N. Activities |
| -Hillsboro Education Association | -Trojan After Prom Party |
| -MCSEC Activities | -USD 410 Sports Camps |

II. Not-for Profit Groups (student-centered)

Definition of group: Not-for-profit groups that are designed to provide support or activities for school age children.

EXAMPLES:

- | | |
|----------------------|---|
| -4-H Clubs | -Hillsboro Arts & Crafts Association (child focused events) |
| -Boy & Girl Scouts | -JAM |
| -Church Youth Groups | -Other School Districts |
| -City Recreation | -Hillsboro Kids Club Wrestling |
| -College Classes | -Special Olympics |

III. Not-for-Profit Groups (community-centered)

Definition of group: Not-for-profit groups which exist in the community.

EXAMPLES:

- | | |
|---------------------------------------|--|
| -Chamber of Commerce | -Government agencies (city, county, state) |
| -Churches in District | -Hillsboro Cultural Arts Association (Arts & Craft Fair) |
| -Civic Organizations (Lions, Kiwanis) | -Marion County Fair Association |
| -Class reunions | -Ministerial Alliance |
| -Cottonwood Chorale | -Hillsboro Community Hospital |
| -Hillsboro Development Corporation | -Tabor College |
| -Marion Co. Extension (non-4H) | -Young Farmers/WIFE |
| -Family Groups (reunions) | -Hillsboro Community Foundation |

IV. For-Profit Groups (child-centered)

Definition of Group: For-profit group/organization/individual that targets providing services/ activities to children

EXAMPLES:

- | | |
|---------------------|-------------------|
| -Dance Classes | -Sports Camps |
| -Day Care Providers | -Twirling Classes |
| -Piano Lessons | |

V. For-Profit/Private Business Groups

Definition of group: For-profit group/organization/individual

EXAMPLES:

- | | |
|-------------------|------------------------|
| -Local Businesses | -Credit Union Meetings |
| -Fashion Shows | -Annual Meetings |

FACILITY USAGE GUIDELINES

Page 4 of 4

U.S.D. 410 FACILITY USE FEE SCHEDULE

Area	Group 1-3	Group 4-5
Robert C. Brown Gymnasium	No charge	<i>\$150 per day *</i>
Auditorium	No charge	<i>\$150 per day *</i>
All other areas	No charge	<i>\$50 per day *</i>

*If additional custodial staff is needed, group will be assessed an additional \$30 per hour per custodian.

Addition equipment charges may be assessed depending on the need and setup

- Group 1: School Sponsored Groups
- Group 2: Not-for-Profit (student-centered) Groups
- Group 3: Not-for-Profit (community-centered) Groups
- Group 4: For-Profit (student centered) Groups
- Group 5: For-Profit/Private Business Groups

Approved by Board of Education: December 9, 2019

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
August 17, 2022, Regular Board Meeting Minutes
USD 408 Marion - Florence District Office
6:00 p.m.

Members Present:

Mark Wendt, Chairperson
Eric Carlson

Jan Helmer

Jessey Hiebert

Member Absent:

Stacey Parks

Others Present:

Lena Kleiner, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Wendt called the meeting to order at 6:03 p.m.

2. Approval of Agenda

Jan Helmer moved to approve the agenda. Motion seconded by Jessey Hiebert. Carried 4-0.

3. Approval of Board Minutes

Jan Helmer moved to approve the minutes of the July 21, 2022, regular board meeting with the person adjourning the meeting changed from Mark Rooker to Mark Wendt. Motion seconded by Jessey Hiebert. Carried 4-0.

4. Approval of Payment of Bills and Financial Reports

Jessey Hiebert moved to approve the payment of bills totaling \$9,332.13 and the August 17, 2022, Income and Expense Reports. Motion seconded by Jan Helmer. Carried 4-0.

5. Business Items

a. TEEN Interlocal Budget

Jan Helmer moved to approve the Fiscal Year 2023 TEEN Interlocal Budget as presented. Motion seconded by Jessey Hiebert. Carried 4-0.

b. Current Mission and Vision Review

Jan Helmer moved to maintain the current TEEN mission and vision statements. Motion seconded by Mark Wendt. Carried 4-0.

6. Other/Discussion

a. Director Evaluation

b. TEEN Online Classes

c. TEEN Virtual Academy Enrollment

7. Next Meeting

8. Adjournment

Mark Wendt adjourned the meeting at 6:30 p.m.

Jerry Hinerman, Clerk