

**UNIFIED SCHOOL DISTRICT NO. 410**  
**(Durham-Hillsboro-Lehigh)**

**REGULAR BOARD MEETING**

**Monday, August 14, 2023**  
**7:00 pm**

**USD 410 District Office Conference Room**  
**416 South Date**  
**Hillsboro, KS 67063**

**Agenda – Regular Board Meeting  
USD 410 District Office Conference Room  
August 14, 2023, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of Regular and Consent Agenda
  - 1. July 10, 2023, Regular Board Meeting Minutes (Appendix A)
  - 2. TEEN Agreements for Clerical and Office Support (Appendix B)
  - 3. School Attendance Officers Designation
  - 4. 2023-2024 MCSEC and USD 410 2023-2024 Technology Services Agreement (Appendix C)
  - 5. USD 410 Schools Opening Plan (Appendix D)
  - 6. School Nutrition Program Participation
  - 7. 2023-2024 Temporary Employee Health Insurance Benefit Policy & Procedures (Appendix E)
  - 8. Class of 2027 Activity Account
  - 9. Donations
- C. Action and Discussion Items
  - 1. KASB 2023 Delegate Assembly Delegate Selection
  - 2. Bond Project Updates
- D. Executive Session – Non-Elected Personnel
- E. Personnel
  - 1. Contract Adjustments
  - 2. Pay Rates
  - 3. Hires
  - 4. Resignations
- F. Reports
  - 1. Superintendent's Report
  - 2. TEEN Report (Appendix F)
  - 3. MCSEC Report (Appendix G)
  - 4. Business Manager's Report (Financials)
- G. Adjournment

## Annotated BOE Agenda August 14, 2023

### A. Meeting Called to Order

### B. Approval of Regular and Consent Agenda

#### Consent Agenda

The USD 410 Board of Education uses the consent agenda as a way to operate more efficiently. Items on the consent agenda are routine in nature and generally do not require discussion by the board. Prior to approval of the consent agenda, board members may request that items be removed and placed on the regular agenda.

1. July 10, 2023, Regular Board Meeting Minutes (Appendix A)  
Minutes from the July 10, 2023 regular board meeting are included.
  - **Recommended Action**  
Motion to approve the July 10, 2023 regular board meeting minutes
2. TEEN Agreements for Clerk and Office Support (Appendix B)  
The agreements between TEEN and USD 410 for clerical and office support are included. The clerical support includes clerk and treasurer services. The office support includes, but is not limited to, copying, telephone, postage, and office supplies. The TEEN Board approved these agreements at its June 2023 Board Meeting.
  - **Recommended Action**  
Motion to approve the Clerical and Office Support Agreements between TEEN and USD 410
3. School Attendance Officers Designation  
[KSA 72-3121\(a\)](#) requires each Board of Education to designate one or more employees to be responsible for reporting to the Secretary for Children and Families, or to the appropriate county or district attorney, all cases of children who are less than 13 years of age and not attending school, as well as report to the appropriate county or district attorney all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law.
  - **Recommended Action**  
Motion to designate Nathan Hiebert and Tyler Weinbrenner as the USD 410 school attendance officers
4. 2023-2024 MCSEC and USD 410 Technology Services Agreement (Appendix C)  
USD 410 is entering into an agreement to provide technology services for MCSEC for approximately 8 hours per week in return for MCSEC reimbursing USD 410's cost for providing those services.
  - Motion to approve the MCSEC and USD 410 Technology Services Agreement

5. USD 410 Schools Opening Plan (Appendix D)  
Per ESSER requirements, the Board of Education needs to approve our Schools Opening Plan by the board of education

➤ ***Recommended Action***

Motion to approve the USD 410 Schools Opening Plan as presented in Appendix D

6. School Nutrition Program Participation

➤ ***Recommended Action***

Motion to approve participation in the School Nutrition Program

7. 2023-2024 Temporary Employee Health Insurance Benefit Policy & Procedures (Appendix E)

➤ ***Recommended Action***

Motion to approve the 2023-2024 Temporary Employee Health Insurance Benefit Policy & Procedures

8. Class of 2027 Activity Account

➤ ***Recommended Action***

Motion to approve the addition of a Class of 2027 account to the USD 410 Activity Fund

9. Donations

<u>Business/Individual</u>	<u>Amount</u>	<u>Purpose</u>
Various Businesses and Individuals (In Memory of Norman Winter)	\$2,660.00	HMHS Tech Equipment
Family and Communities Together	\$1,585.21	HMHS Youth Outreach

➤ ***Recommend Action:***

Motion to approve the donations as listed

➤ ***Recommended Action for Regular and Consent Agenda:***

Motion to approve the regular and consent Agenda.

## C. Action and Discussion Items

1. KASB 2023 Delegate Assembly Delegate Selection

Saturday November 11, 2023, is the KASB Delegate Assembly. The Board will need to appoint a member to be their delegate.

➤ ***Recommend Action:***

Motion to appoint \_\_\_\_\_ as the USD 410 delegate for the KASB 2023 Delegate Assembly on November 11, 2023

2. Bond Project Update

We will review the potential projects for the upcoming bond election

➤ ***No Recommended Action***

## D. Executive Session – Non-Elected Personnel

Motion for the Board to go into executive session to discuss personnel performance, hires, and resignations pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

## E. Personnel

### 1. Contract Adjustments

#### a. Lena Kleiner – TEEN Director

The TEEN Board approved a 7.07% increase in Director Lena Kleiner's salary and the continuation of a health insurance contribution equal to the \$1,400 deductible family coverage premium through the ESSDACK Health Insurance Group. TEEN will reimburse USD 410 for the full cost of the director's salary and benefits.

#### ➤ ***Recommended Action:***

Motion to approve a 7.07% increase in TEEN Director Lena Kleiner's salary and to approve a health insurance contribution equal to a \$1,400 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group for the 2023 – 2024 year.

#### b. Terry Bebermeyer – Families and Communities Together (FACT) Director

The FACT Board approved a 5.007% increase in Director Terry Bebermeyer's salary and the continuation of a health insurance contribution equal to the \$1,400 deductible single coverage premium through the ESSDACK Health Insurance Group. FACT will reimburse USD 410 for the full cost of the director's salary and benefits.

#### ➤ ***Recommended Action:***

Motion to approve a 5.00% increase in FACT Director Terry Bebermeyer's salary and to approve a health insurance contribution equal to a \$1,400 deductible single coverage health insurance premium through the ESSDACK Health Insurance Group for the 2023 – 2024 year.

#### c. Jeff Haslett – Hillsboro High School Driver Education Teacher

#### ➤ ***Recommended Action***

Motion to approve the issuance of a contract to Jeff Haslett to serve as Driver Education Teacher for \$246.00 per student for the 2023-2024 school year

#### d. Jill Hein – Hillsboro Middle/High School Counselor

We need Jill Hein to work an additional three days to help facilitate class changes and scheduling needs.

#### ➤ ***Recommended Action***

Motion to add three additional days to the contract of Hillsboro Middle/High School Counselor Jill Hein

2. Pay Rates

a. ESSER Tutoring Rate

We have teachers who will be tutoring students 3 times per week for 30 minutes at a time. The pay for this tutoring is \$52.04 per hour. These funding comes from ESSER funds available to help with student learning loss.

➤ ***Recommended Action***

Motion to approve the ESSER tutoring rate of \$52.04 cents per hour

b. Bus Driver in Training to Get a CDL Rate

While bus drivers are in training to get a CDL, they will be paid \$13.00 per hour. Once they get their CDL, they will be paid \$17.65 per hour

➤ ***Recommended Action***

Motion to approve the pay rate of \$13.00 for a bus driver in training to get a CDL

3. Hires

a. Kevin Colle – Hillsboro Middle/High School Assistant Cross Country Coach

➤ ***Recommended Action***

Motion to approve the issuance of a contract to Kevin Colle to serve as Hillsboro Middle/High school Assistant Cross Country Coach

b. Kara Stueve – Hillsboro Middle School Head Volleyball Coach

➤ ***Recommended Action***

Motion to approve the issuance of a contract to Kara Stueve to serve as Hillsboro Middle School Head Volleyball Coach for the 2023-2024 school year

c. Kevin Koehn – Hillsboro High School Boys' Assistant Basketball Coach

➤ ***Recommended Action***

Motion to approve the issuance of a contract to Kevin Koehn to serve as Hillsboro High School Assistant Boys' Basketball Coach for the 2023-2024 school year.

d. Ben Reiswig – USD 410 Technology Assistant

➤ ***Recommended Action***

Motion to the hiring of Ben Reiswig to serve as USD 410 Technology Assistant for \$17.00 hour for 40 hours per week effective July 26, 2023

e. Megan Daniels – Hillsboro Elementary School Custodian

➤ ***Recommended Action***

Motion to approve the hiring of Megan Daniels to serve as Hillsboro Elementary School Custodian for \$13.50 per hour for 40 hours per week effective August 2, 2023

- f. Russ Morton – USD 410 Route Bus Driver

➤ ***Recommended Action***

Motion to approve the hiring of Russ Morton to serve as USD 410 Route Bus Driver for 4 hours per day effective August 8, 2023 for \$13.00 per hour while he is training to get his CDL and \$17.65 after he gets his CDL

- g. Sabine Hector – USD 410 Route Bus Driver

➤ ***Recommended Action***

Motion to approve the hiring of Sabine Hector to serve as USD 410 Route Bus Driver for 4 hours per day effective August 8, 2023 for \$13.00 per hour while she is training to get her CDL and \$17.65 after she gets her CDL

- h. Sommer Lowery – Marion County Parents as Teachers Parent Educator

➤ ***Recommended Action***

Motion to approve the hiring of Sommer Lowery as a Marion County Parents as Teachers Parent Educator for \$19.00 per hour for 20 Hours per week effective August 22, 2023

- i. Holly Nickel – Marion County Parents as Teachers Parent Educator

➤ ***Recommended Action***

Motion to approve the hiring of Holly Nickel as a Marion County Parents as Teachers Parent Educator for \$19.00 per hour for 15 hours per week effective August 22, 2023.

4. Resignations

- a. Lester Barber – Hillsboro High School Assistant Wrestling Coach

➤ ***Recommended Action***

Motion to approve the resignation of Lester Barber from his position as Hillsboro High School Assistant Wrestling Coach

- b. Ciara Cox – Hillsboro High School Freshman Class Sponsor (0.50 FTE)

➤ ***Recommended Action***

Motion to approve the resignation of Ciara Cox from her position as Hillsboro High School Freshman Class Sponsor (0.50 FTE)

## F. Reports

1. Superintendent's Report
2. TEEN Report (Appendix E)
3. MCSEC Report (Appendix F and G)
4. Business Manager's Report (Financials)

➤ ***Recommended Action:***

Motion to approve the payment of bills totaling \$\_\_\_\_\_ and the following financial reports:

- 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)

## G. Adjournment



## **New Executive Session Motions (if needed at any time in the meeting)**

1. Personnel

Motion for the Board to go into executive session to **(subject)** pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. Negotiations

Motion for the Board to go into executive session to **(subject)** pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the board's negotiating interests.

3. Student(s)

Motion for the Board to enter into executive session to **(subject)** pursuant to the exception relating to actions adversely or favorably affecting a student under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. Attorney/Client

Motion for the board to go into executive session to **(subject)** pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ o'clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. Transactions Related to Real Property

Motion that the board go into executive session to **(subject)** pursuant to the exception for preliminary discussion of the acquisition of real property under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ o'clock in this room. This executive session is required to protect the district's financial interest and bargaining position.

## **WELCOME TO THE USD #410 BOARD OF EDUCATION MEETING**

*Below are guidelines for patrons as they attend USD 410 Board of Education meetings.*

1. If you plan to speak during Citizens' Open Forum inform district office ahead of time.
2. Each speaker must be recognized by the chair and may speak no longer than five minutes.
3. The agenda time limit shall be 30 minutes for any one topic unless the Board agrees to extend the time limit.
4. In the event that more than six persons wish to speak, the chairman shall determine the time allocations for each.
5. Information may be submitted to the Board in written form.
6. Electronic devices may be used to record the presentations when in the judgment of the board, the use or proposed use of any recording devices will not be a disruptive influence upon the proceeding, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.  
  
All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.  
No cameras or recording devices shall be allowed at executive sessions of the board.
7. Individuals wishing to speak shall give their name and state whether or not their opinion is personal or that of a group. If the opinion represents a group, that group is to be identified with the number of members of the group given.
8. Presentations containing information or comments related to USD #410 individuals, personnel or students will be in executive session only. Individuals will be called into executive session, one at a time, for their presentation, except as approved by the Board of Education.
9. The chairman has the option to stop the proceedings and poll the Board to determine if a speaker may continue.
10. Board members are not obligated to respond when a presentation is made. After the chair recognizes a board member, the board member may question the patron. If any formal action is taken by the Board of Education, this will be recorded in the official minutes for public review.

**UNIFIED SCHOOL DISTRICT NO. 410**  
**Durham-Hillsboro-Lehigh**

**MINUTES – REGULAR BOARD MEETING**  
**USD 410 District Office Conference Room**  
**July 10, 2023 7:00 p.m.**

**Members Present:**

Jared Jost  
Jessey Hiebert  
Scott Winter

Rod Koons  
Jim Paulus

Sarah Fenske  
Sara Wichert

**Administrator:**  
Clint Corby

**Other:**  
Jerry Hinerman, Clerk

**A. Meeting Called to Order**

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

**B. Approval of Regular and Consent Agenda**

Rod Koons moved to approve the regular and consent agendas. Motion seconded by Sara Wichert. Carried 7-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the June 12, 2023, regular board meeting
2. Motion to approve the minutes of the June 28, 2023, special board meeting
3. Motion to adopt the following resolution:  
WHEREAS the Board of Education of USD 410, Hillsboro, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2024, being prepared in conformity with the requirements of K.S.A. 75-1120 a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of USD 410 and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2024.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 410, Hillsboro, Kansas, in the regular meeting duly assembled this 10<sup>th</sup> day of July, 2023, that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120 a(a) as they apply to the school district for the year ended June 30, 2024.

BE IT FURTHER RESOLVED THAT the Board of Education shall cause the financial statements and financial reports of USD 410 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

# MINUTES

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July 10, 2023

4. Motion to adopt the following resolution.

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 410, Marion County Kansas, at its regular meeting held on July 10, 2023, established the following meeting schedule for regular Board of Education meetings to be held during the 2023 – 2024 school year.

<u>Date</u>	<u>Time</u>	<u>Place</u>
Monday, July 10, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, August 14, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, September 11, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, October 9, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, November 13, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, December 11, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, January 8, 2024	7:00 p.m.	USD 410 District Office Conference Room
Monday, February 12, 2024	7:00 p.m.	USD 410 District Office Conference Room
Monday, March 11, 2024	7:00 p.m.	USD 410 District Office Conference Room
Monday, April 8, 2024	7:00 p.m.	USD 410 District Office Conference Room
Monday, May 13, 2024	7:00 p.m.	USD 410 District Office Conference Room
Monday, June 10, 2024	7:00 p.m.	USD 410 District Office Conference Room

5. Motion to adopt a 1,116-hour calendar for the 2023 – 2024 school year

6. Motion to make the following appointments:

Board Clerk	Jerry Hinerman
Deputy Board Clerk	Nathan Hiebert
Board Treasurer	Carla Harmon
Food Service Representative	Pati Funk
Hearing Officer for Appeals, Lunch Program	Clint Corby
Title I Coordinator	Nathan Hiebert
Federal Programs Coordinator	Nathan Hiebert
District KPERS Agent and Administrator	Jerry Hinerman
Section 504 Compliance Coordinator	Clint Corby
Americans with Disabilities Act Coordinator	Clint Corby
Freedom of Information Officer	Clint Corby
Title VI, VII and IX Compliance Coordinator	Clint Corby
Truancy Officers	Tyler Weinbrenner
	Nathan Hiebert
Activity Fund Supervisors	Tyler Weinbrenner
	Nathan Hiebert
Homeless Liaisons	Tyler Weinbrenner
	Nathan Hiebert
Migrant Liaisons	Tyler Weinbrenner
	Nathan Hiebert
Expulsion Hearing Officers	Tyler Weinbrenner
	Nathan Hiebert

7. Motion to designate Central National Bank, Emprise Bank, and Vintage Bank Kansas as depositories for district funds and to designate these institutions as eligible for investment purposes providing the investments are made in accordance with the laws of the State of Kansas

Motion to designate Central National Kansas as the depository for operational funds

8. Motion to approve the following list of persons authorized to write checks and conduct other financial functions for the district
- a. **District Checking Accounts** – Each checking account requires three signatures. The Board President's signature is digitally produced, while the other two signatures are live. If either the Clerk of the Board or the Board Treasurer is absent, the District Office Administrative Assistant may sign in the place of the absent individual.
- |  |                |
|--|----------------|
| Board President                          | Jared Jost     |
| Clerk of the Board                       | Jerry Hinerman |
| Board Treasurer                          | Carla Harmon   |
| District Office Administrative Assistant | Pati Funk      |
- b. **Direct Deposit Authorization** – The ACH Transmittal Register requires two live signatures. If either the Clerk of the Board or the Board Treasurer is absent, the District Office Administrative Assistant may sign in the place of the absent individual.
- |  |                |
|--|----------------|
| Clerk of the Board                       | Jerry Hinerman |
| Board Treasurer                          | Carla Harmon   |
| District Office Administrative Assistant | Pati Funk      |
- c. **Petty Cash Checking Accounts** – Each checking account requires two live signatures.
- District Office**
- |  |                |
|--|----------------|
| Board Treasurer                          | Carla Harmon   |
| Clerk of the Board                       | Jerry Hinerman |
| District Office Administrative Assistant | Pati Funk      |
| Superintendent                           | Clint Corby    |
- Middle/High School**
- |                               |                   |
|-------------------------------|-------------------|
| HMHS Administrative Assistant | Jessica Fine      |
| HMHS Administrative Assistant | Jill Bailey       |
| Board Treasurer               | Carla Harmon      |
| Clerk of the Board            | Jerry Hinerman    |
| HMHS High School Principal    | Tyler Weinbrenner |
- d. **Activity Fund Checking Account** – The checking account requires two live signatures.
- |  |                |
|--|----------------|
| HMHS Administrative Assistant            | Jessica Fine   |
| HMHS Administrative Assistant            | Jill Bailey    |
| District Office Administrative Assistant | Pati Funk      |
| Board Treasurer                          | Carla Harmon   |
| Clerk of the Board                       | Jerry Hinerman |
- e. **District Investments** – Each investment requires one signature.
- |                    |                |
|--------------------|----------------|
| Clerk of the Board | Jerry Hinerman |
| Board Treasurer    | Carla Harmon   |

9. Motion to approve the following list of USD 410 personnel to carry district credit cards with the credit limits listed for each card

Business Manager	Jerry Hinerman	\$175,000 Credit Limit
Technology Director	Brad Just	\$ 20,000 Credit Limit
Superintendent	Clint Corby	\$ 10,000 Credit Limit
Hillsboro Elementary School Principal	Nathan Hiebert	\$ 10,000 Credit Limit
Hillsboro Middle/High School Principal	Tyler Weinbrenner	\$ 10,000 Credit Limit
Activities Director	Robert Rempel	\$ 10,000 Credit Limit
Transportation & Maintenance Coordinator	Karen Goossen	\$ 5,000 Credit Limit
Head of Maintenance	Keith Goossen	\$ 5,000 Credit Limit
Hillsboro Elementary School Counselor	Autumn Hardey	\$ 5,000 Credit Limit
Vo-Ag Teacher and FFA Sponsor	Sonya Roberts	\$ 5,000 Credit Limit
Parents as Teachers Coordinator	Becky Suderman	\$ 5,000 Credit Limit

10. Motion to approve the following Resolution to Establish a Hillsboro Middle/High School Petty Cash Fund and the following Resolution to Establish a District office Petty Cash Fund

**RESOLUTION TO ESTABLISH A HILLSBORO MIDDLE/HIGH SCHOOL PETTY CASH FUND**

**WHEREAS**, the Board of Education of Unified School District No. 410, Marion 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; and

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

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that a petty cash fund designated as the Hillsboro Middle/High School Petty Cash Fund is created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$1,500.

The fund shall be administered by The Hillsboro Middle/High School Principal. The Hillsboro Middle/High School Administrative Staff 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 the 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 fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

**RESOLUTION TO ESTABLISH A DISTRICT OFFICE PETTY CASH FUND**

**WHEREAS**, the Board of Education of Unified School District No. 410, Marion 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; and

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

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that a petty cash fund designated as the District Office Petty Cash Fund is created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$1,500.

The fund shall be administered by The Superintendent. The District Treasurer 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 the 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 fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

11. Motion to approve the sale of used laptops to TEEN for \$25 each and to approve the disposal of the following technology deemed unusable by the USD 410 Technology Director

80 Lenovo 11e Middle School Student Laptop Computers  
12 Lenovo M900 Desktop Computers  
3 Old Yearbook Room iMac Computers

12. Motion to recognize the USD 410 Education Association as the official bargaining unit for the USD 410 teaching staff

13. Motion to adopt the following Home Rule Resolution

**RESOLUTION**

**WHEREAS**, the Board of Education of Unified School District No. 410, Marion 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. 410, Marion County, Kansas, that the board shall exercise the power granted by law and by this resolution.

14. Motion to designate the Hillsboro Star-Journal as the official newspaper for USD 410
15. Motion to approve the USD 410 2023 – 2024 Kansas Association of School Boards membership
16. Motion to approve the USD 410 2023 - 2024 Kansas Association of School Boards Legal Assistance Fund participation
17. Motion to approve the USD 410 Transportation Handbook as presented
18. Motion to approve the following update policies:
- |       |  |
|-------|--|
| AG    | Closing of School Buildings                    |
| GAAF  | Emergency Safety Interventions                 |
| GAOA  | Drug-Free Work Place                           |
| GARID | Military Leave                                 |
| IFCC  | Overnight Accommodations                       |
| JGFGA | Administration of Emergency Opioid Antagonists |
| KK    | Disposal of Property                           |
| KN    | Complaints                                     |
| JFGA  | Naloxone Incident Report                       |
19. Motion to approve the 2023 – 2024 School Year Case Management Services and Clinical Therapist Services Memorandums of Understanding with Prairie View
20. Motion to approve the Marion County Special Education Cooperative Nursing Services Contract
21. Motion to approve the Classified Employee Manual



22. Motion to approve the following donations:

Donation of \$39.36 from the Hillsboro High School Athletics Booster Club to be used for Hillsboro High School state golf meals

Donation of \$231.08 from the Hillsboro High School Athletics Booster Club to be used for Hillsboro High School state softball meals

Donation of \$325.79 from the Hillsboro High School Athletics Booster Club to be used for Hillsboro High School state track and field meals

Donation of \$207.59 from the Hillsboro High School Athletics Booster Club to be used for track and field meet hospitality supplies

Donation of \$2,000.00 from the Hillsboro High School Athletics Booster Club to be used for athletic uniforms

Donation of \$5,783.92 from the Hillsboro High School Athletics Booster Club to be used for athletic equipment and supplies

Donation of \$60.00 from the Associated Wholesale Grocers to be used for Hillsboro Elementary School Site Council projects

Donation of \$9.80 from Casey's General Store to be used for Hillsboro Elementary School Site Council projects

Donation of \$10.00 from Casey's General Store to be used for Hillsboro Middle/High School Site Council projects

**C. Citizens' Open Forum**

**D. Action/Discussion Items**

1. Girls' Swimming Cooperative Agreement with USD 408 Marion - Florence  
Jim Paulus moved to approve the girls' swimming cooperative agreement with USD 408 Marion – Florence for the spring 2024 and spring 2024 seasons. Motion seconded by Sarah Fenske. Carried 7-0.
2. Boys' Swimming Discussion  
The Board took no action
3. Student Fees for 2023 – 2024  
Scott Winter moved to approve the following student fees. Motion seconded by Jim Paulus. Carried 7-0.

Hillsboro Elementary School Preschool Tuition

Half Day	\$195.00 Per Month
Full Day	\$465.00 Per Month

Hillsboro Middle/High School Laptop Accidental Insurance Fees

Full Price Meals	\$ 40.00 Per Year
Reduced Price Meals	\$ 20.00 Per Year
Free Meals	\$ 10.00 Per Year

Hillsboro Middle/High School Transcript Fee	\$ 5.00 Per Transcript
Driver Education Fees	\$225.00 Per Class

4. Bond Update
5. Needs Assessment and State Assessments Review for 2023 – 2024 Budget Considerations  
Sara Wichert moved to approve the Needs Assessment and State Assessments Review for 2023 – 2024 Budget Considerations as presented. Motion seconded by Sarah Fenske.  
Carried 6-0.

**E. Executive Session – Negotiations**

Jared Jost moved for the Board to go into executive session at 7:50 p.m. with the Superintendent and the Clerk of the Board to discuss negotiations pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:10 p.m. in this room. The executive session is required to protect the Board's negotiating interests. Motion seconded by Jessey Hiebert. Carried 7-0.

**Regular Session**

Jared Jost moved for the Board to go into executive session at 8:10 p.m. with the Superintendent and the Clerk of the Board to discuss negotiations pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:30 p.m. in this room. The executive session is required to protect the Board's negotiating interests. Motion seconded by Jessey Hiebert. Carried 7-0.

The Superintendent and the Clerk of the Board left the executive session at 8:22 p.m. at the Board's request

The Superintendent and the Clerk of the Board rejoined the executive session at 8:25 p.m. at the Board's request

**Regular Session**

**F. Executive Session – Non-Elected Personnel**

Jared Jost moved for the Board to go into executive session at 8:30 p.m. with the Superintendent and the Clerk of the Board to discuss hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:40 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

Jared Jost moved for the Board to go into executive session at 8:40 p.m. with the Superintendent and the Clerk of the Board to discuss hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:45 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

Jared Jost moved for the Board to go into executive session at 8:45 p.m. with the Superintendent and the Clerk of the Board to discuss hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:50 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

Jared Jost moved for the Board to go into executive session at 8:50 p.m. with the Superintendent and the Clerk of the Board to discuss hires pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 8:55 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 7-0.

**Regular Session**

**G. Personnel**

Scott Winter moved to approve the following personnel actions. Motion seconded by Sara Fenske. Carried 7-0.

1. Classified Employee Hour Change
  - a. USD 410 Bus Driver and Bus Shop Attendant Terry Stubblefield  
Motion to change Terry Stubblefield's schedule from 2 hours per day to 4 hours per day for the 2023 – 2024 school year, effective August 17, 2023.
2. Supplemental Contracts  
Motion to approve the issuance of 2023 – 2024 supplemental contract listed for the following individuals and positions:

<u><b>Name</b></u>	<u><b>Supplemental Contract Description</b></u>
Sandy Arnold	Head High School Volleyball Coach
Lester Barber	Assistant High School Wrestling Coach
Jasmine Bates	Instrumental Music Instructor
Creigh Bell	High School Technology Student Association and Robotics Sponsor
Dennis Boldt	Assistant High School Football Coach Assistant High School Girls' Basketball Coach Senior Class Sponsor District Website Facilitator High School H Club Sponsor (0.50 FTE)
Jessica Bowman	High School National Honor Society Sponsor Middle School Yearbook Sponsor High School Yearbook Sponsor Teacher Mentor
Erin Carr	Assistant High School Volleyball Coach
Tamara Cassidy	Middle School Scholars' Bowl Sponsor Middle School Student Council/Renaissance Sponsor
Tyler Clements	Assistant Middle School Football Coach
Kevin Colle	Assistant High School/Middle School Track Coach
Ciara Cox	Freshman Class Sponsor (0.5 FTE) Junior Class Sponsor (0.5 FTE)

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<u><b>Name</b></u>	<u><b>Supplemental Contract Description</b></u>
Demetrius Cox	Head High School Football Coach Assistant High School Boys' Basketball Coach Head High School/Middle School Track Coach Summer Weight Room Supervisor
Dustin Dalke	Assistant High School Musical Coordinator (0.5 FTE) Assistant High School Golf Coach District Concessions Manager District Professional Development Coordinator Junior Class Sponsor (0.50 FTE)
Holly Dalke	Sophomore Class Sponsor
Kayla Gallaway	Assistant High School Drama Coordinator
Autumn Hardey	Assistant Middle School Volleyball Coach Head Middle School Girls' Basketball Coach
Jeff Haslett	Assistant High School Football Coach
Jill Hein	Assistant High School Volleyball Coach Assistant GAP Club Sponsor
John Hein	Assistant Middle School Wrestling Coach
Rachel Hein	High School Student Council Sponsor
Kathy Isaac	Assistant High School Musical Coordinator (0.5 FTE)
Amanda Jaworsky	Assistant Middle School Girls' Basketball Coach
Alex Jost	Head Middle School Wrestling Coach
Lynn Just	Head High School Musical Coordinator Grade 6 – Grade 12 Vocal Music Instructor
Malinda Just	Assistant High School/Middle School Track Coach
Bailey Kaufman	Assistant High School/Middle School Track Coach Trojan TV Sponsor
Rustyn Kerbs	Assistant Middle School Football Coach Head Middle School Boys' Basketball Coach Assistant High School Softball Coach
Kathy Klein	High School Cheerleader Sponsor
Alyssa Kroeker	Head High School Softball Coach
Kyle Kroeker	Head Middle School Football Coach Head High School Boys' Basketball Coach
Brielle Loewen	Head High School/Middle School Cross Country Coach

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<b><u>Name</u></b>	<b><u>Supplemental Contract Description</u></b>
David A. Loewen	Assistant Middle School Boys' Basketball Coach
David E. Loewen	Assistant Middle School Boys' Basketball Coach
Tena Loewen	Assistant High School Girls' Basketball Coach
Daniel Moss	Head High School Baseball Coach
Kaylene Mueller	High School Scholar's Bowl Sponsor
Adam North	High School Academic Detention Supervisor
Scott O'Hare	Assistant High School Football Coach Head High School Wrestling Coach Head High School Golf Coach High School H Club Sponsor (0.50 FTE)
Micah Ratzlaff	Head High School Girls' Basketball Coach
Sonya Roberts	High School FFA Sponsor
Leah Rose	Assistant Middle School Volleyball Head High School Drama Coordinator Head High School GAP Sponsor
John Ruder	Head High School Girls' Tennis Coach
Wes Shaw	Assistant High School/Middle School Track Coach
Grant Shewey	Head High School Boys' Tennis Coach
Shari Sisk	Grade K – Grade 5 Fine Arts Instructor

3. Master Contract  
Motion to approve the 2023 – 2024 Master Contract as presented

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4. Classified Staff Wages and Defined Benefit  
Motion to approve the following 2023 – 2024 classified staff hourly wages and hourly wage increases and to approve a health insurance contribution equivalent to a \$1,400 deductible single coverage health insurance premium through the ESSDACK Health Insurance Group for the 2023- 2024 year.

## USD 410 Regular Route Bus Drivers with a CDL

<u>Description</u>	<u>2023 – 2024 Hourly Wage</u>
New Hires	\$17.65
Returning Drivers	\$17.65 Plus \$0.15 for Each Year of Experience

## Marion County Parents as Teachers Staff

<u>Name</u>	<u>2023 – 2024 Hourly Wage</u>
Becky Suderman	\$25.20
Brandi Hein	\$20.25
Kasey Gooch	\$19.75

## Classified Staff Subject to KPERS Working After Retirement Rate

<u>Name</u>	<u>2023 – 2024 Hourly Wage</u>
Connie Beavers	\$14.40

## All Other Regularly Scheduled Classified Staff

<u>Prior Years of Experience</u>	<u>2023 – 2024 Hourly Wage Increase</u>
New Hires	\$0.90
1 – 4 Years Prior Experience	\$1.40
5 – 9 Years Prior Experience	\$1.65
10 – 14 Years Prior Experience	\$1.90
15 – 19 Years Prior Experience	\$2.15
20 – 24 Years Prior Experience	\$2.40
25 – 29 Years Prior Experience	\$2.65
30 – 34 Years Prior Experience	\$2.90
35 – 39 Years Prior Experience	\$3.15
40 – 44 Years Prior Experience	\$3.40

5. Administrative Salaries and Defined Benefit  
Motion to approve a 7.07% salary increase and a health insurance contribution equivalent to a \$1,400 deductible family health insurance premium through the ESSDACK Health Insurance Group for the following individuals:

Hillsboro Elementary School Principal	Nathan Hiebert
Hillsboro Middle/High School Principal	Tyler Weinbrenner
Hillsboro Middle/High School Asst. Principal & District Activities Director	Robert Rempel
USD 410 District Technology Director	Brad Just
USD 410 Business Manager	Jerry Hinerman

Motion to approve a 7.07% salary increase for Hillsboro Middle /High School CTE Director  
Dennis Boldt

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6. Superintendent Salary and Defined Benefit.  
Motion to approve a 7.07% salary increase and a health insurance contribution equivalent to a \$1,400 deductible family health insurance premium through the ESSDACK Health Insurance Group for Superintendent Clint Corby
7. Hillsboro Middle/High School Online Spanish I and II Contract  
Motion to approve the issuance of a contract to Terry Bebermeyer to serve as Hillsboro Middle/High School Online Spanish I and II Teacher for \$875.00 per semester per class plus \$17.50 per student per semester.
8. Temporary Employee Rates  
Motion to approve the following temporary employee pay rates

<u>Position</u>	<u>Rate</u>
Substitute Teacher	\$115.00 Per Day
*Long-Term Substitute Teacher	\$249.44 Per Day
Substitute Administrative Assistant, Aide, or Custodian	\$12.60 Per Hour
*Long-Term Substitute Administrative Assistant, Aide, or Custodian	\$13.00 Per Hour
Substitute Bus Driver (With a CDL)	\$17.65 Per Hour
Substitute Bus Driver (Without a CDL)	\$14.00 Per Hour
Accompanist	\$14.35 Per Hour
Activity Trip Driver (Non-Route Bus Driver; With a CDL)	\$17.65 Per Hour
Activity Trip Driver (Non-Bus Driver; Drive Time Only)	\$15.10 Per Hour
Interpreter	\$14.85 Per Hour
Walking School Bus Coordinator	\$12.00 Per Hour
Suspension Supervisor	\$13.10 Per Hour
Security Worker	\$50.00 Per Event
Athletic Trainer	\$50.00 Per Event

\*Rate Paid After Substituting 10 Consecutive Days for the Same Person and Is Retroactive to Day 1

## H. Reports

1. Superintendent's Report
  - a. TEEN Alternate Representative  
Scott Winter moved to appoint Sara Fenske as TEEN Alternative Representative. Motion seconded by Jim Paulus. Carried 7-0.
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report
  - a. Fiscal Year 2023 Cash Balances Report
  - b. Fiscal Year 2024 Mill Levies
  - c. Bill Payment and Financial Reports Approval  
Sara Wichert moved to approve the payment of bills totaling \$350,310.54 and the following reports. Motion seconded by Rod Koons. Carried 7-0.  
USD 410 Activity Account Report  
USD 410 Activity Account Bank Reconciliation

## I. Adjournment

President Jared Jost declared the meeting adjourned at 9:30 p.m.

Jerry Hinerman, Clerk

## AGREEMENT for CLERICAL SUPPORT

Agreement between TEEN and USD 410 to Provide Clerical Support for the TEEN.

1. **Clerk Services**--USD 410 will provide clerk services to TEEN at a rate of \$450.00 per month. In return for this payment, the USD 410 Clerk, will provide TEEN with accounts payable management, budget development, creating reports for board meeting, recording minutes of the TEEN board meetings, and assisting in other areas of business management.
2. **Treasurer Services**--USD 410 will provide treasurer services to TEEN at a rate of \$100.00 per month. The USD 410 Treasurer will serve in this capacity. Treasurer's duties will include, but not be limited to, recording cash receipts, depositing cash receipts, and reconciling the bank statement.

The agreement shall become effective when signed by both parties and shall continue until either party takes action to amend or terminate the agreement.

Signed:

For USD 410:

\_\_\_\_\_ Date \_\_\_\_\_

For TEEN:

\_\_\_\_\_ Date \_\_\_\_\_



## AGREEMENT for OFFICE SUPPORT

Agreement between TEEN and USD 410 to Provide Office Support for the TEEN.

1. **Office Support**--USD 410 will provide the TEEN director with office support that will include, but not be limited to, copying, telephone, postage, and office supplies. For this support USD 410 will receive payment from TEEN of \$50 per month.

The agreement shall become effective when signed by both parties and shall continue until either party takes action to amend or terminate the agreement.

Signed:

For USD 410

\_\_\_\_\_

Date \_\_\_\_\_

For TEEN:

\_\_\_\_\_

Date \_\_\_\_\_

**Marion County Special Education Cooperative and Unified School District No. 410.  
Technology Services Agreement  
2023-2024**

**Purpose**

This agreement sets forth the terms in which USD 410 Durham- Hillsboro- Lehigh will provide technology services to the Marion County Special Education Cooperative (MCSEC).

**Terms:**

1. USD 410 agrees to employ and supervise a technology assistant or equivalent to MCSEC.
2. MCSEC agrees to pay USD 410 for 20% of the wages, health insurance, FICA tax, unemployment tax and workers' compensation insurance for approximately 8 hours per week for countywide MCSEC technology related issues.
3. MCSEC agrees to pay for the time of the USD 410 tech director for any training that is needed for the assistant in regards to the tech support for MCSEC.
4. MCSEC agrees to reimburse USD 410 the IRS standard business mileage rate if the technology assistant is driving from Hillsboro.
5. Any equipment or supplies that are needed to do the jobs needed will be provided by MCSEC.
6. Additional services may be provided for MCSEC with agreement of the MCSEC director and the USD 410 superintendent.
7. The technology services agreement shall renew annually unless either MCSEC or USD 410 governing bodies provide written notice to the other entity on or before March 31 to alter or terminate this agreement at the close of the current fiscal year.

\_\_\_\_\_  
Marion County Special Education Cooperative Chairperson of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unified School District No. USD 410 President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unified School District No. 410 Clerk of The Board

\_\_\_\_\_  
Date

# USD 410 Schools Opening Plan

Subject	Guidelines
<b>Hygiene Measures</b>	<ul style="list-style-type: none"><li>• Promote hand washing and hand sanitizing.</li><li>• Provide student, staff, and administration time to wash and sanitize hands.</li><li>• All HVAC units have been equipped with ionizers to help with air quality.</li></ul>
<b>Sick (not feeling well)</b>	<ul style="list-style-type: none"><li>• If your child has a fever they will need to stay at home until after 24 hours of being fever free without medication.</li></ul>
<b>Cleaning &amp; Maintaining Facilities</b>	<ul style="list-style-type: none"><li>• USD 410 will clean and sanitize our buildings as needed</li></ul>
<b>Diagnostic Screening &amp; Testing</b>	<ul style="list-style-type: none"><li>• Testing is completed at individual discretion.</li></ul>
<b>Accommodations for Children with Disabilities</b>	<ul style="list-style-type: none"><li>• USD 410 Schools, along with the Marion County Special Education Cooperative Interlocal #617, will continue to make appropriate accommodations for children with disabilities in all aspects including health and safety concerns according to the Individual Education Plan or 504 needs of the student.</li></ul>
<b>Coordination with State and Local Health Officials</b>	<ul style="list-style-type: none"><li>• USD 410 Schools will continue to coordinate with State and local health officials to keep our students, staff, and community safe.</li></ul>
<b>Continuity of Services</b>	<ul style="list-style-type: none"><li>• Academic Needs will be met through continued, full-time, in person instruction.</li><li>• Social, emotional, and mental health needs will be met through social, emotional curriculum, counseling and partnerships with Prairie View Mental Health if needed.</li></ul>

## USD 410 TEMPORARY EMPLOYEES

### HEALTH INSURANCE BENEFIT ELIGIBILITY POLICY & PROCEDURES

POLICY ADOPTED EFFECTIVE **OCTOBER 1, 2023**

Policy purpose: Determine when USD 410 temporary employees will be considered health insurance benefit eligible under the Affordable Care Act (ACA). Once status has been determined, the eligible employee will be offered an opportunity to enroll in the health insurance plan(s) provided through the ESSDACK consortium.

In accordance with the ACA Employer Shared Responsibility requirements, USD 410 will follow the "Look-Back Measurement Method" in determining which temporary employees will qualify as health insurance benefit eligible. This determination only applies to the offering of health insurance benefits and should not be construed as applying beyond this determination.

#### **POLICY APPLICABLE TO USD 410 TEMPORARY EMPLOYEES HIRED PRIOR TO **08/01/22**:**

If it **can be** reasonably determined that a temporary employee will meet the full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be offered health insurance benefits as follows:

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 for an effective date of October 1, **2023** or according to the insurance carriers special enrollment provisions for qualifying events occurring during the **2023** plan year.
- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to **90%** of the premium for a \$2,200 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

If it **cannot be** reasonably determined that a temporary employee will meet the new full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be measured to determine if they do or do not meet the new full-time ACA definition. If, after the following measurement procedure, it is determined that the temporary employee does meet the full-time definition, such employee will be offered health insurance benefits as follows:

#### **LOOK BACK MEASUREMENT PERIODS for Existing Temporary Employees hired prior to **08/01/22**:**

MEASUREMENT PERIOD	12 Months	<b>07/18/22 – 07/16/23</b>
ADMINISTRATIVE PERIOD	60-90 Days	<b>07/17/23 – 09/30/23</b>
STABILITY PERIOD	12 Months	<b>10/01/23 – 09/30/24</b>

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 for an effective date of **October 1, 2023** or according to

the insurance carriers special enrollment provisions for qualifying events occurring during the 2023 plan year.

- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to 90% of the premium for a \$2,200 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

#### **POLICY APPLICABLE TO USD 410 TEMPORARY EMPLOYEES HIRED AFTER 08/01/22:**

If it **can be** reasonably determined that a temporary employee will meet the new full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be offered health insurance benefits as follows:

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 at their Initial Eligibility.
- Initial Eligibility is the first of the month following or coinciding with the date of hire or August 1, 2023, whichever date is later.
- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to 90% of the premium for a \$2,200 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

If it **cannot be** reasonably determined that a temporary employee will meet the new full-time ACA definition (expected to average a minimum of 30 hours per week or 130 hours per month), such employee will be measured to determine if they do or do not meet the new full-time ACA definition. If, after the following measurement procedure, it is determined that the temporary employee does meet the full-time definition, such employee will be offered health insurance benefits as follows:

#### **LOOK BACK INITIAL MEASUREMENT PERIODS for New Variable Hour Employees:**

INITIAL MEASUREMENT PERIOD	12 Months	Beginning with the Hire Date
INITIAL ADMINISTRATIVE PERIOD	~30 Days	Time between Completion of the Measurement Period and the start of the Stability Period
INITIAL STABILITY PERIOD	12 Months	Starting with the first day of the fourteenth (14 <sup>th</sup> ) month following Hire Date

- Eligible temporary employees will have the option to accept or decline participation in the health insurance plan(s) offered by USD 410 as of their Initial Stability Period or according to the insurance carriers special enrollment provisions for qualifying events occurring during the Initial Stability Period.

- Eligible temporary employees will receive a Temporary Employee Defined Benefit which would allow for satisfaction of the Federal Poverty Level (FPL) 'affordability' provisions of the ACA. USD 410 will contribute an amount equivalent to 90% of the premium for a \$2,200 deductible single coverage per temporary employee that elects to participate in the ESSDACK consortium health insurance plan. The balance of premium for the health insurance option selected by the temporary employee will be deducted from the employee's paycheck.

## **TRANSITIONING A NEW, TEMPORARY EMPLOYEE TO AN ON-GOING TEMPORARY EMPLOYEE**

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A new temporary employee hired after 08/01/2022 will be tracked during their applicable Initial Measurement Period. Once their tracking overlaps the Standard Measurement Periods outlined below, the employee will also be tracked during the Standard Measurement Period to determine eligibility for health benefits during the Standard Stability Period. If an employee is determined to be health insurance benefit eligible in either period, he/she must be offered coverage for the entire applicable Stability Period. When the Initial Measurement Period has closed, the temporary employee will continue to be tracked during subsequent Standard Measurement Periods to determine eligibility for subsequent Stability Periods or Plan Years.

<u>LOOK BACK STANDARD MEASUREMENT PERIODS for On-Going Temporary Employees:</u>		
STANDARD MEASUREMENT PERIOD	12 Months	07/17/23 – 07/14/24
STANDARD ADMINISTRATIVE PERIOD	60-90 Days	07/15/23 – 09/30/24
STANDARD STABILITY PERIOD	12 Months	10/01/24 – 09/30/25

*This policy is subject to change based on further understanding of the provisions outlined by the ACA and any additional guidance released on this topic. It is our intent to comply with the provisions of the Employer Shared Responsibility provisions of ACA and have drafted such policy in good faith compliance efforts.*

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK**  
**July 18, 2023, 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:**

**Brian Simmonds**

**Others Present:**

**Lena Kleiner, Director**

**Jerry Hinerman, Clerk**

**1. Call to Order**

Mark Wendt called the meeting to order at 6:02 p.m.

**2. Approval of Regular and Consent Agenda**

Jan Helmer moved to approve the regular and consent agendas. Motion seconded by Jessey Hiebert. Carried 4-0.

Items on the consent agenda included the following:

- a. Motion to approve the minutes of the June 21, 2023, regular board meeting
- b. Motion to appoint Jerry Hinerman as TEEN Clerk
- c. Motion to appoint Carla Harmon as TEEN Treasurer
- d. Motion to select Central National Bank as the bank to continue to handle the TEEN account
- e. Motion to select the Marion County Record as the official TEEN newspaper
- f. Motion to approve the following list of persons as authorized to write checks and conduct other financial functions for TEEN:

Mark Wendt, TEEN Board Chairperson  
Jan Helmer, TEEN Board Vice-Person  
Jerry Hinerman, TEEN Clerk of the Board  
Carla Harmon, TEEN Treasurer  
Pati Funk, USD 410 District Office Administrative Assistant

- g. Motion to approve Lena Kleiner and Jerry Hinerman as TEEN credit card holders with credit limits of \$10,000

## July 18, 2023, Regular Board Meeting Minutes

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- h. Motion to adopt the following resolution granting waiver of Generally Accepted Accounting Principles

**Resolution to Waive the Annual Requirement of  
Generally Accepted Accounting Principles and Fixed Asset Accounting**

WHEREAS, the Board of the Technology Excellence in Education Network, Interlocal 632, Marion and Dickinson Counties, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2024, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of the Technology Excellence in Education Network, Interlocal 632, or the members of the general public of this interlocal and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the Interlocal which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2024.

NOW, THEREFORE BE IT RESOLVED, by the Board of the Technology Excellence in Education Network, Interlocal 632, in Marion and Dickinson Counties, Kansas, in regular meeting duly assembled this 18<sup>th</sup> day of July, 2023, that the said Board waives the requirements of K.S.A. 75-1120a(a) as they apply to the Interlocal for the year ended June 30, 2024.

BE IT FURTHER RESOLVED that the Board shall cause the financial statements and financial reports of the Interlocal to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

- i. Motion to approve the TEEN Board meetings to begin at 6:00 p.m. and be located at the USD 408 Marion – Florence District Office on the following dates:

July 18, 2023  
August 16, 2023  
September 20, 2023  
October 18, 2023  
November 15, 2023  
December 20, 2023  
January 17, 2024  
February 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
June 19, 2024

### 3. **Approval of Virtual Funding Return**

Jan Helmer moved to approve the virtual funding return of \$25,000 each to USD 398 Peabody – Burns, USD 408 Marion – Florence, USD 410 Durham – Hillsboro – Lehigh, and USD 487 Herington. Motion seconded by Mark Wendt. Carried 4-0

### 4. **Approval of Payment of Bills and Financial Reports**

Jan Helmer moved to approve the payment of bills totaling \$193,629.23 and the June 30, 2023, Income and Expense Reports. Motion seconded by Jessey Hiebert. Carried 4-0.



## July 18, 2023, Regular Board Meeting Minutes

### Page 3 of 3

#### 5. Business Items

##### a. Outside Teacher Contracts

Mark Wendt moved to approve the issuance of the following TEEN online and TEEN Virtual Academy teacher work agreements. Motion seconded by Jan Helmer. Carried 4-0.

A contract for the 2023 – 2024 school year for Kim Coover to serve as an Anatomy and Physiology (Year-Long Course) and Health Care Work Experience (Year-Long Course) online teacher for \$1,000 per semester and \$20 per student per semester per course

A contract for the 2023 – 2024 school year for Ellen Haslouer to serve as a Teaching as a Career (Year-Long Course) online teacher for \$880 per semester plus \$17.50 per student per semester per course

A contract for the 2023 – 2024 school year for Elanor Klenda to serve as an Introduction to Health Care (Year-Long Course) and Introduction to Health Care (Semester Course) online teacher for \$1,000 per semester and \$20 per student per semester per course

Mark Wendt moved for the Board to go into executive session at 6:20 p.m. to discuss non-elected personnel performance pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 6:30 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jan Helmer. Carried 4-0.

#### Regular Session

##### d. Director Compensation

Mark Wendt moved to approve a 7.07% increase in salary for TEEN Director Lena Kleiner for Fiscal Year 2024 and to approve a monthly health insurance contribution equal to the premium of the ESSDACK Health Insurance Group \$1,400 deductible family health insurance. Motion seconded by Jan Helmer. Carried 4-0.

#### 6. Other/Discussion

- a. TEEN By-Laws Review
- b. TEEN Virtual Academy Graduation

#### 7. Next Meeting

#### 8. Adjournment

Mark Wendt adjourned the meeting at 6:37 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617**  
**Board of Directors Regular Meeting**  
**MINUTES**

**July 17, 2023**

(Meeting convenes at 6:30 p.m. in the MCSEC Board Room, 1500 E. Lawrence,  
Marion, KS)

**Board Members Present:** Terry Deines, Duane Kirkpatrick, Hope Reynolds

**Board Members Absent:** Jared Jost, Maynard Knepp

**Others Present:** Stacey Parks, Executive Director; Shayla Hodges, Board Clerk; Jeni Shipman, Business Manager; Todd Weeks

1. Call to order, welcoming of guests, and attendance  
Terry Deines called the meeting to order at 6:34 p.m.
- (AI) 2. Approval of Agenda  
**Duane Kirkpatrick moved to approve the amended agenda as presented, seconded by Hope Reynolds.**  
**Motion carried 3-0.**
- (AI) 3. Consent Agenda
  - a. Approval of the minutes of the June 19, 2023 regular meeting
  - b. Approval of the clerk's/treasurer's reports
  - c. Approval of the warrants (payment of bills) and journal entries
  - d. Approval of reimbursements/additional pay
  - e. Approval of gifts/grants
    - i. Harvey-Marion County CDDO Donation - \$35,000
  - f. Approval of July 1 cash balance
  - g. Consideration of resignations (licensed and/or classified)
    - i. Sarah Clements, Paraprofessional
    - ii. Rebekah Depler, Paraprofessional
    - iii. Jeffrey Jensen, Paraprofessional (Effective July 24, 2023)
    - iv. Amy Sterk, Paraprofessional
    - v. Tim Giles, Paraprofessional
  - h. Consideration of new hires/transfers (licensed and/or classified)
    - i. Tammy Smith, Paraprofessional
    - ii. Becky Pyle, Paraprofessional
    - iii. Sienna Sutton, Paraprofessional
  - i. Approval of Board Positions:
    - i. Clerk of the Board, Shayla Hodges
    - ii. Deputy Clerk of the Board, Jennifer Shipman
    - iii. Treasurer, Becky Savage
  - j. Resolution to Establish Home Rule
  - k. Resolution to Waive the Annual Requirement of Generally Accepted Accounting Principles

- l. Resolution to Rescind Policy Statements Found in Board Minutes and Re-Adopt Policy Manual
- m. Designate Official Newspaper (Marion County Record)
- n. Designate Official Depository of MCSEC Funds (Bank) and Designation of Authorized Check Signers (Cottonwood Valley Bank with Chairman of the Board, Clerk of the Board, Deputy Clerk of the Board and Treasurer of the Board as signers on the checking account. Designate Official Depository of Project Search Funds (bank) and Designation of Authorized Check Signers (Central National Bank with Business Manager, Director, Assistant Director, and Project Search Coordinator)
- o. Adopt Director's Spending Authority (\$20,000)
- p. Appointment of Representatives:
  - i. Flexible Spending and Blue Cross/Blue Shield, Jennifer Shipman and Shari Weisbeck
  - ii. Section 504 Monitor, Title VI, Title VII, Title IX and ADA Coordinator, Executive Director
  - iii. Freedom of Information Officer, Executive Director
- q. Approval of a School Attorney for 2023-2024 – (KASB)
- r. Approve Membership in the Kansas Educational Technology Consortium, WebKIDSS Fees in the amount of \$6,963.93
- s. Approve Membership Renewal to Kansas Infinitec Coalition in the amount of \$1,850.00
- t. Approve software license with Skyward Accounting System in the amount of \$3,268.29.00
- u. Approve Professional Leaving Management and Recruiting and Hiring with Frontline Education in the amount of \$9,986.26
- v. Approval of federal mileage rate of \$0.655/mile
- w. ITAV Agreement FY24

**Hope Reynolds moved to approve the consent agenda, seconded by Duane Kirkpatrick.**

**Motion carried 3-0.**

- (AI) 4. Alex Case, EMC Insurance Presentation

**Duane Kirkpatrick moved to approve the insurance premium of \$23,275 with EMC Insurance, seconded by Hope Reynolds.**

**Motion carried 3-0.**

(IO) 5. Special Executive Session

Terry Deines moved to go into executive session at 6:41 p.m. to discuss an employee's concerns, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director and the Board Members present and to have Todd Weeks on call and who may be excused when appropriate. Open session will return at 6:56 p.m. in this room. Motion seconded by Hope Reynolds.

Todd Weeks entered executive session at 6:44 p.m.

At 6:56 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 6:57 p.m. to discuss an employee's concerns, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director, Todd Weeks and the Board Members present and to have Todd Weeks excused when appropriate. Open session will return at 7:07 p.m. in this room. Motion seconded by Hope Reynolds.

Todd Weeks exited executive session at 7:04 p.m.

At 7:07 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:08 p.m. to discuss an employee's concerns, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director and the Board Members present. Open session will return at 7:13 p.m. in this room. Motion seconded by Hope Reynolds.

At 7:13 p.m. Terry Deines declared the meeting out of Executive Session.  
No action taken.

(IO) 6. Public Participation (Open Forum)

(AI) 7. New Business and/or Board Discussion Items

a. 2023-2024 OASIS Handbook

**Hope Reynolds moved to approve the 2023-2024 Oasis Handbook as presented, seconded by Duane Kirkpatrick.**

**Motion carried 3-0.**

b. OASIS 2023-2024 Calendar

**Duane Kirkpatrick moved to approve the 2023-2024 Oasis Calendar as presented, seconded by Hope Reynolds.**

**Motion carried 3-0.**

- c. Approve 2023-2024 Classified Handbook  
**Duane Kirkpatrick moved to approve the 2023-2024 Classified Handbook as presented, seconded by Hope Reynolds.**  
**Motion carried 3-0.**
- d. Resolution to Establish MCSEC Board Meeting Dates and Times for the 2023-2024 school year  
**Hope Reynolds moved to approve the Resolution to Establish Board Meeting Dates and Times for the 2023-2024 school year as the third Monday of every month at 6:30 p.m., with the exception of March 2024. March 2024 Board Meeting will be held on March 21st at 6:30 p.m., seconded by Duane Kirkpatrick.**  
**Motion carried 3-0.**
- e. Loyd Group Agreement for FY24  
**Hope Reynolds moved to approve the agreement with the Loyd Group for the fiscal year 2024 as presented, seconded by Duane Kirkpatrick.**  
**Motion carried 3-0.**
- f. Classified Substitute Rates for 2023-2024 school year  
**Hope Reynolds moved to approve the 2023-2024 classified substitute rate of \$12.00/hour or to follow the district classified substitute rate if it is more than \$12.00/hr, seconded by Duane Kirkpatrick.**  
**Motion carried 3-0.**
- g. KASB Policy Updates  
**Duane Kirkpatrick moved to approve the adoption of the KASB Policy updates as presented, seconded by Hope Reynolds.**  
**Motion carried 3-0.**
- h. Lines of Communication  
**Hope Reynolds moved to approve the lines of communication as presented, seconded by Duane Kirkpatrick.**  
**Motion carried 3-0.**
- i. Nursing Services Agreement with USD 410 for the 2023-2024 school year  
**Duane Kirkpatrick moved to approve the 2023-2024 Nursing Services Agreement as presented, seconded by Hope Reynolds.**  
**Motion carried 3-0.**

- j. Director Contract  
**Hope Reynolds moved to approve the amendment of the Directors Contract to include a phone stipend in the amount of \$50, seconded by Duane Kirkpatrick.  
Motion carried 3-0.**
- k. Staff Assignments for 2023-2024 school year  
**Terry Deines moved to approve the 2023-2024 Staff Assignments as amended, seconded by Duane Kirkpatrick.  
Motion carried 3-0.**
- l. Election of Chairperson and Vice-Chairperson  
**Hope Reynolds moved to approve postponing the election of the Chairperson and Vice-Chairperson of the MCSEC Board of Directors until January 15, 2024, seconded by Duane Kirkpatrick.  
Motion carried 3-0.**
- m. Agreement with Marion County Health Department for Vision and Hearing Screenings  
**Duane Kirkpatrick moved to approve the agreement with Marion County Health Department for Vision and Hearing screenings in the amount of \$7,500 for FY24, seconded by Hope Reynolds.  
Motion carried 3-0.**

- (IO) 8. Director's Report
  - a. Budget Report  
Jeni Shipman reviewed the cash ending balance, expenditures, and revenue reports as of June 30, 2023.  
No action taken.
  - b. 2023-2024 Salary Projection Cost  
No updates at this time.
  - c. Back-to-School In-Services and Trainings  
Stacey Parks provided the Board of Directors with an update in regards to back to school in-services and new staff trainings.  
No action taken.
- (IO) 9. Executive Session
  - a. Student matters  
Terry Deines moved to go into executive session at 7:52 p.m. to discuss a formal complaint with confidential student information where the actions adversely or favorably affect a student exception under KOMA

with the Director and the Board Members present. Open session will return at 7:57 p.m. in this room. Motion seconded by Hope Reynolds.

At 7:57 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:58 p.m. to discuss a formal complaint with confidential student information where the actions adversely or favorably affect a student exception under KOMA with the Director and the Board Members present. Open session will return at 8:00 p.m. in this room. Motion seconded by Hope Reynolds.

At 8:00 p.m. Terry Deines declared the meeting out of Executive Session.

No action taken.

b. Non-elected personnel

Terry Deines moved to go into executive session at 8:01 p.m. to discuss a future Psychologist contract, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director and the Board Members present. Open session will return at 8:11 p.m. in this room. Motion seconded by Hope Reynolds.

At 8:11 p.m. Terry Deines declared the meeting out of Executive Session.

No action taken.

(AI) 10. Other Actions as Required  
No other actions.

(AI) 11. Adjournment of Meeting  
Terry Deines adjourned the meeting at 8:12 p.m.

Next Regular Board Meeting: August 21, 2023 at 6:30 p.m. at MCSEC Office

AI = Action Item

IO = Information Item

DI = Discussion Item

**Marion County Special Education Cooperative #617  
Board of Directors Special Meeting  
MINUTES**

**July 28, 2023**

Meeting convenes at 8:00 a.m. via conference call in the MCSEC Board Room, 1500 E. Lawrence,  
Marion, KS

**Board Members Present:** Hope Reynolds (Via Phone), Terry Deines (Via Phone),  
Jared Jost (In-Person)

**Board Members Absent:** Duane Kirkpatrick, Maynard Knepp

**Others Present:** Stacey Parks, Director; Shayla Hodges, Board Clerk

1. Call to Order

**Terry Deines called the meeting to order at 8:00 a.m.**

2. Adoption of Agenda (AI)

**Jared Jost moved to approve the agenda as presented, seconded by  
Hope Reynolds.**

**Motion carried 3-0.**

3. Discussion/Action (AI)

- a) Consideration of New Hire

**Jared Jost moved to approve the hiring of Marilyn Bartel as an  
IEP Reader with a starting wage of \$16.50/hour for 20 hours per  
week, seconded by Hope Reynolds.**

**Motion carried 3-0.**

- b) Consideration of Transfer

**Jared Jost moved to approve the transfer of Todd Weeks from  
HHS to MHS, seconded by Hope Reynolds.**

**Motion carried 3-0.**

4. Adjournment

**Terry Deines adjourned the meeting at 8:01 a.m.**

AI = Action Item

IO = Information Item

DI = Discussion Item