

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

REGULAR BOARD MEETING

Monday, October 12, 2020
7:00 pm

USD 410 District Office Conference Room via Zoom
416 S. Date
Hillsboro, KS 67063

Agenda—Regular Board Meeting
USD 410 District Office Conference Room
October 12, 2020, 7:00 p.m.

- A. Meeting called to order
- B. Approval of regular and consent agenda
 - 1. September Regular Board Minutes (Appendix A)
 - 2. Out of State Trips
 - 3. Donations
- C. Action and Discussion Items
 - 1. Distribution from USD 410 Gifts and Grants
 - 2. KESA Year #5 Accreditation Early Release Dates
- D. Executive Session for Personnel
- E. Personnel
 - 1. Resignation and Rehire
 - 2. Supplemental Contract
- F. Reports
 - 1. Superintendent
 - a. TEEN Virtual Program Report (Appendix B)
 - 2. TEEN (Appendix C)
 - 3. MCSEC (Appendix D)
 - 4. Business Manager (Financials)
- G. Adjournment

Annotated BOE Agenda October 12, 2020

A. Meeting Called to Order

B. Approval of Regular and Consent Agenda

Consent Agenda

The U.S.D. 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. Board Meeting Minutes (Appendix A)

Minutes from the September 14 Regular BOE meeting are included as Appendix A.

➤ **Recommended Action**

Motion to approve the September 14 regular board meeting minutes

2. Out of State Trips

The following organizations have planned for out of state trips during the 2020-21 school year. No funding for these trips is being requested with the exception of the use of a school vehicle. All expenses, including the drivers cost and fuel, if applicable, is the responsibility of the traveling organization. We will only travel if the area of destination meets traveling requirements established by the CDC, KDHE, and the Marion County Health Department.

a. TSA Trip

- Purpose: 2020 National TSA Conference
- Destination: Orlando FL.
- Dates: June 23-27, 2021
- Estimated # of Students: Depending on State TSA Qualifiers
- Estimated # of Adult Sponsors: at least 1; more if needed

b. Music Trip

- Purpose: Educational / Field Trip / Performance
- Destination: St. Louis, MO
- Dates: May 1 & 2, 2021 (leaving at midnight Friday)
- Estimated # of students: 45
- Estimated # of sponsors: 7

➤ **Recommended Action**

Motion to approve the TSA and Music groups out of state trips. We will only travel if the area of destination meets traveling requirements established by the CDC, KDHE, and the Marion County Health Department.

3. Donations

Donor	Gift	Purpose
Atmos Energy	\$5000.00	Food Program Donation
Hillsboro Animal Clinic	\$436.50	FFA Program
Co-op Grain	2 stock tanks	Fall Sport Teams
Cathy Fish	200 Masks	USD 410 Students and Staff

- **Recommended Action**
Motion to accept donations as listed

- **Recommended Action:**
Motion to approve the regular agenda
Motion to approve the consent agenda

C. Action & Discussion Items

1. Distribution from USD 410 Gifts and Grants

We recommend the Board approve the distribution of \$1,245 of Brad Neuenschwander Memorial donations from the USD 410 Gifts and Grants Fund to the Hillsboro Community Foundation’s Hillsboro Trojan Family Scholarship Fund. This new scholarship fund will be available to current and past Hillsboro High School graduates pursuing any post-secondary education or technical certification.

- **Recommended Action**
Motion to approve the distribution of \$1,245 of Brad Neuenschwander Memorial donations from the USD 410 Gifts and Grants Fund to the Hillsboro Community Foundation’s Hillsboro Trojan Family Scholarship Fund.

2. KESA Year #5 Accreditation Early Release Dates

We are asking the Board to consider four early student release dates to provide us the time we need to work on our KESA Year #5 Accreditation. We would release our students at 1:30 PM on these three dates to allow our building administration and faculty to work on our KESA Year #5 Accreditation which is due to KSDE in early March of 2021.

Early Release Dates

- Wednesday, November 18, 2020 @ 1:30 PM
- Wednesday, December 9, 2020 @ 1:30 PM
- Wednesday, February 3, 2021 @ 1:30 PM

These early release dates will allow us time to complete our necessary work for our five-year accreditation cycle. We have scheduled our OVT visit for Wednesday, February 17, 2021.

- **Recommended Action**
Motion to approve the following three dates for student early release days from school at 1:30 PM. These early release dates will allow us time to complete our necessary work for our five-year accreditation cycle. We have scheduled our OVT visit for Wednesday, February 17, 2021.
- Wednesday, November 18, 2020 @ 1:30 PM
- Wednesday, December 9, 2020 @ 1:30 PM
- Wednesday, February 3, 2021 @ 1:30 PM

D. Executive Session for Personnel

Motion for the Board to go into executive session to discuss resignation & rehire, supplemental contracts 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. Resignation & Rehire

Sherlyn Hill resigned as Route Bus Driver on August 21, 2020 and was rehired on October 1, 2020 as Route Bus Driver for \$13.10 per hour.

➤ ***Recommended Action***

Motion to approve Sherlyn Hill's resignation and rehire as Route Bus Driver for \$13.10 per hour.

2. Supplemental Contracts

HHS Musical Assistant (Props and Costumes) (.3 of 6%) – Lynn Just - \$793.00

➤ ***Recommended Action***

Motion to approve Lynn Just as HHS Musical Assistant (Props and Costumes)

F. Reports

1. Superintendent

a. TEEN Virtual Program Report (Appendix B)

2. TEEN (Appendix C)

3. MCSEC (Appendix D)

4. Business Manager (Financials)

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.

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

**MINUTES – REGULAR BOARD MEETING
USD 410 District Office Conference Room
September 14, 2020 7:00 p.m.**

Members Present:

Mark Rooker	Jared Jost	Tim Kaufman
Kim Klein	Jim Paulus	Joe Sechrist
Rod Koons (arrived at 7:07 p.m.)		

Administrators:

Max Heinrichs

Others (In Person):

Jerry Hinerman, Clerk

Others (Via Zoom):

Jami North	Laura Paulus	Alexander Simone
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A. Meeting Called to Order

Board President Mark Rooker called the meeting to order at 7:00 p.m.

B. Approval of Regular and Consent Agenda

Joe Sechrist moved to approve the regular agenda and the consent agenda. Motion seconded by Jim Paulus. Carried 6-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the August 10, 2020, regular board meeting
2. Motion to approve the minutes of the August 14, 2020, special board meeting
3. Motion to approve the following building and district level committees

Hillsboro Elementary School Site Council

Evan Yoder	Vickie Brubacher	Kristen Davis
Brandi Hein	Dionne Loewen	Candace Moss
Bridgette Meliza	Shari Sisk	Amber Winter

Hillsboro Elementary School Building Leadership Team

Evan Yoder	Michele Berens	Emily Dalke
Carisa Funk	Autumn Hardey	Julie Linnens
Jill Siebert		

Hillsboro Middle/High School Site Council

Clint Corby	Jana Dalke	Tammy Daniels
Sharon Diener	Brandi Hein	Rachel Hein
Treena Lucero	Michele Melton	

Hillsboro Middle/High School Building Leadership Team

Clint Corby	Jessica Bowman	Tamara Cassidy
Jill Hein	Nathan Hiebert	

District Site Council

All members of the Hillsboro Elementary School Site Council and the Hillsboro Middle/High School Site Council

District Leadership Team

Max Heinrichs	Evan Yoder	Clint Corby
Autumn Hardey	Jill Hein	Jerry Hinerman
Brad Just	Robert Rempel, Ex Officio Member	
Karen Goossen, Ex Officio Member	Keith Goossen, Ex Officio Member	

District Gemini Launch Team

Max Heinrichs	Evan Yoder	Clint Corby
Autumn Hardey	Jill Hein	Michele Berens
Jessica Bowman	Tamara Cassidy	Nathan Hiebert

District Technology Committee

Max Heinrichs	Clint Corby	Robert Rempel
Sandy Arnold	Darlene Bartel	Russell Bennett
Dennis Boldt	Heather Corby	Debbie Dick
Connor Hiebert	Henry Hein	Elizabeth Hill
Jerry Hinerman	Brad Just	Lena Kleiner
Jim Paulus	Janet Whisenhunt	

District Professional Development Committee

Max Heinrichs	Evan Yoder	Clint Corby
Dustin Dalke	Emily Dalke	Bob Woelk

District Athletic Operations Committee

Max Heinrichs	Robert Rempel	Jerry Hinerman
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- Motion to approve the following donations:
 - Donation of \$12,437.00 from St. Stephen's of Kansas Charitable Trust to be used for the Hillsboro Middle/High School GAP Program
 - Donation of \$5,142.00 from St. Stephen's of Kansas Charitable Trust to be used for the Hillsboro Middle/High School CTE Program
 - Donation of \$2,500.00 from the Hillsboro High School Athletics Booster Club to be used for Hillsboro Middle/High School Athletic Events Broadcasting
 - Donation of \$2,000.00 from the Hillsboro High School Athletics Booster Club to be used for Athletic Uniforms
 - Donation of \$595.20 from the Hillsboro High School Athletics Booster Club to be used for Tennis Score Posts
 - Donation of \$165.00 from the Hillsboro High School Athletics Booster Club to be used for Tennis Balls
 - Donation of \$500.00 from the Central Kansas Community Foundation Drew Cederberg Memorial Legacy Fund to be used for the Hillsboro Elementary School After-School Program
 - Donation of \$96.00 from USD 410 Patrons to be used for Student Supplies

C. Quarterly Principal Reports

Due to scheduling conflicts, principals were unavailable to provide quarterly reports.

D. Action/Discussion Items

1. USD 410 2020 – 2021

Joe Sechrist moved to change the November 9, 2020, regular board meeting to start at 6:00 p.m. in the USD 410 District Office Conference Room. Motion seconded by Jared Jost. Carried 6-0.

E. Executive Session – Personnel

Mark Rooker moved for the Board to go into executive session at 7:05 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 7:15 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jared Jost. Carried 6-0.

Rod Koons arrived at 7:07 p.m.

Regular Session

F. Personnel

1. Retirements

a. Marilyn Ratzlaff – Hillsboro Elementary School Classroom Aide
Joe Sechrist moved to approve the retirement of Marilyn Ratzlaff from her position as Hillsboro Elementary School Classroom Aide effective August 15, 2020. Motion seconded by Tim Kaufman. Carried 7-0.

2. Certified Staff

a. Nathan Hiebert – CTE Director
Joe Sechrist moved to approve a salary of \$3,700 for Nathan Hiebert to serve as CTE Director for the 2020 – 2021 school year. Motion seconded by Jim Paulus. Carried 7-0.

b. Lena Kleiner – TEEN Director
Tim Kaufman moved to approve the following for TEEN Director Lena Kleiner. Motion seconded by Jared Jost. Carried 7-0.

A \$1,000 salary increase

A health insurance contribution equivalent to a \$1,300 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group

3. Classified Staff

a. Joeb Corona – USD 410 Second Shift Custodian
Joe Sechrist moved to approve the hiring of Joeb Corona to serve as USD 410 Second Shift Custodian for \$13.00 per hour to work 8 hours per day. Motion seconded by Jim Paulus. Carried 7-0.

b. Connie Beavers – Hillsboro Elementary School Classroom Aide
Jim Paulus moved to approve the hiring of Connie Beavers to serve as Hillsboro Elementary School Classroom Aide for \$12.00 per hour to work 6.5 hours per day. Motion seconded by Joe Sechrist. Carried 7-0.

4. Supplemental Contracts
 - a. Holly Dalke – Hillsboro High School Assistant Volleyball Coach
Tim Kaufman moved to approve the issuance of a contract to Holly Dalke to serve as Hillsboro High School Assistant Volleyball Coach. Motion seconded by Joe Sechrist. Carried 7-0.
 - b. Adam North – Hillsboro High School Academic Detention Supervisor
Joe Sechrist moved to approve the issuance of a contract to Adam North to serve as Hillsboro High School Academic Detention Supervisor. Motion seconded by Jim Paulus. Carried 7-0.

G. Reports

1. Superintendent's Report
 - a. Fall Participation Numbers
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report
Joe Sechrist moved to approve the payment of bills totaling \$849,437.07 and the following reports. Motion seconded by Rod Koons. Carried 7-0.
 - USD 410 Activity Account Report
 - USD 410 Activity Account Bank Reconciliation
 - District Report of Transfers
 - District Cash Summary Report
 - District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
 - District Expense Budget Report

H. Adjournment

President Mark Rooker declared the meeting adjourned at 7:42 p.m.

Jerry Hinerman, Clerk

**TEEN Virtual Academy
USD 410 BOE Report
October 5, 2020**

Enrollment (as of 10/05/2020)

USD 410
14 (19 and under)
6 (Adults 20 and over)

TVA Totals
51 (19 and under)
11 (Adults 20 and over)

TVA Courses taught by USD 410 Teachers

Darrel Knoll--English 10, English 12, World History, US History
Nathan Hiebert--Economics, Career & Life Planning, Strategies for Academic Success, Career Explorations, Business Essentials, Online Learning & Digital Citizenship
Dustin Dalke--Art History I, Introduction to Art
Jeff Haslett--Foundation to Personal Wellness, Lifetime Fitness

Estimated Funding (All 4 Districts)

*19 and Under Full-Time	\$200,000
*19 and Under Part-Time	5,440
<u>20 and Over (10.0 Credits)</u>	<u>7,090</u>
TOTAL	\$212,530

*Adjustments may be made for special education minutes

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
September 16, 2020, Regular Board Meeting Minutes
USD 410 Durham – Hillsboro – Lehigh District Office
6:00 p.m.

Members Present:

Mark Rooker, Chairperson
Shayla Clark (via Zoom)

Jan Helmer (via Zoom)
Eric Carlson (arrived at 6:01 p.m. via Zoom)

Member Absent:

Mark Wendt

Others Present:

Lena Kleiner, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Rooker called the meeting to order at 6:01 p.m.

2. Approval of Regular Agenda

Shayla Clark moved to approve the agenda. Motion seconded by Jan Helmer. Carried 3-0.

Eric Carlson arrived at 6:01 p.m. via Zoom

3. Approval of Board Minutes

Jan Helmer moved to approve the minutes of the August 19, 2020, regular board meeting. Motion seconded by Shayla Clark. Carried 4-0.

4. Approval of Payment of Bills and Financial Reports

Jan Helmer moved to approve the payment of bills totaling \$9,168.31 and the September 16, 2020, Income and Expense Reports. Motion seconded by Shayla Clark. Carried 4-0.

5. Business Items

Executive Session for Personnel

Mark Rooker moved for the Board to go into executive session at 6:10 p.m. to discuss non-elected personnel pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 6:15 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jan Helmer. Carried 5-0.

Regular Session

a. TEEN Director Evaluation

6. Other/Discussion

- a. Fall Online Class Enrollments
- b. Bandwidth Increase
- c. Fiber Cut
- d. TEEN Virtual Academy Update
- e. TEEN Personnel Directory

7. Next Meeting

8. Adjournment

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

Jerry Hinerman, Clerk

Marion County Special Education Cooperative #617
Board of Directors Regular Meeting
Minutes
September 21, 2020

(These minutes are unofficial until approved by the Board of Directors)

Members Present	Members Absent	Others Present
Terry Deines, Presiding	Donna Glover	Kara Spittles, Director
Duane Kirkpatrick		Patty Putter, Business Clerk
Bryant Miller		Shayla Hodges, Clerk
Jared Jost		

- I. Call to Order
Terry Deines called the meeting to order at 6:35 p.m. in the MCSEC Board Meeting Room.
- II. Adoption of Agenda
Jared Jost moved to adopt the agenda with the addition of Denise May to Item E. 1. PDC Committee Members. Seconded by Duane Kirkpatrick.
Carried 5 - 0
- III. Consider Consent Agenda
- A. Approve Minutes of August 17, 2020 Regular Meeting, August 25, 2020 Special Meeting and August 26, 2020 Special Meeting
- B. Classified Staff Resignations, Terminations
1. Julie Carson – MHS Para
 2. Connie Beavers – HES Para
 3. Mindy Ruck – MES Para
- C. Classified Staff Appointments
1. Marcie Haas – Bus Para (Reinstated)
 2. Kelli Willis – GES Para
 3. Whitney Miller – MES Para
 4. Erik Harris – HHS Para
 5. Shayla Hodges – Board Clerk/Administrative Assistant
 6. Jeni Smith – Assistant Business Clerk
 7. Aften Amos – MMS Para
 8. Amy Harshman – MES Para
- D. Approve Treasurer’s Report and Payment of Bills/Approve Journal Entries
- E. Approve Staff Committees
1. PDC Committee: Kristen Lindsay, Stacey Parks, Susan Wallace, Kim Smith, Kara Spittles, Shayla Hodges, Denise May
 2. Illness & Disability Pool Committee: Megan Stevens, Sandra Ruder, Kara Spittles

3. Autism Team: Teresa Moritz, Heather Christner, Robert Haude, Kristy Andres, Stacey Parks, Ann Janzen
 4. Assistive Tech Committee: Teresa Moritz, Denise May, Stacey Parks.
- F. Approve Para Substitute Wages – Substitute pay rate of \$9.00/hour or follow district para substitute pay, whichever is higher
- G. Approve MCSEC #617 Policy Updates
1. CF (Board – Superintendent Relations)
 2. DFE (Investment of Funds)
 3. GAAB (Complaints of Discrimination)
 4. GAAC (Sexual Harassment)
 5. GAAD (Child Abuse)
 6. GAOC (Tobacco-Free School Grounds for Staff)
 7. HAE (Board Negotiating Representatives)
 8. IJ (Evaluation of Instructional Program)
 9. JCDA (Tobacco-Free School Grounds for Students)
 10. JGEC (Sexual Harassment)
 11. JQKA (Foreign Exchange Students)
 12. KMA (Tobacco-Free School Grounds for Visitors)
 13. KN (Complaints Form)
 14. KN (Complaints)
 15. TOC (Chapter G)
 16. TOC (Chapter H)
 17. TOC (Chapter I)
 18. TOC (Chapter J)
 19. TOC (Chapter K)

Jared Jost moved to approve the Consent Agenda, seconded by Bryant Miller.

Carried 5 - 0

IV. Discussion/Action

A. Personnel

Terry Deines moved to go into executive session at 6:38 p.m. for personnel matters relating to insurance benefits, with Kara Spittles and the board members present, and to return to open session at 6:48 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Duane Kirkpatrick.

Carried 5 – 0

At 6:48 p.m. Terry Deines declared the meeting out of Executive Session. No action taken at this time.

Carried 5 – 0

B. Central Office Policy Changes (Leave, Comp Time)

C. Executive Session

Terry Deines moved to go into executive session at 6:49 p.m. for personnel matters relating to classified staff policies, with Kara Spittles and the board members present, and to return to open session at 6:59 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Duane Kirkpatrick.

Carried 5 – 0

At 6:59 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:00 p.m. for personnel matters relating to benefits, with Kara Spittles and the board members present, and to return to open session at 7:10 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Duane Kirkpatrick.

Carried 5 – 0

At 7:10 p.m. Terry Deines declared the meeting out of Executive Session. No action taken at this time.

- V. Director/Board Discussion/Comments
 - A. SPARK Direct Aid Plan
 - B. Technology Upgrades Proposal
 - C. Superintendent and Principal Meetings
 - D. District/Building Director Visits
 - E. Update on Significant Disproportionality
 - F. ESSA Federal Funds Report
 - G. SJHL Financial Audit
- VI. Agenda items for Next Meeting, October 19, 2020
 - A. Updates on Evaluations
- VII. Adjournment
 - Terry Deines adjourned the meeting at 7:29 p.m.