

USD 217 BOARD OF EDUCATION
Regular Meeting Minutes
July 10, 2023 6:30 p.m.
Staff Development Room of the District Office

Call to Order

The regular meeting of the Board of Education of USD 217 was called to order by President Jason LaRue at 6:39 p.m. in the Hays Educational Center.

Roll Call

Members present as follows:

Jason LaRue	Troy Bolin(absent)	Bret Hall(absent)	Troy Cooper
Courtney Reza(absent)	Phoebe Brummett	Kim Hull(via Zoom)	

Others Present:

Dettra Crawford, Superintendent, Principal
Lena Martens, Clerk

Guest(s) present as registered:

Jamie Milburn
Cassie Thrall
Pete Milburn

Amendments and/or Approval of Agenda

- *Phoebe Brummett moved to approve the agenda. Troy Cooper seconded. Motion carried: 4-0.*

Organizational Meeting

Phoebe Brummett nominates Jason LaRue as Board President.

- *Phoebe Brummett moved that nominations cease, and Jason LaRue be elected by acclamation. Kim Hull seconded. Motion carried: 4-0*

Phoebe Brummett nominates Courtney Reza as Vice President of the Board.

- *Phoebe Brummett moved that nominations cease, and Courtney Reza be elected by acclamation. Jason LaRue seconded. Motion carried: 4-0.*

- *Jason LaRue moved to appoint Lena Martens as the designated Board Clerk and Jamie Milburn as the District Treasurer. Troy Cooper seconded. Motion carried: 4-0.*

- *Jason LaRue moved to appoint Jason LaRue, Phoebe Brummett and Troy Cooper to the Board Policy Committee. Phoebe Brummett seconded. Motion carried: 4-0*

- *Jason LaRue moved to appoint the Dream First as official depositories for the school district, and to approve Jason LaRue, Courtney Reza, Phoebe Brummett, Kim Hull, Bret Hall, Troy Cooper, Lena Martens, and Jamie Milburn as authorized bank signatories and add Dettra Crawford to Authorized bank signatories for Superintendent Petty Cash, HS Petty Cash and Activity Fund accounts and Safety Deposit Box and remove Troy Bolin from all accounts. Phoebe Brummett seconded. Motion carried: 4-0*

➤ ***Phoebe Brummett moved to adopt the following nine resolutions:***

- A. Resolution to Establish Regular Board of Education Meeting Dates
- B. Resolution to Establish Regular Board Policy Committee Meeting Dates
- C. Resolution for Rescinding Policy Statements Found in Board Minutes & Adoption of Current Written Board Policies
- D. Resolution to Establish Home Rule by Board of Education
- E. GAAP Resolution
- F. Resolution to Establish Superintendent's Petty Cash Fund
- G. Resolution to Establish Principals' Petty Cash Fund
- H. Resolution to Establish an Activity Fund
- I. Resolution Authorizing Destruction of Records

➤ ***Jason LaRue seconded. Motion carried: 4-0***

2023 - (A)

RESOLUTION TO ESTABLISH REGULAR MEETING DATES

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 217, Morton County, Kansas, at its regular meeting held July 10, 2023, established the following meeting schedule for regular board of education meetings to be held during the 2023-2024 school year:

Hour of commencing the meeting:	<u>6:30 p.m.</u>
Day of the week the meeting will be held:	<u>Monday</u>
Week of the month the meeting will be held:	<u>Week Including Second Monday of the Month</u>
Meeting place:	<u>Hays Educational Center</u>

If the established meeting date falls on a legal holiday or a holiday specified by the board of education, such regular meeting will be held the following day at the same place, commencing at 6:30 p.m. If the established meeting is canceled because of an emergency, within 24 hours of such cancellation, the board shall establish and give notice of the new meeting date and time.

The board of education reserves the right to adjourn any regular meeting to another time and place.

2023 - (B)

RESOLUTION TO ESTABLISH BOARD POLICY COMMITTEE REGULAR MEETING DATES

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of USD 217, Morton County, Kansas, at its regular meeting held July 10, 2023, established the following meeting schedule for regular Board of Education policy meetings to be held the 2023-2024 school year:

Hour of commencing the meeting: 6:30 p.m.
Day of the week the meeting will be held: Tuesday
Week of the month the meeting will be held: Week Including Third Tuesday of Month
Meeting place: Hays Educational Center

The Board Policy Committee reserves the right to adjourn any regular meeting to another time and place.

2023 - (C)

RESOLUTION FOR RESCINDING POLICY STATEMENTS FOUND IN BOARD MINUTES & ADOPTION OF CURRENT WRITTEN BOARD POLICIES

Be it resolved that all policy statements found in the minutes of this board of education prior to June 30, 2023, be rescinded, and that the Board of Education adopt the written policies as presented and recommended by the superintendent of schools, to govern this school district during the 2023-2024 school year, subject to periodic review, amendment, and revision by the board of education.

2023 - (D)

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

WHEREAS, the Board of Education of Unified School District No. 217, Morton 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. 217, Morton County, Kansas, that the board shall exercise the power granted by law and by this resolution.

2023 - (E)
**RESOLUTION TO WAIVE THE ANNUAL REQUIREMENT
OF GENERALLY ACCEPTED ACCOUNTING
PRINCIPLES AND FIXED ASSET ACCOUNTING**

WHEREAS the Board of Education of Unified School District 217, Morton County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2023, 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 or the members of the general public of the Unified School District 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, 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 217, Morton County, Kansas, in the regular meeting duly assembled this 10th day of July, 2023, that the Board requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the Unified School District for the year ended June 30, 2023.

BE IT FURTHER RESOLVED THAT THE Board shall cause the financial statements and financial reports of the Unified School District 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.

2023 - (F)
**RESOLUTION TO ESTABLISH
SUPERINTENDENT'S PETTY CASH FUND**

WHEREAS, the Board of Education of Unified School District 217, Morton County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes as deemed necessary by the Superintendent.

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 217, Morton County, Kansas that a petty cash fund designated as the Superintendent's Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures as deemed necessary by the Superintendent. The fund shall be in the amount of \$500.

The fund shall be administered by the Superintendent. The secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month. 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

2023 - (G)
RESOLUTION TO ESTABLISH
PRINCIPALS' PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District 217, Morton County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes as deemed necessary by the Principals.

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 217, Morton County, Kansas that a petty cash fund designated as the Principals' Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures as deemed necessary by either Principal. The fund shall be in the amount of \$300.

The fund shall be administered by the Principals. The secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month. 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

2023 - (H)
E. RESOLUTION TO ESTABLISH AN ACTIVITY FUND

WHEREAS, the Board of Education of Unified School District 217, Morton County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 217, Morton County, Kansas, that an activity fund designated as the activity fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

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

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

2023 - (I)
RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS

Be it resolved that the Board of Education of USD 217, Morton County, Kansas shall authorize the Clerk of the Board to destroy the records pursuant to K.S.A. 72-5369 and 72-5370.

List of records to be destroyed:

- Original bookkeeping books of entry, claims, vouchers and purchase orders – 5 years
 - Official bonds of surety or indemnity – 5 years after termination of employment of covered employee
 - Insurance Policies – 5 years after expiration of policy
 - Formal Audit Reports – 5 years
 - Financial reports relating to programs supported by federal funds – 3 years or time specified in federal law
 - Financial papers (warrants, checks, receipts, etc.) – 6 months after formal audit reports are filed
 - Bonds or coupons stamped paid or canceled and returned to district by state fiscal agent – 6 months after next formal audit of the district
- ***Jason LaRue moved to adopt Elkhart Tri-State News as official district publication, and to appoint Nathan Foreman as the school attorney. Phoebe Brummett seconded. Motion carried: 4-0***
- ***Jason LaRue moved to adopt the 1116-hour school calendar. Phoebe Brummett seconded. Motion carried: 4-0***
- ***Jason LaRue moved to appoint the following:***
- ***Lena Martens as designated KPERs Representative***
 - ***Dettra Crawford as Freedom of Information Officer, Title Programs Coordinator***
 - ***Tammi Bolin as authorized representative for Food Service***
 - ***Dettra Crawford as Hearing Officer for free and reduced priced meal appeals***
 - ***Jamie Milburn as Determining Official for free and reduced priced meal applications***
 - ***Dettra Crawford as Truancy Officers for K-12***
 - ***Dettra Crawford as Section 504 Coordinator and Homeless Liaison***
 - ***Jason LaRue as KASB Governmental Relations Network representative and all other board members as alternate.***
 - ***Phoebe Brummett to HPEC Board and all other board members as alternate.***
 - ***Jason LaRue, Courtney Reza, and Kim Hull to serve on the negotiation team.***
- ***Phoebe Brummett seconded. Motion carried: 4-0***
- ***Jason LaRue moved to adopt K.S.A. 72-5209 et.seq. as immunization policy and K.S.A. 12-105(b) as early payment policy. Phoebe Brummett seconded. Motion carried: 4-0***
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2023-2024 Meal Prices

Breakfast: Grades K-5: \$2.15 6-12: \$2.25 Employees: \$3.00 Adult Guests: \$4.00

Lunch: Grades K-5: \$3.15 6-12: \$3.25
Reduced Breakfast: .30
Extra Milk: .50
Yogurt: \$1.00

Employees: \$5.00 Adult Guests: \$6.00
Reduced Lunch: .40
Sandwich: \$1.75
Seconds: \$1.75

- *Driver's Education Tuition: \$125 in district and \$325 out-of-district*
- *Student physicals: Price is determined by Clinic*
- *Mileage reimbursement at 65.5 cents per mile*
- *Supply Fee: \$35.00*

- *Jason LaRue moved to establish meal prices, supply fees, miscellaneous fees, mileage reimbursement rates as listed above and to adopt the 2023 KSDE CNW Program Agreement, Procurement Plan, Unpaid Meal Policy, and Standard of Conduct. Troy Cooper seconded. Motion carried: 4-0*
- *Jason LaRue moved to establish the Substitute rate as follows: \$125 per day. Troy Cooper seconded. Motion carried: 4-0*

Public Open Forum* (See comments)

Adoption of Consent Agenda Items

Approval of Minutes of June 12, 2023 Regular Meeting and Activity Funds Report

- *Jason LaRue moved to approve the minutes of the June 12, 2023 regular meeting and the activity funds report. Phoebe Brummett seconded. Motion carried: 4-0*

Clerk's & Treasurer's Reports

Warrant Reports / Treasurer's Report / Budget Report

- *Phoebe Brummett moved to pay the warrants, approve the fund activity report, petty cash, and credit cards. Kim Hull seconded. Motion carried: 4-0.*

Executive Session (if needed)

Personnel

A. Resignations

There are no resignations.

B. Approve PE Teacher Hire

- *Jason LaRue moved to approve Ashlie Huber as the JH/HS PE teacher. Troy Cooper seconded. Motion carried: 4-0*

C. Music Teacher Position

The music position is still open.

D. Approve Supplementals/JH Head/Asst BB/Track Coaches

- *Jason LaRue moved approve the updated schedule presented by Dettra Crawford with changes to the JH basketball and Assistant Track positions. Phoebe Brummett seconded. Motion carried: 4-0*

E. Negotiations

- **Jason LaRue motioned for executive session to discuss nonelected personnel for 20 minutes under KOMA. Phoebe Brummett seconded. Motion carried: 4-0**
 - 7:01 pm Entering executive session were Jason LaRue, Phoebe Brummett, Troy Cooper, Kim Hull and Dettra Crawford
 - 7:21 pm Exiting executive session were Jason LaRue, Phoebe Brummett, Troy Cooper, Kim Hull and Dettra Crawford
- **Jason LaRue motioned for executive session to discuss nonelected personnel for 20 minutes under KOMA. Phoebe Brummett seconded. Motion carried: 4-0**

Administrative Reports

- A. Dettra Crawford, Superintendent Principal

Old Business

A. Updated Roof Estimates

Pete Milburn presented The Board with updated roofing estimates.

- **Phoebe Brummett moved to accept the bid from AR Roofing. Jason LaRue seconded. Motion carried: 4-0**

B. HVAC Contract

The board was given an update on our P1 contract.

New Business

A. Student Insurance Renewal Quote

- **Phoebe Brummett moved to accept the renewal quote from the Gill Agency for student insurance at \$1,707.00 for the 2023-24 school year. Jason LaRue seconded. Motion carried: 4-0**

B. Budget Adoption/Hearing Dates

The school district will be exceeding the RNR rate and the process will be follow the later timeline for budget submission.

- **Jason LaRue moved to set the Budget Adoption hearing meeting for September 11th at 6:25pm. Phoebe Brummett seconded. Motion carried: 4-0**

C. KASB Convention

Dettra Crawford and Phoebe Brummett are interested in going to the KASB Convention In Topeka in November.

D. Adopt RNR resolution

- **Jason LaRue moved to adopt the Revenue Neutral Rate resolution if needed for the 2023-24 budget. Troy Cooper seconded. Motion carried: 4-0.**

E. Renew Employee New Directions Program

- *Phoebe Brummett moved to renew the New Directions services for employees for the 2023-24 school year. Troy Cooper seconded. Motion carried: 4-0*

F. Superintendent Technology

- *Jason LaRue moved to approve a docking station for the Superintendent. Phoebe Brummett seconded. Motion carried: 4-0*

Buildings & Grounds

Pete Milburn gave an update on the status of current projects. The painting and repairs on the rental houses are being completed as quickly as possible in spite of the rain. The roofs are going to be assessed by an adjustor. The pirate den doors are being repaired.

Other Minutes and Reports

- A. High Plains Educational
- B. Southwest Plains Regional Service Center

Announcements

No Action

Adjournment

- *Jason LaRue moved to adjourn the meeting at 8:43 pm. Phoebe Brummett seconded. Motion carried: 4-0*

Approved: _____
Presiding Officer

Lena Martens, Clerk

Board minutes are unofficial until approved by the Board of Education.