

**PROPOSED AGENDA
RILEY COUNTY UNIFIED SCHOOL DISTRICT NO. 378
BOARD OF EDUCATION**

**Monday, July 7, 2014
7:00 p.m.**

Pledge of Allegiance

I. Call to Order

A. Approval of Agenda as Presented or Amended

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

Election of Officers

President

Action Item:

Nominations: second:

Cease nominations: second

Yea _____ Nay _____

Vote:

Vice-President

Action Item:

Nominations: second:

Cease nominations: second

Yea _____ Nay _____

Vote:

New President will take over the remainder of the agenda

Patron Communications

A. Hearing of Students

B. Hearing of Visitor

C. Hearing of Principals-handbook changes/student fees/instructional fees/activity fees/accreditation compliance/immunization policy

A. School Board At-Large Vacant Position

Information Item

B. Approval of Minutes

Interest Based Bargaining (IBB) notes June 16, 2014

Regular June 16, 2014 Meeting
Special Year End Transfers June 30, 2014
Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

C. Approval of Financial Reports
1. June Month End Report
2. Visa Bill

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

II.

III. Old Business

C. Financial/Budget Year

Discussion Item

D. Approve used bus bids

Action Item
Action Item: Motion _____ Second _____
Action: Yea ____ Nay ____

E. Government Year Long Course

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

F. District Annual Report

Information Item

IV. Administrative Reports

A. Superintendent Reports
a. Update on district

Information Item

V. New Business

A. Approval of Annual Board Organization:

1) Motion to Rescind & Adopt Policy Handbook

BE IT SO MOVED, that all policy statements found in the minutes of this board of education prior to June 30, 2014, be rescinded, and the board of education adopt the board policy manual as presented and recommended by the superintendent of schools, to govern this school district during the 2014-15 school year, subject to periodic review, amendment and revised by the board of education.

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

2) Appoint Jenae Suderman Clerk of the Board for 2014-15

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

3) Appoint Sandy Glessner Treasurer of the Board for 2014-15

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

4) Appoint Arvid V. Jacobson Attorney for the Board for 2014-15

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

5) Appoint Superintendent to Administrative Positions

- a. Executive Officer for USD 378, Riley County Board Of Education
- b. Designated Representative for PL874
- c. Hearing Officer for Free/Reduced Meals Program
- d. Food Service Representative
- e. Freedom of Information Officer
- f. Twin Lakes Educational Cooperative (TLEC)
- g. Coordinator for Homeless Children Duties

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

6) Appoint Sandy Glessner as Designated KPERS Representative

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

**7) Appoint RCGS & R CHS Truancy Officers for 2014-15 :
Teresa Grant, Grades PreK-8
Antoinette Root , Grades 9-12**

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

8) Appoint Grade Level Principals as Compliance Coordinators for Title VI & VII, Title IX, Section 504, and the Age Discrimination Act (ADA)

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

9) Adopt Mileage Rate for 2014-15 state 56¢ cents per mile

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

10) Adopt The Riley State Bank and Leonardville State Bank as Official Depositories for District Funds

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

11) Appoint The Riley Countian as Official Newspaper for USD Riley County for 2014-15

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

12) Adopt 1,116 Hours for school year 2014-15

Action Item

Action Item: Motion ____ Second ____

Action: Yea ____ Nay ____

13) Adopt Early Payment Request [K.S.A. 12-105(b)]

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

14) Adopt FERPA policy

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

15) Adopt Fee for Copies of District Records

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

16) Adopt 72-5369. Destruction of records by school districts and community junior colleges per statute

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

17) Appoint Deputy Clerk-Dana Hebert

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

18) Appoint Records Custodian-Jenae Suderman

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

**19) Set Substitute Teacher pay: \$ 80 Emergency Substitute
\$85 Licensed Substitute**

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

**20) Establish Instructional Fees KSA 72-5390 & 5389 at \$40
per student**

Action Item
Action Item: Motion ____ Second ____
Action: Yea ____ Nay ____

**21) Establish Student Fees KSA 72-5390 & 5389 including
activity fee of \$40 for all 9-12 students**

Action Item

Action Item: Motion ____Second ____

Action: Yea ____ Nay ____

B. Establish Board of Education meeting dates by resolution - 07/07/14 A

Action Item

Action Item: Motion ____Second ____

Action: Yea ____ Nay ____

C. Adopt Generally Accepted Accounting Principles (G.A.A.P.) Waiver Resolution 07/01/14 B

NOW, THEREFORE BE IT RESOLVED , by the Board of Education of Unified School District No. 378, Riley County, Kansas, in a regular meeting duly assembled this 7th day of July, 2014 , that the Board of Education requests the Director of Accounts and Reports to waive the requirements of said law as they apply to the Unified School District No. 378, Riley County, Kansas.

Action Item: Motion _____Second_____

Action: Yea _____Nay_____

D. Establish Petty Cash Funds for School Year 14-15 by Resolution - Superintendent 's Office \$500-Resolution

07/07/14 C Action Item: Motion _____Second_____

Action: Yea _____Nay_____

E. Establish Petty Cash Funds for School Year 14-15 by Resolution 07/07/14 D - RCGS Office \$1000

Action Item: Motion _____Second_____

Action: Yea _____Nay_____

F. Establish Petty Cash Funds for School Year 14-15 by Resolution 07/07/14 E- RCHS Office \$1500

Action Item: Motion _____Second_____

Action: Yea _____Nay_____

G. Establish Student Activity Funds for RCHS for School Year

14-15 by Resolution 07/07/14 F

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

H. Establish Student Activity Funds for RCGS for School Year 14-15 by Resolution 07/07/14 G

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

I. Approve 2014-15 USD Food Service Plan, including Meal prices

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

J. Adopt Home Rule by resolution 07/07/ 14 H

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

K. Review Current Organizational chart including names of persons in each position

Information Item

L. USD 378 Board of Education Committees for 2014-15

Information Item

M. Review Insurance Carriers, Plans and Renewal dates

Information Item

VI. Personnel Report

***All these positions/contracts offered are contingent upon the person recommended to be hired passing the BOE directed background check.**

A. Executive Session for non-elected personnel for a period of 15 minutes with Superintendent

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

B. Executive Session for Matters relating to employer-employee negotiations for 15 minutes with the Superintendent

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

C. Remove from table- Approve rehire list contracts for Riley County district staff per Superintendent Starnes recommendation

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

D. Approve rehire list contracts for Riley County district staff per Superintendent Starnes recommendation

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

E. Approve contract for Riley County Grade School 9 month secretary -Trista Wickstrum per Teresa Grant's recommendation

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

F. Approve contract for Riley County High School English/Speech/Debate/Forensics teacher-coach-Heather Fink per Antoinette Root's recommendation

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

G. Approve contract for RCGS part time cook-Lisa Tindal per Grace Brown's recommendation

Action Item

Action Item: Motion _____ Second _____

Action: Yea _____ Nay _____

VII. Correspondence to the Board

1. Thank you-Larry Wendland
2. Thank you-Wayne Haller family

VII. Future Meetings:

The next special meeting for the purpose of budget will be held Monday, July 14, 2014 in the RCHS Library at 7:00 pm
The next regular meeting will be held **Monday, July 21 , 2014**, in the RCHS Library at **7:00 p.m.**

IX. Adjournment:

A motion should be made to adjourn the meeting.

Action Item

Action Item: Motion _____Second_____

Action: Yea _____Nay_____

**Mr. Brad Starnes
Superintendent**

ADMINISTRATIVE REPORTS

III. Old Business

A. School Board At-Large Vacant Position

B. Election of Officers

New President will take over the remainder of the agenda

C. Financial/Budget Year -additional funding for professional development, instructional supplies. Moving money from General Fund for budget flexibility so we may transfer the money to Capital Outlay for the new expenses of custodial and performance uniforms. If want to make changes to the budget then would need to have a special meeting per the enclosed Special Meeting budget timeline-publication dates, statutory requirements and BOE meeting dates.

D. Approve used bus bids

E. Government Year Long Course -presently the high school graduation requirement is ½ year or a semester of government. The social science scope and sequence rubric shows some areas are missing within our curriculums-the additional

semester may fill in some of those missing areas and/or move students closer to mastery.

- F. **District Annual Report-** includes highlights/accomplishments of the district for the 2013-14 School Year.

IV. **Administrative Reports**

A. Superintendent Reports

a. Update on district

V. **New Business**

A. Approval of Annual Board Organization:

1) Motion to Rescind & Adopt Policy Handbook

BE IT SO MOVED, that all policy statements found in the minutes of this board of education prior to June 30, 2014 , be rescinded, and the board of education adopt the board policy manual as presented and recommended by the superintendent of schools, to govern this school district during the 2014-15 school year, subject to periodic review, amendment and revised by the board of education.

This motion relieves the board of action taken during the 2014-15 school year that might be construed as “setting policy.” **At the same time, the board re-adopts the board policy handbook to guide them in the coming year.**

2) Appoint Jenae Suderman as Clerk of the Board for 2014-15

By statute, the board must approve a Board Clerk. I recommend Jenae Suderman be appointed to this position.

3) Appoint Sandy Glessner as Treasurer of the Board for 2014-15

By statute, the board must approve a Board Treasurer. I recommend Sandy Glessner be appointed to this position.

4) Appoint Arvid V. Jacobson as Attorney for the Board for 2014-15

I recommend the board appoint Arvid V. Jacobson as Attorney for the Board.

5) Appoint Superintendent to Administrative Positions

- a. Executive Officer for USD 378, Riley County Board Of Education
- b. Designated Representative for PL874
- c. Hearing Officer for Free/Reduced Meals Program
- d. Food service representative
- e. Freedom of Information Officer
- f. Twin Lakes Educational Cooperative (TLEC)

Items a. thru e. are required by the agencies we deal with for the **administration of their respective programs. Public Law 874 is the federal program that reimburses school districts for the taxes lost to federal installations, in our case Fort Riley and Tuttle Creek Reservoir. We are allowed to keep 25% of the funds without a deduction in state aid. I recommend that the board appoint the Superintendent to the above administrative positions.**

6) Appoint Sandy Glessner as Designated Agent for KPERs

The Kansas Public Employees Retirement System (KPERs) requires **that school boards annually appoint a Designated Agent (DA).** I recommend the board appoint Sandy Glessner as the Designated Agent for KPERs.

7) Appoint RCGS & RCHS Truancy Officers for school year 2014-15 Teresa Grant, Grades PreK-8 Antoinette Root , Grades 9-12

I recommend the board appoint the principals, Teresa Grant and Antoinette Root as truancy officers for their respective grade levels.

8) Appoint Grade Level Principals as Compliance Coordinators for Title VI & VII, Title IX, Section 504, ADA, and the Age Discrimination Act (ADA)

Title VI, related to the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of 1999 guarantee that discrimination will not occur on the basis of race, color, national origin, gender, disability, age, or religion, in the administration of the

district's programs and activities. These programs all require the appointment of compliance coordinators on an annual basis. I recommend that the Grade Level Principals, Teresa Grant, and Antoinette Root be appointed as Compliance Coordinators for Title VI & VII, Title IX, Section 504, and the Age Discrimination Act (ADA).

9) Adopt Mileage Rate for 201 4-15

As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the private vehicle maximum mileage reimbursement rates for FY 2014 at: of **\$.56 per mile** . I recommend the board adopt this mileage reimbursement rate for the 2014-15 school year. This rate is the state mileage rate paid for reimbursement per mile for use of a private vehicle.

10) Adopt The Riley State Bank and Leonardville State Bank as Official Depositories for District Funds for 2014-15

The Riley State Bank has the majority of the district funds. This is the result of their willingness to pay current U.S. Treasury Bill rates on our deposits. The High School Student Activity Fund rotates each year between The Leonardville State Bank and The Riley State Bank. I recommend both banks be identified as official depositories for district funds.

11) Appoint The Riley Countian as Official Newspaper for USD Riley County for 201 4-15

School districts are required to publish a number of items throughout the year, in the official newspaper for the district. I recommend the board appoint The Riley Countian as the official publication for the district.

12) Adopt 1,116 Hours for school year 2014-15

The state allows school districts the option of holding school for 186 days or 1,116 hours (186 x 6 hours per day). With 176 student contact days of approximately 6 hours and 45 minutes, we should be able to accumulate the **1,116 hours**. I recommend the board approve 1,116 hours for 2014-15.

13) Adopt Early Payment Request [K.S.A. 12-105(b)]

This procedure is authorized by statute and allows us to pay items such as the utility bills prior to the board's approval, if necessary.

14) Adopt FERPA policy

15) Adopt Fee for Copies of District Records

The Kansas Open Records Act (KORA) allows schools to charge a fee for providing access to or furnishing copies of public records. I recommend that a fee of \$.15 per copy and \$15.00 per hour after 15 minutes be established for requested copies of open records.

16) Adopt 72-5369. Destruction of records by school districts and community junior colleges per statute

The board of education of any school district or the board of trustees of any community junior college may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply:

- (a) Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders, five (5) years.
- (b) Formal audit reports, five (5) years.
- (c) Financial papers of any type relating to programs supported by federal funds, three (3) years or such longer time as may be required by applicable federal law.
- (d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate offices for a period of six (6) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.
- (e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.
- (f) Insurance policies, five (5) years after the expiration of the term thereof.
- (g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.

17) Appoint Deputy Clerk-Dana Hebert -if BOE clerk-Jenae Suderman is absent Dana would act in her absence.

18) Appoint Records Custodian-Jenae Suderman

19) Set Substitute Teacher pay: \$80 Emergency Substitute
\$85 Licensed Substitute- this is an
increase of \$5 a day.

20) Establish Instructional Fees KSA 72-5390 & 5389 at \$40
per student

21) Establish RCGS & RCHS Student Fees KSA 72-5390 &
5389 including activity fee of \$40 for all 9-12 students -
these fees are included in the RCGS & RCHS handbooks.

B. Establish Board of Education meeting dates by resolution -
07/07/14 A

C. Adopt Generally Accepted Accounting Principles (G.A.A.P.)
Waiver Resolution 07/0 7/14 B

The Kansas State Department of Education recommends the
waiver of Generally Accepted Accounting Principles to allow
school districts flexibility within their daily operations. I
recommend approval of the resolution as outlined in the
agenda.

D-F. Establish Petty Cash Funds for 201 4-15 by Resolution
07/07/2014 C-E

As a result of the 1994 legislature (HB 2802), boards must
officially establish petty cash funds in each building, specifying
the purpose and in identifying the individuals responsible for
these funds. The resolutions should read as follows:

BE IT SO MOVED that a Petty Cash fund be established at
the Superintendent's Office in the amount of \$500.00.
Identified as custodians of monies received from and for such
a fund will be Brad Starnes, Superintendent of School, and
Jenae Suderman, Administrative Secretary.

BE IT SO MOVED that a Petty Cash fund be established at
the Riley County Grade School Office in the amount of
\$1000.00. Identified as custodians of monies received from
and for such a fund will be Teresa Grant, Principals, and Dana
Hebert, Secretary.

BE IT SO MOVED that a Petty Cash fund be established at the Riley County High School Office in the amount of \$1500.00. Identified as custodians of monies received from and for such a fund will be Antoinette Root, Principal, and Donna Tittel, Secretary.

G-H. Establish Student Activity Account Funds for School Year 201 4-15-by Resolution 07/0 7/14 F & 07/0 7/14 G

BE IT SO MOVED that a Student Activity Fund may be established at Riley County High School for the purpose of **managing various student activities**. Identified, as the custodians of monies received from and for such a fund will be Antoinette Root, Principal and Donna Tittel, Secretary.

BE IT SO MOVED that a Student Activity Fund may be established at Riley County Grade School for the purpose of **managing various student activities**. Identified as the custodians of monies received from and for such a fund will be and Teresa Grant, Principal and Dana Hebert, Secretary

- I. Approve 201 4-15 USD Food Service Plan** -Included within this action item is the information that Sandy must fill out for state and federal food service plans. **Since instituting our district food service plan our deficits have been significantly reduced.** I would recommend the Board approve the presented food service plan based upon the significant improvements we have made in the collection of food service money, the increased numbers of students taking advantage of the free and reduced lunch program and the following bullets as outlined in our parent enrollment letter:
- A portion of the school district's state funding formula comes from the number of eligible free and reduced students—"At Risk" weightedness—by filling out the forms the district could receive more money
 - By filling out the forms those that need help in obtaining school meals will get that help
 - Many grants have eligibility determined numbers of free and reduced students—by filling out the forms we may now be eligible to apply for grants

- The distribution of the applications is a part of our food Service Agreement with the Kansas State Board of Education and the U.S. Department of Agriculture.
- This year we will again be utilizing a computer notification program which will allow you to be e-mailed when your school meal balance reaches a specified amount, plus allows you to securely pay **on-line**. For those not involved with this service we will continue to follow the established food service plan.
- It cost the district \$2.81-3.50 to produce each meal down from \$3.78 last year our average cost needs to be in the \$3.00-\$3.25 **range. Ideally that cost production would be divided up 40% food, 40% labor and 20% other-supplies, energy cost, dishwashing-cleaning. Food service has cut money from last year's budget, our labor hours are within the state correct amount and with continued/additional food items being bid we hope to get to the \$3.25 production cost per meal**

J. Adopt Home Rule by resolution 07/07/ 14 H

K. Review Current Organizational chart including names of persons in each position

The updated organizational chart is included within your packets and will be published within the district calendars.

L. USD 378 Board of Education Committees for 2014-15 -The list of proposed BOE committees is listed below.

Committee		• chairperson		
Curriculum	Ross Wahl			
Facilities/Maintenance	Ross Wahl*	David Higgins		
Transportation-Supt*	Ross Wahl	Shane Allen	Kerry Thurlow	
Calendar-Supt*	Shane Allen	Kerry Thurlow	Jennifer Wilson	
Technology	Jennifer Wilson	David Higgins*		
Policy	Randy Glenn	*	Ross Wahl	
Insurance	Jennifer Wilson*	Kerry Thurlow	David Higgins	
IBB	Shane Allen	Randy Glenn*		
GRN	Ross Wahl	*		

- M. Review Insurance Carriers, Plans and Renewal dates** -
Workman's Compensation-KASB July 1st
Secondary Student Insurance-Student Assurance August 1st
Casualty & Property-EMC/Copelands August 16th
Health Insurance-BC/BS October 1st

VI. Personnel Report

***All these positions/contracts offered are contingent upon the person recommended to be hired passing the BOE directed background check.**

- A. Executive Session for non-elected personnel for a period of 20 minutes with Superintendent**
- B. Executive Session for Matters relating to employer-employee negotiations for 15 minutes with the Superintendent**
- C. Remove from table- Approve rehire list contracts for Riley County district staff per Superintendent Starnes recommendation**
- D. Approve rehire list contracts for Riley County district staff per Superintendent Starnes recommendation**
- E. Approve contract for Riley County Grade School 9 month secretary-Trista Wickstrum per Teresa Grant 's recommendation**
- F. Approve contract for Riley County High School English/Speech/Debate/Forensics teacher-coach-Heather Fink per Antoinette Root 's recommendation**
- G. Approve contract for RCGS part time cook-Lisa Tindal per Grace Brown 's recommendation**