

The Board of Education of Victoria Unified School District No. 432 met in Regular Session at the district office on Monday, July 12, 2021 at 7:00 P.M.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
<u>Tammy Lichter</u>	<u></u>
<u>Ryan Mauch</u>	<u></u>
<u>Jeanna Wellbrock</u>	<u></u>
<u>Janea Dinkel</u>	<u></u>
<u>Jacque Schmidt</u>	<u></u>
<u>Kevin Huser</u>	<u></u>
<u>Sean Rodger</u>	<u></u>

Superintendent/JH-HS Principal: Kimberly Woolf

Principal: Deena Clark – Victoria Elementary

Others Present: Nancy Piatt, Christie Sander

President Tammy Lichter called the Regular Meeting to order at 7:00 P.M.

**APPROVE AGENDA-MOTION**—A motion was made by Jeanna Wellbrock to approve the agenda as presented., seconded by Jacque Schmidt. Motion carried 7-0.

**APPROVE CONSENT AGENDA-MOTION** – A motion was made by Ryan Mauch to accept the consent agenda presented below, seconded by Jeanna Wellbrock. Motion carried 7-0.

Minutes of Meeting on June 14, 2021

Schedule of Board of Education Meetings.

Pursuant to K.S.A. 72-8205, the Board of Education of U.S.D. No. 432 of Ellis County, Kansas by resolution duly adopted at its regular meeting held on July 12, 2021, established the following meeting schedule for regular Board of Education meetings to be held during the 2021-2022 school year: regular meetings of the Board of Education will be held on the second Monday of each month at 7:00 p.m. at the Board of Education Office and if the regular meeting date falls on a legal holiday or a holiday specified by the Board, such meeting shall be held the day following commencing at the same hour and place as detailed above or at another time and date specified by the Board, and that the Board of Education may adjourn any regular meeting to another time and place, but, in no case will a meeting be adjourned in order to subvert the open meeting law. The Revenue Neutral Rate Hearing will be held at 6:30 p.m. The September Budget Hearing will be held September 13, 2021 at 6:45 p.m.

Policy Manual Adoption.

Victoria USD #432 adopts the policies and administrative rules as proposed in this manual and they become effective July 1, 2021. All policies and administrative rules not in this manual and that have been adopted by the BOE and are a part of previous minutes remain in full force and effect until made a part of this manual. Only the last policy on a particular subject is valid and that all other policies and administrative regulations previous to the last one dealing with a particular subject are declared null and void.

Adopt 1116 Hour School Year and Designate Snow Makeup Day. Recommend Aug. 18,19, 20, 23, 24

Designation of The Russell County News Legal Newspaper

Appoint School Attorney.

Don Hoffman is the school attorney to be used on an as needed basis. For routine legal questions the BOE uses KASB Legal Services.

Establish Bond Amounts.

Appoint the Clerk and Treasurer. Melissa Schmidt is the Clerk of the Board of Education and Troy Schippers is the Treasurer. They are both bonded for \$15,000.

GAAP and Fixed Asset Waiver.

K.S.A. 75-1120a WHEREAS the Victoria Unified School District No. 432, Victoria, Kansas has determined that the financial statements and financial reports for the year ending June 30, 2022 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 BOE or the members of the general public of Victoria USD #432 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 ending June 30, 2022. NOW THEREFORE, BE IT RESOLVED, by the BOE of Victoria USD #432, Victoria, Kansas in the regular meeting duly assembled this 12th day of July 2021, that the BOE requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the Victoria USD #432 for the year ending June 30, 2022. BE IT FURTHER RESOLVED THAT THE BOE shall cause the financial statements and financial reports of the Victoria USD #432 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.

Designate District KPERS Representatives. Melissa Schmidt, Clerk is the designated KPERS agent.

Appointment of Authorized representative and Federal Programs Coordinator. Kimberly Woolf, Superintendent.

Designate Compliance Coordinator for Federal Anti-Discrimination Laws: Title VI, Title VII, Title IX, and Section 504 (ADA). Designate the compliance coordinator for federal anti-discrimination laws including Title VI, Title VII, Title IX and Section 504 (ADA). Kimberly Woolf, Superintendent is the designated compliance coordinator.

Adopt Guidelines for Activity Funds and Gate Receipts per K.S. A. 72-8208a. The BOE authorizes leaving activity funds at the buildings of their organization. The supervisor of the Elementary School fund is Deena Clark. The supervisor of the VJSHS School fund is Kimberly Woolf.

Establish Petty Cash Limits per K.S. A. 72-8208.

The Victoria #432 BOE approves the establishment of petty cash funds of \$1500 each at the Superintendent's office, the High School Principal's office and the Elementary Principal's office.

Authorize Elementary principal, Deena Clark, and Middle School/High School Principal, Kim Woolf, to report students truant to proper authorities.

Authorization for Early Payment of Bills-- K.S. A. 12-105b(e) Victoria USD #432 BOE approves the paying of bills ahead of board approval for the following reasons: paying utility bills, reimbursing staff for meals and/or transportation on activity trips and when paying the bill early will save a penalty fee or give a reduction in cost.

Approval of District Homeless Coordinator. Designate a coordinator for homeless children and foster care children point of contact: Kimberly Woolf, Superintendent.

Designation of Bank Depository.

Sunflower Bank is the official depository for USD #432. Our funds are secured at 100% except for peak periods. Also, designate Gorham State Bank as a depository for idle funds.

Designate BOE Workshop dates.

For the school year 2021-2022, designate Wednesday, September 29, 2021 and Wednesday, March 30, 2022 as Board of Education Workshop dates.

Designate the E-Rate representative.

Kimberly Woolf, Superintendent, is the E- Rate representative.

Kansas Open Records Law/Policy.

The BOE designates Melissa Schmidt as the Freedom of Information Officer for USD #432 and Melissa Schmidt as the Custodian of Records.

Designate a person for asbestos activities.

The Superintendent, Kimberly Woolf, is the person responsible for overseeing asbestos activity in the district.

Appoint a hearing officer for free and reduced priced meal application appeals. The Board of Education President is the designated hearing officer.

Appoint a food service representative.

Coleen Dickinson, is the designated food service representative.

End of Fiscal Year Bills and July Bills.

Approval to accept Out of District Students for the 2021-22 school year.

Approval of updated Wellness Policies for Elementary and Jr/Sr High School.

Approval of Service Agreements:

KASB Membership and Legal Assistance Renewal

(Option 1 Recommended)

WCKSEC FY2021 Contract for Provision of Education Services

Smoky Hill Annual Assessments

Athletic Training Outreach Program

Approve Student/Parent Handbooks for elementary and JH/HS

Recommendation to approve with name changes.

Resignations and Contracts: See attached information for credentials.  
 Resignation of Parker Gates- Asst. HS Football Coach (Exhibit A)  
 Hiring of Zachary D. VonLintel- Asst. HS Football Coach (Exhibit B)  
 Hiring of Devin Ryan- Head JH Boys Basketball Coach  
 Hiring of Caden Oberle- Asst. JH Boys Basketball Coach  
 Hire Beverly Hartsook as the Concession Stand Sponsor

**RECOGNITIONS/ANNOUNCEMENTS** – An update was given on the results from FCCLA

Nationals in Nashville.

**SCHEDULED AND NON-SCHEDULED AUDIENCES**—There were no public comments.

**NEGOTIATED AGREEMENT – MOTION 7:04 P.M.**—A motion was made by Jeanna

Wellbrock to enter into executive session for 10 minutes for the purpose of discussing employees' salaries pursuant to protecting the public interest on negotiating a fair and equitable contract and the open meeting will resume in the board room at 7:14 P.M., seconded by Janea Dinkel. Motion carried 7-0.

The Board returned at 7:15 P.M.

**MOTION – 7:15 P.M.**—A motion was made by Jacque Schmidt to return to executive session for 15 more minutes, seconded by Janea Dinkel. Motion carried 4-0.

The Board returned at 7:31 P.M.

No action was taken in executive session.

**MOTION**—A motion was made by Kevin Huser to accept the negotiated agreement as presented, seconded by Jeanna Wellbrock. Motion carried 7-0. (Exhibit C)

**NON-ELECTED PERSONNEL – MOTION 7:32 P.M.**—A motion was made by Jeanna Wellbrock to enter into executive session for 10 minutes for the purpose of discussing non-elected personnel pursuant to protecting the rights of those being discussed and the board will return to open session at 7:42 P.M., seconded by Jacque Schmidt. Motion carried 7-0.

The Board returned at 7:43 P.M.

No action was taken in executive session

**MOTION**—A motion was made by Jeanna Wellbrock to approve a 3.75% raise for classified personnel and to give a \$1,000 premium pay in September or October, seconded by Sean Rodger. Motion carried 7-0.

**BUS REPAIRS NEEDED**—Mrs. Woolf reported that the older activity bus will need new injectors installed. The quote for this project is \$9,075.

**SYMMETRY UPDATE** – Mrs. Woolf reported that they are close to finalizing a settlement with Symmetry. Once this is done, they believe we will have to work fast to make final payments. These charges have been encumbered in the contingency reserve fund.

**FOOTBALL STADIUM SPEAKER SYSTEM**—A gentleman from Hays Piano & organ came and tweaked the system we have and feels like he could make what we have work and take out what we don't need. His bid is significantly less than MacSound's bid. We may have to purchase the items already ordered from MacSound because they were custom ordered for us but we are hoping that we can get out of that because there is no signed contract to be found.

**COMMUNICATIONS – PRINCIPAL'S REPORT**-- Mrs. Clark officially starts next Monday.

We have not heard anything back on the vandalism at the tin tym and school window. A letter and a copy of the bill was sent certified mail. One letter has been picked up, the other has not. There was also a broken school window.

**COMMUNICATIONS – SUPERINTENDENT'S REPORT**—Mrs. Woolf explained the revenue neutral rate to the Board which we will submitted to the county by the 20<sup>th</sup>. This and the budget will be approved in September. We will be getting ready for new teachers with orientation and possibly lunch on August 6. We had 58 students out of district last year. Forms must be filled out to show the intent of out of district students returning the next school year (Exhibit D) and board policy needs updated. (Exhibit E) Mrs. Woolf gave her recommendation.

**MOTION**—A motion was made by Ryan Mauch to approve on board policy JBC-Enrollment of Non-resident Students “Parents shall be informed of any administrative decision on non-resident student applications no later than July 1<sup>st</sup>.” and ADD: The district will be notified of intent to

attend no later than the 2<sup>nd</sup> Monday of June for the upcoming school year, with the Parent

Application for Out of District School Attendance form; seconded by Jeanna Wellbrock. Motion carried 7-0.

**UNENCUMBERED CASH BALANCES**—A report on unencumbered cash balances was shared with the Board. (Exhibit F)

**BOARD WORKSHOP**— The next budget workshop will be tomorrow night, July 13, 2021 at 6:00 P.M.

**MEETING** – The next regular meeting is Monday, August 9, 2021 at 7:00 P.M.

**ADJOURN** – A motion was made by Jeanna Wellbrock to adjourn the meeting, seconded by Jacque Schmidt. Motion carried 7-0.

The meeting adjourned at 8:10 P.M.

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Melissa Schmidt, Clerk