

The Board of Education of Victoria Unified School District No. 432 met in Regular Session at the high school library on Monday, July 8, 2024 at 6:00 P.M.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
<u>Matt Orr</u>	
<u>Ryan Mauch</u>	
<u>Sean Rodger</u>	
<u>Haley Gagnon</u>	
<u>Terry Dinkel</u>	
<u>Jeanna Wellbrock</u>	
<u>Brenton Hoffman</u>	

Superintendent/JH-HS Principal: Kimberly Woolf

Principal: Deena Clark – Victoria Elementary (via zoom)

Others Present: Christie Sander, Shelly Huser, Ashley Urban, Brandon Hines, Nathan Leiker, Dana Stanton, Jeff Pfeifer

President Ryan Mauch called the Regular Meeting to order at 6:00 P.M.

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

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

Minutes of Meeting on June 10, 2024

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 8, 2024, established the following meeting schedule for regular Board of Education meetings to be held during the 2024-2025 school year: regular meetings of the Board of Education will be held on the second Monday of each month at 6:00 p.m. at the Victoria High School Library 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 5:30 p.m. on September 9, 2024. The Budget Hearing will be held September 9, 2024 at 5:45 p.m.

Exceptions are:

March 3, 2025 (The second Monday is March 10, 2025 and is Parent Teacher Conferences for VHS.)

Policy Manual Adoption.

Victoria USD #432 adopts the policies and administrative rules as proposed in this manual and they become effective July 1, 2024. 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. 21,22,23,26,27

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, 2025 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, 2025. NOW THEREFORE, BE IT RESOLVED, by the BOE of Victoria USD #432, Victoria, Kansas in the regular meeting duly assembled this 8th day of July 2024, 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, 2025. 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, and Asst. Principal, Dan Rogers to report students truant to proper authorities.

Authorize Elementary Principal, Deena Clark, and Middle School/High School Principal, Kim Woolf, to suspend and expel students; Kim Woolf, Deena Clark or Don Hoffman to act as formal hearing officer for the board.

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 The Bank as a depository for idle funds.

Designate BOE Workshop dates.

For the school year 2024-25, designate Wednesday, October 30, 2024 and Wednesday, April 30, 2025 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-price meal application appeals. The Board of Education President, Ryan Mauch, is the designated hearing officer.

Appoint a food service representative.

Coleen Dickinson, is the designated food service representative.

Pay End of Fiscal Year Bills and July Bills.

Approval to accept all prior Out of District Students from 2023-34 for the 2024-25 school year, who are eligible to attend.

The following students have submitted a form with intent to attend:

Ottley, Oliver- PK  
Brogan, Kyra- PK  
Werth, Canyon- PK  
Rohleder, Otto- PK  
Robbins, Julien- K  
Ottley, Lucille- 1st  
Haselhorst, Ayla- 1st  
Anderson, Stella- 1st  
Dreiling, Mindy- 1st  
Karlin, Lily- 2nd  
Guy, Annabelle- 2nd  
Haselhorst, Ellia- 3rd  
Hartman, Katelyn, 3rd  
Schumacher, Brigg- 3rd  
Unrein, Skylee- 3rd  
Werth, Cashlyn- 3rd  
Anderson, Addelyn- 3rd  
Robbins, Ari- 4th  
Ottley, Josephine- 4th  
Ruffus, Dayvon- 4th  
Karlin, Bella-5th  
Schumacher, Chance- 5th  
Truan, Kasen- 5th  
Pfanenstiel, Riggins- 5th  
Kirk, Octavia- 5th  
Nicodemus, Eagan- 5th  
Rice, Zachary- 6th  
Robbins, Sasha-6th  
Moos, Havanna- 6th  
Haselhorst, Aria- 6th  
Karlin, Liberty- 6th  
Harper, Nicholl- 6th  
Washburn, Easton- 7th  
Pfanenstiel, Gage- 7th  
Truan, Harper- 7th  
Schumacher, Kaylee- 8th  
Stoffel, Emmitt- 8th  
Ream, Ryot- 8th  
Haselhorst- Gianna- 9th  
Schumacher, Levi- 9th  
Werth, Cidnee- 9th  
Washburn, Ashtyn- 10th  
Jones, Carson- 10th  
Moos, Saige- 11th  
Dorzweiler, Shelby- 11th  
Pfeifer, Matthew- 11th

Anderson, Hailey- 11th  
 Dinkel, Caidyn- 11th  
 Miller, Jebediah- 12th  
 Dome, Benjamin- 12th

Approval of Service Agreements:

KASB Membership and Legal Assistance Renewal  
 (Option 1 recommended) (attached)  
 WCKSEC FY2025 Contract for Provision of Education Services  
 Smoky Hill Annual Assessments- Associate Membership  
 Greenbush Assessments PDP Toolbox & Admin Services (SIS- PFF Grant Funded)  
 Athletic Training Outreach Program w/ Hays Medical Center  
 Kenny & Karen Rigler, Education Consultant

Resignations and Contracts:

Beverly Hartsook, from paraprofessional  
 Crystal Duchesneau, from library aide position  
 Approve Luecke Survey showing the areas for an easement requested. (attached)  
 Approve permission to properly dispose of old Science books, 10 elementary desks, and FACS cast iron sinks

**RECOGNITIONS/ANNOUNCEMENTS** – Mrs. Woolf and Mrs. Clark recognized various faculty and staff for work they've done over the summer.

**SCHEDULED AND NON-SCHEDULED AUDIENCES**—Sean Rodger first recognized the civics class that built the disc golf course in town. He stated that the recreation commission would like to collaborate with the city of Victoria and USD 432 to further enhance the project by helping fund cement pads for the disc golf tee box and possible hole sign markers. This would be at no cost to the school. He proposed once again the mountain bike skills course and explained where on the school property he would like to put it. He needs to go back to his Board but is asking for permission to go ahead with the course through a lease with the school. He also presented a community garden idea along with proposed areas.

**MOTION** – A motion was made by Jeanna Wellbrock to approve the tee boxes for the disc golf course, seconded by Terry Dinkel. Motion carried 7-0.

**MOTION** – A motion was made by Jeanna Wellbrock to allow a mountain bike course on the proposed school property with a lease to be figured out at a later date, seconded by Terry Dinkel. Motion carried 7-0.

Nathan Leiker, Ellis County Commissioner, spoke to the Board about the upcoming Ellis County Library that will be put on the ballot August 6. Currently, our tax dollars that are levied for libraries goes to CKLS in Great Bend with only a minimal return. With the Ellis County Library, we would keep our tax dollars in Ellis County. Victoria and rural Ellis County will be the only patrons that will be eligible to vote on this since Hays and Ellis have an established public library. A flier will be mailed later in the month to patrons eligible to vote encouraging them to vote yes.

Dana Stanton presented information on childcare needs in Victoria. A task force has been put together to assess these needs and determine an informed path forward. There will be a community meeting on July 16 from 6:30 to 7:30 PM at the VFW in Victoria.

**PURCHASE OR LEASE OF COPIER FOR VES** – The elementary is in need of a new copier in their work room. To purchase the Ricoh copier that was presented to the Board, it would cost \$7,937.88 outright or can be leased over 5 years with a total cost of \$12,120 by the end of the lease.

**MOTION** – A motion was made by Jeanna Wellbrock to approve the purchase the Ricoh copier presented for \$7,937.88, seconded by Brenton Hoffman. Motion carried 7-0.

**KASB POLICY UPDATES, SECOND READ-MOTION** – A motion was made by Matt Orr to approve the KASB policy updates for June 2024 with the recommended suggestions with the exception of GAAC and JGEC, seconded by Terry Dinkel. Motion carried 7-0.

**APPROVE STUDENT/PARENT HANDBOOKS FOR VES, JH/HS AND FACULTY**

**HANDBOOKS (2<sup>nd</sup> READ)** – Mrs. Woolf reviewed the dual credit class policy changes. The tardy policy, dress policy and various other policies were reviewed. The Board would like all the recommended changes be made before approval. Mrs. Woolf will make all the changes and put the handbooks back on the agenda in August.

**OVERNIGHT TRIP PROTOCOLS** – Mrs. Woolf presented a policy for overnight trip protocols to the Board. After a short discussion, the Board would like some changes made to the

policy in regard to room visits by the sponsors, bag searches and the signature portion. The policy will be updated and presented in August for approval.

**NEGOTIATIONS – MOTION 8:20 P.M.**— A motion was made by Matt Orr to go into executive session with Mrs. Woolf to discuss the latest proposal for increasing the base pay rate and updating language in the formal negotiated agreement document, the exception for employer-employee negotiations under KOMA, and the open meeting will resume in the library at 8:30 P.M., seconded by Terry Dinkel. Motion carried 7-0.

The Board and Mrs. Woolf returned at 8:31 P.M.

No action was taken in executive session.

**RATIFY THE 2024-25 NEGOTIATED AGREEMENT – MOTION** – A motion was made by Jeanna Wellbrock to accept and ratify the negotiated agreement as presented for 2024-25, seconded by Brenton Hoffman. Motion carried 7-0.

**APPROVE 2024-25 DISTRICT CALENDAR-MOTION** – A motion was made by Jeanna Wellbrock to approve the district calendar as presented, seconded by Matt Orr. Motion carried 7-0.

**NON-ELECTED PERSONNEL - MOTION – 8:39 P.M.** – A motion was made by Jeanna Wellbrock to go into executive session with Mrs. Woolf to discuss personnel matters of non-elected personnel, exception under KOMA, pursuant to protecting the privacy interests of the individuals to be discussed, and the open meeting will resume in the library at 8:49 P.M., seconded by Matt Orr. Motion carried 7-0.

The Board returned at 8:50 P.M.

**MOTION – 8:50 P.M.** – A motion was made by Jeanna Wellbrock to return to executive session for 10 minutes, seconded by Terry Dinkel. Motion carried 4-0.

The Board returned at 9:03 P.M.

**MOTION – 9:03 P.M.** – A motion was made by Matt Orr to return to executive session for 15 minutes, seconded by Brenton Hoffman. Motion carried 4-0.

Mrs. Woolf returned to the meeting room at 9:09 P.M.

The Board returned at 9:19 P.M.

**MOTION – 9:19 P.M.** – A motion was made by Jeanna Wellbrock to return to executive session for 5 minutes, seconded by Matt Orr. Motion carried 4-0.

The Board returned at 9:24 P.M.

No action was taken in executive session.

**MOTION** – A motion was made by Jeanna Wellbrock to approve a 6% raise for classified staff, seconded by Terry Dinkel. Motion carried 7-0.

**MOTION** – A motion was made by Jeanna Wellbrock to increase Peggy Wohler’s pay \$1.58/hour, seconded by Terry Dinkel. Motion carried 7-0.

**MOTION** – A motion was made by Jeanna Wellbrock to approve a \$2000 increase for Deena Clark for the 2024-25 school year, seconded by Terry Dinkel. Motion carried 7-0.

**MOTION** – A motion was made by Jeanna Wellbrock to approve a \$2000 increase for Dan Rogers for the 2024-25 school year, seconded by Brenton Hoffman. Motion carried 7-0.

**FORMAL COMPLAINT FOLLOW-UP - MOTION 9:26 P.M.** – A motion was made by Jeanna Wellbrock to go into executive session to discuss personnel matters of non-elected personnel, exception under KOMA, pursuant to protecting the privacy interests of the individuals to be discussed, and the open meeting will resume in the library at 9:36 P.M., seconded by Matt Orr. Motion carried 7-0.

The Board returned at 9:36 P.M.

No action was taken in executive session.

**SUPERINTENDENT SELF EVALUATION – MOTION 9:37 P.M.** – A motion was made by Brenton Hoffman to go into executive session with Mrs. Woolf to discuss personnel matters of non-elected personnel, exception under KOMA, pursuant to protecting the privacy interests of the individuals to be discussed, and the open meeting will resume in the library at 9:52 P.M., seconded by Terry Dinkel. Motion carried 7-0.



The Board returned at 9:54 P.M.

**MOTION – 9:54 P.M.** – A motion was made by Jeanna Wellbrock to return to executive session for 15 minutes, seconded by Matt Orr. Motion carried 4-0.

The Board returned at 10:10 P.M.

No action was taken in executive session.

**PRINCIPAL’S REPORT**—Mrs. Clark reported that she and Carla attended a webinar with Classdojo. They will switch to their free platform in lieu of paying for Seesaw. The VES schedule is complete and sent to teachers. Mrs. Clark and Mrs. Woolf are preparing for back-to-school inservice agendas as well as new teacher orientation.

**SUPERINTENDENT’S REPORT**—Mrs. Woolf reported on the National FCCLA STAR event results. She also updated the Board on the 2024-25 valuation figures we received from the county. The unencumbered cash balance report for July 1 was given to each board member.

**ASST PRINCIPAL/AD REPORT – MOTION** – A motion was made by Jeanna Wellbrock to accept the resignation of Sarah Nuss as HS Assistant girls basketball coach, seconded by Matt Orr. Motion carried 7-0.

**MOTION** – A motion was made by Jeanna Wellbrock to hire Sarah Nuss as the JH head girls basketball coach, seconded by Matt Orr. Motion carried 7-0.

**MOTION** – A motion was made by Jeanna Wellbrock to increase the HS JV volleyball official pay to \$25/match and the HS JV football and JH football official pay to \$55, seconded by Matt Orr. Motion carried 7-0.

The next regular meeting is Monday, August 12, 2024 at 6:00 P.M.

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

The meeting adjourned at 10:18 P.M.