

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

REGULAR BOARD MEETING

Monday, November 09, 2016
7:00 pm

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

Agenda—Regular Board Meeting
USD 410 District Office Conference Room
November 09, 2016, 7:00 p.m.

- A. Meeting called to order
- B. Approval of regular and consent agenda
 - 1. October 12 Regular Board Meeting Minutes (**Appendix A**)
 - 2. Donations
 - 3. Disposal of School Records
 - 4. District Advisory Committees (**Appendix B**)
 - 5. HES Site Council Fundraising Fund
 - 6. Student Led Business Activity Accounts
- C. Citizen's open forum
- D. Action/Discussion Items
 - 1. Annual Financial Audit Report (**Appendix C**)
 - 2. Anti-fraud Policy (**Appendix D**)
 - 3. Credit Card Use Policy (**Appendix E**)
 - 4. Tennis Court Lease Agreement (**Appendix F**)
 - 5. KASB Policy Approval – Sections C & D (**Appendix G**)
 - 6. KASB Policy Review – Sections E & F (**Appendix H**)
 - 7. KASB Legislative Committee Report (**Appendix I**)
 - 8. Superintendent Evaluation Instrument (**Appendix J**)
 - 9. CISL and Board Goals Review
 - 10. Vision Statement
- E. Executive Session for Personnel
- F. Personnel
 - 1. Resignations
 - a. None
 - 2. Work Agreements
 - a. Brandi Hein – PAT Educator
 - 3. Supplemental Contracts
 - a. Jeffery (J.T.) Nemit – Asst. HS Boys' BB Coach
- G. Reports
 - 1. Superintendent
 - a. State of the District Report
 - 2. TEEN (**Appendix K**)
 - 3. MCSEC (**Appendix L**)
 - 4. Business Manager (**Financials**)
- H. Communications
- I. Adjournment

Annotated BOE Agenda November 09, 2015

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 October 12 regular BOE meeting are included as **Appendix A**.

Recommended Action

- Motion to approve the October 12 regular board meeting minutes.

2. Donations

From:	Gift:	Purpose:
Karen Goossen	\$20.00	After School Program
Marion County Farm Bureau Association	\$300.00	FFA Program
The Little Nut Hut	\$598.00	toward Softball
Evan Yoder	\$100.00	Farm to School Donation
Cooperative Grain & Supply	\$600.00	HES Playground Project
Land O'Lakes, Inc.	\$600.00	HES Playground Project
Natalie Hoffman	Baby Clothes	PAT
Wichert Family	Baby Lotion	PAT
Books are Fun	Various Books	PAT
Anonymous	Plates, notebooks, magnetic letters	PAT

➤ **Recommended Action**

Motion to accept donations as listed.

3. Disposal of School Records

Authorize the custodian of records to destroy records as identified by state law K.S.A. 72-5369 and K.S.A. 72-5370.

➤ **Recommended Action**

Motion to approve disposal of records as provided by state law.

4. Advisory Committee Member Approval (Appendix B)

Board policy BBC (Board Committees) authorizes the board to establish advisory committees. The type and function of each advisory committee shall be dictated by district needs. After considering recommendations of the superintendent and other members of the administrative staff, the board shall appoint all members of board advisory committees. Recommended advisory committees and their membership is included in Appendix B.

➤ **Recommended Action**

Motion to approve the advisory committees and membership of said committees as indicated in Appendix B.

5. Activity Fund Additions

- a. *HES Site Council Fundraising* – This will be a fund used to account for funds that have previously gone to the HES Site Council and have been accounted for by the Site Council. This new fund will be under the control of the USD 410 Board with the Superintendent and HES Principal providing administrative oversight and the HES Site Council providing recommendations for expenditures.
- b. *Student Led Businesses* – The following accounts are being added to support our student led business initiative at HHS. This initiative was approved by the board in September 2015. The approved policy can be found [here](#). These accounts are accounts used exclusively to operate these businesses.
 - a. “Sell 4 You” – This is an eBay style of business, where they try to sell other individuals items on eBay, Craigslist or buy/sell/trade
 - b. “Cjs Design” – This is a direct-to-garment t-shirt making business
 - c. “Rewing and Refresh” – This is a VHS to DVD transferring business

➤ **Recommended Action**

Motion to approve the activity accounts as presented

➤ **Recommended Action for Regular and Consent Agenda:**

Motion to approve the regular agenda.

Motion to approve the consent agenda.

C. Citizen’s Open Forum

This is an open forum where patrons have the opportunity to speak and/or present to the board items that are otherwise not on the agenda. It is recommended the board not take any immediate action relating to issues presented in citizens open forum.

D. Action / Discussion Items

1. Annual Financial Audit Report (Appendix C)

A representative from Swindoll, Janzen, Hawk, and Loyd will be here to present our financial audit for FY 2015. A printed copy of the report will be available at the board meeting. An electronic version of the Financial Report as well as the letter of notification is linked to Appendix C.

➤ **No Action Requested**

2. Anti Fraud Policy (Appendix D)

USD 410 has established this anti-fraud policy to enforce fiscal controls and to aid in the prevention and detection of fraud and theft. This policy applies to any fraud and theft, or suspected fraud and theft, involving any employee (including Administration), a consultant, vendor, agent, contractor, outside agency, or person doing business with USD 410 or in any other relationship with USD 410 does not tolerate any type of fraud or

theft, including but not limited to such action that benefits USD 410. USD 410 policy is to promote consistent, legal, and ethical organizational behavior by:

- assigning responsibility for reporting fraud and theft;
- providing guidelines to conduct investigations;
- requiring each employee to be periodically trained in fraud awareness.

➤ ***Recommended Action***

Motion to approve the district's anti-fraud policy as presented in Appendix D.

3. **Credit Card Use Policy (Appendix E)**

The USD 410 Board of Education should adopt specific written guidelines on when credit cards may be used, what may be purchased with the credit card and by whom. The written policy should include information contained in Appendix E. If approved by the board, all employees who request use of district credit cards would be required to sign the form found in Appendix E as acknowledgement of understanding of the district credit card use policy.

➤ ***Recommended Action***

Motion to approve the district's credit card use policy as presented in Appendix E.

4. **Tennis Court Lease Agreement (Appendix F)**

The City of Hillsboro provides eight tennis courts upon property owned by it and commonly called the Hillsboro Sports Complex, requiring expenditure of a sufficient sum to maintain the same. USD 410 has, as part of its curriculum for physical education and extracurricular activity, an ongoing need for exclusive access to these courts as a part of the education of its students. It is the desire of USD 410 to continue our cooperative and share costs in the development and maintenance of recreation within the community.

➤ ***Recommended Actions***

Motion to approve the tennis court lease agreement as presented in Appendix F.

5. **KASB Policy Approval – Sections C & D (Appendix G)**

This is the second reading of sections C and D in the KASB policy manual up for adoption by the USD 410 Board of Education. Sections C and D refer to general administration and fiscal management respectively.

➤ ***Recommended Action***

Motion to approve board policies contained in sections C & D of the board policy manual as presented in Appendix G.

6. **KASB Policy Review – Sections E & F (Appendix H)**

The board will review board policies contained in section E & F of the board policy manual. These sections address business management and facility expansion program. This is the first reading of these policies and no action is requested at this time.

➤ ***No Action Requested***

7. **KASB Legislative Committee Report (Appendix I)**

Each year, the KASB Legislative Committee reviews the association's legislative positions and makes recommendations for amendments and resolutions. KASB's resolutions are effective until the Delegate Assembly changes them. KASB resolutions are adopted for one year only and expire at the next Delegate Assembly. Resolutions are usually designed to address major current issues. These are permanent statements of

policy or position that continue until changed by a vote of the Delegate Assembly. For 2015, the priority resolution continues to be “Successful Students, The Kansas Way” and contains 7 goals.

The Delegate Assembly has the opportunity to debate and amend the goals and strategies when it meets on Sunday, December 5, 2015 at 8:30 a.m. in Wichita. The Delegate Assembly will consider each policy amendment and resolution presented in the report included as Appendix I.

➤ *No Action Requested*

8. Superintendent Evaluation Instrument (Appendix J)

Under board policy CEI, the board shall adopt an evaluation system that provides a basis for formal evaluation of the superintendent’s performance. The system shall include the evaluation form used and the process necessary to complete the form.

The board shall evaluate the superintendent using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the superintendent’s employment.

The superintendent’s evaluation shall be confidential and be made available only to the board, the superintendent and others as provided by law. The evaluation instrument shall be on file at the district office with the clerk. Any revisions in the evaluation system shall include input from the superintendent.

Appendix J contains the board approve superintendent evaluation instrument. This agenda item allows for board discussion around this instrument for board members new to the evaluation process.

➤ *No Action Requested*

9. CISL and Board Goals Review (Appendix J)

This agenda item is an opportunity for the board to review and discuss findings in the CISL study as well as review the most recent accomplishments of board goals approved in October 2013. Following this discussion, the board will discuss establishment of a district vision statement.

➤ *No Action Requested*

10. Vision Statement

The board will see results of input from staff for considerations of a district vision statement that aligns with our efforts to prepare every child for success in college, careers, and life. The board will discuss the definition of college and career readiness and review a recent survey of district faculty and BOE members on how to measure that definition. The board will receive a copy the book “Start with why: How great leaders inspire everyone to take action,” by Simon Sinek. In January, the board will resume working on creating a new district vision complete with goals to achieve the vision.

➤ *No Action Requested*

E. Executive Session for Personnel

Motion for the Board to go into executive session at _____ for the purpose of discussing matters related to personnel and the Board return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

F. Personnel

1. Resignations
 - a. None

2. Work Agreements
 - a. Brandi Hein – PAT Educator (\$13.25 / hr.)
 - **Recommended Actions**
Motion to approve Work Agreements as presented

3. Supplemental Contracts
 - a. Jeffery (J.T.) Nemit – Asst. HS Boys BB Coach
 - **Recommended Action**
Motion to approve the Supplemental Contracts as Presented

G. Reports

1. Superintendent
 - a. State of the District Report
2. TEEN (**Appendix K**)
3. MCSEC (**Appendix L**)
4. Business Manager (**Financials**)

H. Communications

I. Adjournment

Executive Session Motions (if needed at any time in the meeting)

1. Personnel

Motion for the Board to go into executive session at _____ for the purpose of discussing matters related to personnel and the Board 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 at _____ for the purpose of discussing matters related to negotiations and the Board 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 at _____ for the purpose of discussing matters related to students and the Board 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 for the purpose of consultation with the district's attorney; and the board return to the 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 for the purpose of discussion related to the transaction of real property and the Board return to open meeting at _____ p.m. in this room. This executive session is required to protect the district's financial interest and bargaining position.