

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

**REGULAR BOARD MEETING**

**Monday, February 08, 2016**  
**7:00 pm**

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

**Agenda—Regular Board Meeting**  
**USD 410 District Office Conference Room**  
**February 08, 2016, 7:00 p.m.**

- A. Meeting called to order
- B. Approval of regular and consent agenda
  - 1. Approval of January 11 BOE Regular Meeting Minutes (**Appendix A**)
  - 2. Approval of January 27 BOE Special Meeting Minutes (**Appendix B**)
  - 3. District Vehicle and Bus Mileage Report (**Appendix C**)
  - 4. Donations
- C. Citizen's open forum
- D. Learning Showcase
  - 1. PAT Report
  - 2. Collaborative Pre-School Report
- E. Action/Discussion Items
  - 1. USD 410 Vision & Mission Statements Approval
  - 2. Board Policy Section G Personnel Approval (**Appendix D**)
  - 3. Board Policy Section H -Negotiations- (**Appendix E**) & I -Instructional Program Review- (**Appendix F**)
  - 4. Access Control Bid Approval
  - 5. 2016-17 Calendar DRAFT (**Appendix G**)
  - 6. 2016-17 Staffing Considerations
  - 7. Vehicle Replacement Plan (**Appendix H**)
  - 8. Superintendent Candidate Community Visits
- F. Executive Session for Personnel
- G. Personnel
  - 1. Resignations
    - a. Mike Moran – HES Counselor
  - 2. Work Agreements
    - a. Nursing time adjustment
  - 3. Contracts
    - a. Gita Noble – from .64 to .65 FTE (6<sup>th</sup> grade math support)
    - b. Administrator Contracts
      - HES and HMHS Principals – extend 2 yr. contracts
      - Assistant to the HMHS principal / activities' director – extend 1 yr. contract
      - Technology Director – extend 1 yr. contract
      - Business Manager – extend 1 yr. contract
      - TEEN Director – extend 2 yr. contract
- H. Reports
  - 1. Superintendent's Report
    - a. Legislative Update
    - b. Enrollment Projections Data
    - c. March BOE Meeting Date
  - 2. TEEN Report (**Appendix I**)
  - 3. MCSEC Report (**Appendix J**)
  - 4. Business Manager's Report (**Financials**)
- I. Approval of payment of bills and financial reports
- J. Communications
- K. Adjournment

# Annotated BOE Agenda February 8, 2016

## 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. Approval of January 11 BOE Regular Meeting Minutes (Appendix A)  
Minutes from the January 11 regular BOE meeting are attached.

➤ **Recommended Action:**

Motion to approve the minutes from the January 11 board meeting.

2. Approval of January 27 BOE Special Meeting Minutes (Appendix B)

➤ **Recommended Action:**

Motion to approve the minutes from the January 27 special board meeting.

3. District Vehicle and Bus Mileage Report (Appendix C)

➤ **Recommended Action:**

Motion to approve the vehicle and bus mileage report.

4. Donations

From	Donation	Purpose
Hillsboro Community Foundation	\$1,000.00	HES After School Program
Hillsboro Community Foundation	\$2,500.00	HMHS TSA Program
Ampride	\$ 50.00	HMHS GAP Program

➤ **Recommended Action:**

Motion to accept donations as listed.

➤ **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. Learning Showcase

1. PAT Report
2. Collaborative Pre-school Report

## E. Action / Discussion Items

### 1. USD 410 Vision & Mission Statements Approval

The administrative team and faculty have had an opportunity to share their input for our new vision of USD 410. Having a vision statement for the district helps keep us focused on why we do what we do. After a thorough review of all the options and purposes of why we exist, our administrative team has decided on the following vision statement through 2020. The vision is our “**why**.”

**Vision – “USD 410: Developing super amazing humans for our world.”**

This was actually submitted by a staff member back in August and it has simply stood the test of time throughout this entire exercise of the district reflection (CISL), staff meetings and input, book studies (Start with Why), and administrative cabinet meetings. If approved, I suggest transitioning our current vision statement to our mission. The mission is our “**how**.”

**Mission – “Unified School District 410 will ensure all students develop and demonstrate scholastic, technical, social, and employability skills essential for achieving personal, academic, and career success.”**

➤ **Recommended Action**

Motion to approve the vision and mission statements of USD 410.

### 2. Board Policy Section G -Personnel- Approval (Appendix D)

Last month, the board reviewed section G of the policy manual. The superintendent will review suggested changes that are noted in **Appendix D**.

➤ **Recommended Action**

Motion to approve board policy section G -Personnel- with noted changes.

### 3. Board Policy Section H -Negotiations- (Appendix E) & I -Instructional Program- (Appendix F)

The superintendent will review board policy section H & I with the board. This is the first reading.

➤ **Recommended Action**

No action requested

### 4. Access Control Bid Approval

We received 3 bids on our access control specifications. CBS Manhattan was our low bid for an amount of \$29,210.46.

➤ **Recommended Action**

Motion to approve the bid for the district access control system from CBS Manhattan for \$29,210.46.

### 5. 2016-17 Calendar Draft (Appendix G)

The draft of the calendar for 2016-17 is contained in Appendix H. This is the first reading of the calendar.

➤ **No Action Requested**

6. 2016-17 Staffing Considerations

The superintendent will review potential staffing changes for 2016-17.

➤ *No Action Requested*

7. Vehicle Replacement Plan Update (Appendix H)

During the past few weeks, a complete review of our vehicle replacement plan has been completed. New information will be shared regarding bus / vehicle repair, disposal, and purchasing.

➤ *Recommended Action*

Motion to approve the vehicle replacement plan

8. Superintendent Candidate Community Visits

Superintendent interviews are scheduled for February 23, 24, 25, and 29. The board will discuss the process for days the candidates will be in town.

➤ *No Action Requested*

## F. Executive Session - 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.

## G. Personnel

1. Resignation

a. Mike Moran – HES Counselor

➤ *Recommended Action*

Motion to approve the resignation as presented

2. Work Agreement

a. Alissa Unruh, school nurse – adjustment to full time

➤ *Recommended Action*

Motion to approve moving the USD 410 nursing work agreement to full-time and billing MCSEC for .5 of the agreement.

3. Contracts

a. Gita Noble – Adjust contract from .64 to .65 FTE for additional 6<sup>th</sup> grade math support for FY 16

b. Administrator Contracts for FY 17

- HES and HMHS Principals – extend 2 yr. contracts
- Assistant to the HMHS Principal / Activities' Director – extend 1 yr. contract
- Technology Director – extend 1 yr. contract
- Business Manager – extend 1 yr. contract
- TEEN Director – extend 2 yr. contract

➤ *Recommended Action*

Motion to approve the contracts as presented

## H. Reports

1. Superintendent's Report
  - a. Legislative Update
  - b. Enrollment Projections Data
  - c. March BOE Meeting Date
2. TEEN Report (**Appendix I**)
3. MCSEC Report (**Appendix J**)
4. Business Manager's Report (**Financials**)

## I. Approval of Payment of Bills and Financial Reports

1. The Board will review financial reports and approve the payment of bills.

➤ **Recommended Action:**

Motion to approve the payment of bills totaling \$ \_\_\_\_\_ and the following financial reports.

- a. Electronic Funds Transfer Report
- b. High School/Middle School Activity Account Reports
- c. High School/Middle School Activity Account Bank Reconciliations
- d. Elementary School Activity Account Reports
- e. Elementary School Activity Account and Bank Reconciliations
- f. District Cash Summary Report
- g. District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
- h. District Expense Budget Report
- i. Report of Transfers

## J. Communications

## K. Executive Session - 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.

## L. 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. Acquisition of Property

Motion that the board go into executive session for the purpose of preliminary discussion related to the acquisition 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.