

Hugoton USD 210
Minutes of the
ORGANIZATIONAL MEETING
July 12, 2010
Hugoton Central Office
6:30 AM

Members Present:
Don Beesley
Martin Daharsh
Nancy Honig
Nancy Johnson
Doug Martin

Others Present:
Kay McDaniels

Mark Crawford, Superintendent
Debbie Theye, Clerk of the Board

1. Call to Order

- a) Don Beesley called the meeting to order at 6:37 am.
- b) A quorum of four members is required to hold a school board meeting. Five members were present.
- c) A Waiver of Notice required for a Special Board Meeting was signed by the BOE members.

Nancy Honig made a motion to approve the agenda. Martin Daharsh seconded the motion. Motion passed 5 – 0.

2. Election of Board Officers for 2010 – 2011

- a) Martin Daharsh made a motion to approve Don Beesley for the Board of Education President for the 2010/2011 year. Nancy Honig seconded the motion. Motion passed 5 – 0.
- b) Martin Daharsh made a motion to approve Nancy Johnson for the Board of Education Vice President for the 2010/2011 year. Nancy Honig seconded the motion. Motion passed 5 – 0.

3. Superintendent's Report

4. Executive Session

- a) At 6:51 am Don Beesley made a motion to go into executive session for 20 minutes to discuss matters of negotiations. Mark Crawford was asked to stay. Nancy Honig seconded the motion. Motion passed 5 – 0. At 7:11 am Don Beesley made a motion to continue the executive session for an additional 15 minutes. Nancy Johnson seconded the motion. Motion passed 5 – 0. Board returned to open session at 7:26 am. No action taken.
- b) At 7:40 am Nancy Johnson made a motion to go into executive session for 2 minutes to discuss matters of negotiation. Mark Crawford was asked to stay. Martin Daharsh seconded the motion. Motion passed 5 – 0.

5. Routine Personnel

- a) Employment recommendations
- b) Accept resignations
- c) Transfers

6. ESTABLISH BOARD MEETING DATES AND TIMES

- a) Motion to adopt resolution: Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District 210, Stevens County, Kansas established the following meeting schedule for regular board of education meetings to be held during the 2010/2011 school year. The board of education reserves the right to adjourn any regular meeting to another time and place.

August 23, 2010 – ES Music Rm (4 th Mon.) September 20, 2010 – ES Music Rm October 18, 2010 – Location TBD November 15, 2010 – Location TBD December 20, 2010 – Location TBD January 17, 2011 – New MS Library	February 21, 2011 – ECDC Multi-purpose Rm March 28, 2011 – HS new office conf Rm (4 th Mon.) April 18, 2011 – Location TBD May 16, 2011 – Location TBD June 20, 2011 – Central Office June 27, 2010 6:30 AM - special meeting for year end transfers - Central Office
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Martin Daharsh made a motion to approve the resolution that establishes Board meeting dates and times for the 2010/2011 year. Nancy Johnson seconded the motion. Motion passed 5 – 0.

7. APPOINTMENTS

- a) Martin Daharsh made a motion to approve Debbie Theye as Board Clerk. Nancy Honig seconded the motion. Motion passed 5 – 0.
- b) Nancy Honig made a motion to approve Melanie Hickey as Board Treasurer. Martin Daharsh seconded the motion. Motion passed 5 – 0.
- c) Nancy Johnson made a motion to approve Max Williams as KPERS Agent and Debbie Theye as additional signer. Nancy Honig seconded the motion. Motion passed 5 – 0.
- d) Nancy Honig made a motion to approve Davonna Daharsh as Food Service Representative. Nancy Johnson seconded the motion. Motion passed 5 – 0.
- e) Martin Daharsh made a motion to approve the Building Principals as District Attendance Officers. Nancy Johnson seconded the motion. Motion passed 5 – 0.
- f) Martin Daharsh made a motion to approve Mark Crawford as Federal Programs Compliance Officer. Nancy Johnson seconded the motion. Motion passed 5 – 0.
- g) Nancy Johnson made a motion to approve Mark Crawford as Section 504 Officer. Nancy Honig seconded the motion. Motion passed 5 -0.
- h) Nancy Johnson made a motion to approve Melanie Hickey as Freedom of Information Officer. Nancy Honig seconded the motion. Motion passed 5 – 0.
- i) Nancy Johnson made a motion to approve Stuart Scott as E-Rate Director. Martin Daharsh seconded the motion. Motion passed 5 – 0.

8. BOARD OF EDUCATION COMMITTEE ASSIGNMENTS

Nancy Honig made a motion to approve the following Board of Education Committee Assignments:

- a) Negotiations team members – Nancy Johnson, Martin Daharsh, Doug Martin
- b) High Plains Education Cooperative Representative – Nancy Honig
- c) Kansans for Local Control Trustee Representative – Nancy Johnson
- d) Official Voting Delegate to KASB – Don Beesley
- e) Superintendent’s Council – Stephanie Heger, Stephanie Hemann

Nancy Johnson seconded the motion. Motion passed 5 – 0.

9. Martin Daharsh made a motion to approve the purchase of software and hardware to support Technology based instruction plan 4th – 12th grade using E2020 not to exceed \$17,500. Nancy Honig seconded the motion. Motion passed 5 – 0.

10. Martin Daharsh made a motion to approve Access Control cost for MS and HS. Nancy Johnson seconded the motion. Motion passed 5 – 0.

11. APPOINT SCHOOL BOARD ATTORNEY OF RECORD.

Martin Daharsh made a motion to appoint Wayne Tate as the School Board Attorney of Record. Nancy Honig seconded the motion. Motion passed 5 – 0.

12. APPOINT SCHOOL AUDITOR SERVICES.

Nancy Johnson made a motion to appoint Hay Rice & Associates as the School Auditor Service. Nancy Honig seconded the motion. Motion passed 5 – 0.

13. APPOINT MARK CRAWFORD AS DISTRICT PURCHASING AGENT, COMPLIANCE COORDINATOR FOR TITLE VI, TITLE VII, TITLE IX, SECTION 504 (ADA) AND HOMELESS CHILDREN REPORTING OFFICIAL FOR 2010-2011.

Nancy Johnson made a motion to approve Mark Crawford as District Purchasing Agent, Compliance Coordinator for Title VI, Title VII, Title IX, Section 504 (ADA) and Homeless Children Reporting Agent. Martin Daharsh seconded the motion. Motion passed 5 – 0.

14. APPOINT BUILDING PRINCIPALS AS TRUANT REPORTING OFFICIALS ASSIGNED TO THEIR BUILDING.

Martin Daharsh made a motion to approve the Building Principals as Truant Reporting Officials. Nancy Honig seconded the motion. Motion passed 5 -0.

15. ADOPT THE SCHOOL CALENDAR AND HOURLY CALCULATION OF INSTRUCTIONAL TIME OF 1,116 HOURS AS THE ACCREDITED SCHOOL YEAR FOR USD 210 AND CAUSE THE SAME TO BE MAILED TO KASB PRIOR TO 9-15-10.

Martin Daharsh made a motion to adopt the school calendar and hourly calculation of instructional time of 1,116 hours as the accredited school year for USD 210 and cause the same to be mailed to KASB prior to 9-15-2010. Nancy Johnson seconded the motion. Motion passed 5 – 0.

16. DESIGNATE DISTRICT NEWSPAPER OF GENERAL CIRCULATION

Martin Daharsh made a motion to designate the Hugoton Hermes as the district newspaper of general circulation. Nancy Honig seconded the motion. Motion passed 5 – 0.

17. ESTABLISH PETTY CASH FUND LIMITS

Martin Daharsh made a motion to designate the following petty cash fund limits:

1. Elementary School \$1,500
2. Middle School \$1,500
3. High School \$1,500
4. Central Office \$ 500
5. Cheerleading Fund \$1,500

Nancy Johnson seconded the motion. Motion passed 5 – 0.

18. RESOLUTION TO BE EXEMPTED FROM GAAP REQUIREMENTS FOR 2010-2011 SCHOOL YEAR.

Nancy Honig made a motion to approve the resolution to be exempted from GAAP requirements for the 2010-2011 school year. Nancy Johnson seconded the motion. Motion passed 5 – 0.

19. ADOPT A RESOLUTION ESTABLISHING ACTIVITY ACCOUNTS IN THE SAME NAME, TITLE, AND FUNCTION AS ENDING IN THE FISCAL YEAR ON JUNE 30, 2010 AND TO ESTABLISH THE PROCEDURES AND GUIDELINES FOR ACTIVITY FUNDS AND GATE RECEIPTS MANAGEMENT IN CONFORMANCE WITH THE DISTRICTS APPOINTED AUDITORS RECOMMENDATIONS FOR THE KSDE GUIDELINES.

Martin Daharsh made a motion to approve the resolution establishing activity accounts in the same name, title, and function as ending in the fiscal year on June 30, 2010 and to establish the procedures and guidelines for activity funds and gate receipts management in conformance with the districts appointed auditors recommendations for the KSDE guidelines. Nancy Johnson seconded the motion. Motion passed 5 – 0.

20. REAFFIRM DRUG FREE SCHOOL AND WORKPLACE POLICIES ON A CONTINUANCE BASIS FROM 2009-2010 TO 2010-2011.

Nancy Johnson made a motion to reaffirm Drug Free School and Workplace policies on a continuance basis from 2009-2010 to 2010-2011. Nancy Honig seconded the motion. Motion passed 5 – 0.

21. RESCIND ALL POLICY STATEMENTS FOUND IN THE MINUTES OF THE BOARD OF EDUCATION PRIOR TO JUNE 1, 2010, AND ADOPT THE POLICY MANUAL AS PRESENTED AND RECOMMENDED BY THE SUPERINTENDENT OF SCHOOLS TO GOVERN THIS SCHOOL DISTRICT DURING THE 2010-2011 SCHOOL YEAR, SUBJECT TO PERIODIC REVIEW, AMENDMENTS, AND REVISIONS BY THE USD 210 BOARD OF EDUCATION.

Martin Daharsh made a motion to rescind all policy statements found in the minutes of the Board of Education prior to June 2, 2010 and adopt the policy manual as presented and recommended by the superintendent of schools to govern this school district during the 2010-2011 school year. Subject to periodic review, amendments, and revisions by the USD 210 Board of Education. Nancy Johnson seconded the motion. Motion passed 5 – 0.

22. APPOINT HEARING OFFICER FOR FREE/REDUCED MEAL APPLICATIONS APPEAL

Nancy Johnson made a motion to appoint Mark Crawford as Hearing Officer for free/reduced meal applications appeal. Nancy Honig seconded the motion. Motion passed 5 – 0.

23. ESTABLISH MILEAGE RATE FOR REIMBURSEMENT AT THE RATE OF 50.0 CENTS PER MILE.

Nancy Johnson made a motion to approve the rate for mileage reimbursement at the rate of 50.0 cents per mile. Nancy Honig seconded the motion. Motion passed 5 – 0.

24. RENEW FOOD SERVICE/SPECIAL MILK PROGRAM APPLICATION AND THE MEAL RATE OF:

1. Breakfast:	Students (\$1.50)	Staff (\$2.75)	Guests (\$2.75)
2. Lunch	Students (\$2.25)	Staff (\$3.50)	Guests (\$3.75)

Nancy Honig made a motion to approve the renewal of the food service special milk program application and the meal rates.

25. ESTABLISH STUDENT TEXTBOOK RENTAL FEES:

Nancy Johnson made a motion to establish textbook rental fees as:

1. Elementary School \$ 25.00
2. Middle School \$ 25.00
3. High School \$ 25.00

and to wave textbook rental fees for those that qualify for free/reduced lunches. Nancy Honig seconded the motion. Motion passed 5 – 0.

26. APPOINT HEARING OFFICERS FOR STUDENT OR EMPLOYEE APPEALS TO BE THE BUILDING PRINCIPALS, SUPERINTENDENT, AND SCHOOL APPOINTED ATTORNEY.

Martin Daharsh made a motion to appoint hearing officers for students or employee appeals to be the building principals, superintendent, and school appointed attorney.

27. ADOPT AN EARLY PAYMENT REQUEST POLICY.

Nancy Johnson made a motion to adopt an early payment request policy. Nancy Honig seconded the motion. Motion passed 5 – 0.

28. RESOLUTION TO DESTROY RECORDS OVER 5 YEARS OLD.

Nancy Johnson made a motion to approve the resolution to destroy records over 5 years old. Martin Daharsh seconded the motion. Motion passed 5 – 0.

29. ACKNOWLEDGE POLICIES AND PROCEDURES RELATIVE TO ADA AND SECTION 504.

Nancy Johnson made a motion to acknowledge policies and procedures relative to ADA and Section 504. Nancy Honig seconded the motion. Motion passed 5 – 0.

30. DESIGNATE OFFICIAL BANK DEPOSITORY FOR SCHOOL DISTRICT REVENUE.

Nancy Honig made a motion to designate Citizens State Bank the official bank depository for school district revenue. Nancy Johnson seconded the motion. Motion passed 5 – 0.

31. APPROVAL OF BIDDING PROCESS TO THE TWO LOCAL BANKS TO ESTABLISH HIGHEST RETURN ON INVESTMENT OF IDLE FUNDS.

Nancy Honig made a motion to approve the two local banks to establish highest return on investment of idle funds with FNB receiving the current bid. Martin Daharsh seconded the motion. Motion passed 5 -0.

32. APPROVE SUBSTITUTE TEACHER PAY AT \$90.00 PER DAY.

Martin Daharsh made a motion to approve substitute pay at \$90.00 a day. Nancy Johnson seconded the motion. Motion passed 5 – 0.

33. BUILDING ADMINISTRATORS WILL REVIEW IN REGULAR AUGUST MEETING THE UNITS OF CREDIT OFFERED AT EACH ATTENDANCE CENTER TO MAKE SURE EACH CENTER IS IN COMPLIANCE WITH ACCREDITATION RULES AND LIST FOR BOARD BY FIRST AND LAST NAME AND THEIR LEVEL OF ASSIGNMENT AND LICENSE WHO ACCORDING TO NCLB AS EITHER HIGHLY QUALIFIED FOR THOSE THAT ARE CERTIFIED.

Martin Daharsh made a motion to approve building administrators to review the units of credit offered at each attendance center to make sure each center is in compliance with accreditation rules and list for board by first and last name and their level of assignment and license who according to NCLB as either highly qualified for those that are certified. Nancy Johnson seconded the motion. Motion passed 5 – 0.

34. BUILDING ADMINISTRATORS WILL REVIEW IN THE REGULAR AUGUST MEETING THE IMMUNIZATION POLICY TO MAKE SURE IT IS IN COMPLIANCE WITH STATUTE.

Nancy Honig made a motion to approve building administrators to review in the regular August meeting, the immunization policy to make sure it is in compliance with statute. Nancy Johnson seconded the motion. Motion passed 5 – 0.

35. BUILDING ADMINISTRATORS WILL REVIEW IN REGULAR AUGUST MEETING THOSE STUDENTS BY GRADE LEVEL WHO ARE IDENTIFIED AS AT RISK.

Martin Daharsh made a motion to approve building administrators to review in regular August meeting those students by grade level who are identified as At Risk. Nancy Honig seconded the motion. Motion passed 5 -0.

**At 8:20 am Martin Daharsh made a motion to adjourn. Nancy Honig seconded the motion.
Motion passed 5 – 0.**

Don Beesley, President of the Board

Debbie Theye, Clerk of the Board