

FORT LARNED UNIFIED SCHOOL DISTRICT NO. 495  
BOARD OF EDUCATION  
LARNED, KANSAS 67550  
REGULAR MEETING  
JULY 11, 2016  
6:30 P.M.

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER

Sharon Lessard, President, called the regular meeting to order at 6:30 p.m.

2. ELECTION OF PRESIDENT

June Barger nominated Sharon Lessard for President of the Board of Education for USD 495 for the 2016-2017 school year.

Kimi Bowman second.

Yes 6 No 0

3. ELECTION OF VICE PRESIDENT

Kimi Bowman nominated Jay Haremza for Vice President of the Board of Education of USD 495 for the 2016-2017 school year.

Leroy Lyon second

Yes 6 No 0

4. ROLL CALL

Jenny Manry, Jay Haremza, Leroy Lyon, Kimi Bowman, Sharon Lessard, June Barger, Jon Flint, Superintendent, Phil Martin, Attorney, Tiffany Burris, Clerk

Absent: David Sanger

5. APPROVAL OF AGENDA

Jay Haremza moved to approve the agenda as presented.

Kimi Bowman second.

Yes 6 No 0

6. APPROVAL OF MINUTES

Leroy Lyon moved to approve the minutes of June 13, 2016 Regular Board Meeting as presented.

Jenny Manry second.

Yes 6 No 0

7. APPROVAL OF BILLS

Jay Haremza moved to approve the bills as presented.

Kimi Bowman second.

Yes 6 No 0

8. TREASURER'S REPORT

Jean Simmons, Finance Director, addressed the board and presented the year end summary of accounts for the year. She explained that she had to submit the year end report to the state without the Barton County tax money. It had come in late this year. Mark Bauer, accountant for the district, had spoken to the state about the carryover that showed because of the tardiness of the money coming into the district. They did not feel that this would cause a problem. The year finished and closed out well. Many purchases were made in June, which account for a large amount of expenditures. Jean explained that the district tries to purchase items with the district credit card because of the cash back reward tied to the card. The district recently received a \$4900 check due to purchases made with the credit card. Jay Haremza, Board Vice President, thanked Jean for the great job she does with her report each month. He explained that it was easy to read and understand.

9. AUDIENCE WITH INDIVIDUALS & GROUPS

None at this time.

10. EXECUTIVE SESSION  
a) Non-elected Personnel

Sharon Lessard moved at 6:40 p.m. that the Board go into executive session for the purpose of discussing non-elected personnel in order to protect the privacy interests of the individual(s) to be discussed and that the Board will return to the open session in this room at 6:50 p.m. Included in the executive session are all present Board members, Jon Flint, Superintendent, Phil Martin, Attorney.

Kimi Bowman second.

Yes 6 No 0

The open meeting was called to order at 6:50 p.m.

11. NOMINATIONS

Jay Haremza moved to approve the following nomination(s) for the 2016-2017 school year.

Scott Upson	Extra Class/TRI CO
Artravius Addison	Para/TRI/LMS
Jan White	Para/TRI/HLS
David Auldridge	Thursday/Friday School

Kimi Bowman second.

Yes 6 No 0

12. SEPARATIONS

Jay Haremza moved to approve the following separation(s) for the 2016-2017 school year.

Stephanie Swart	Asst. Volleyball/LMS
Kris Waldren	Tech Integration/WS
Charles Forbes	Head Custodian/HLS

Leroy Lyon second.

Yes 6 No 0

13. TRANSFERS

Jay Haremza moved to approve the following transfer(s) for the 2016-2017 school year.

Kaileigh Dietrich	Para/TRI/HLS from Para/TRI/NS
Kim Parker	Student Information Asst/ from Secretary/LMS
Crystal Bieberle	Para/TRI/LMS from COTA/Para/TRI CO

Jenny Manry second.

Yes 6 No 0

14. EXECUTIVE SESSION

a) Negotiations

Sharon Lessard moved at 6:50 p.m. that the Board go into Executive Session for the purpose of negotiations in order to protect the public interest in negotiating a fair and equitable contract. The Board will return to the open session in this room at 7:05 p.m. Included in the Executive Session are all present Board members; Jon Flint, Superintendent; Phil Martin, Attorney; and Principals Troy Langdon and Lea Harding.

Kimi Bowman second.

Yes 6 No 0

The open meeting was called to order at 7:05 p.m.

15. CONSENT AGENDA

- a) Designate Clerk of the Board – Tiffany Burris
- b) Designate Treasurer – Jean Simmons
- c) Designate School Attorney - Phil Martin
- d) Designate Official Newspaper - Tiller and Toiler
- e) Designate Official Bank Depositories - First State Bank, Farmer’s Bank & Trust, Bank of the West and American State Bank
- f) Designate Food Service Appeal Officer – Hannah Smith
- g) Designate KPERS Representative – Jean Simmons
- h) Designate Health Insurance Representative – Jean Simmons
- i) Designate Treasurer of Activity and Petty Cash – Jean Simmons
- j) Designate Food Service Representative – Jean Simmons
- k) State & Federal Program Compliance Coordinator – Jon Flint
- l) Designate Tri-County Special Service Representative - Jon Flint
- m) Designate Title IX/Section 504 Representative/Coordinator – Jon Flint
- n) Designate Official Auditor – Agler & Gaeddert
- o) Designate State and Federal Program Representative - Jon Flint
- p) Designate Freedom of Information Officer – Jon Flint
- q) Adopt the 1,116 hour calendar
- r) Adopt Generally Accepted Accounting Principles Resolution
- s) Adopt Establish Activity Funds Resolutions
- t) Adopt Establish Petty Cash Funds
- u) Adopt Authorizing Early Payment of Claims Resolution
- v) Designate Truancy Officers - Building Administrators
- w) Approve Mileage Rate at \$ .45

- x) Resolution for Rescinding Policy Statements Found in Board Minutes
- y) Resolution to Reaffirm Policies of the Board of Education
- z) Resolution to Establish Home Rule
- aa) Designate Coordinator for Homeless Children – Jon Flint
- bb) Designate Cost per Copy at \$ **.10**

Jon Flint, Superintendent, went through the items on the consent agenda. The only changes were the food service appeal officer. Hannah Smith will be taking over most food service designations as the Food Service Manager. Jean Simmons, Finance Director, will handle all financials still since she is bonded to do so. The 1116 student hours will remain the same. The district has always met this obligation. The rest of the resolutions remained the same.

June Barger moved to approve the Consent Agenda as presented.

Jay Haremza second.

Yes 6 No 0

16. DESIGNATE KASB GOVERNMENTAL RELATIONS NETWORK REPRESENTATIVE

June Barger moved to appoint Jay Haremza as the KASB Governmental Relations Representative for the 2016-2017 school year.

Jenny Manry second.

Yes 6 No 0

17. DESIGNATE JUNIOR CITY COUNCIL REPRESENTATIVE

Jay Haremza moved to appoint June Barger and Kimi Bowman as the Junior City Council Representatives for the 2016-2017 school year.

Leroy Lyon second.

Yes 6 No 0

18. RESOLUTION OF REGULAR BOARD OF EDUCATION MEETINGS

Jenny Manry moved to adopt the attached Regular Board of Education Meeting Resolution with movement of the March meeting to March 6<sup>th</sup> due to a spring break conflict.

Kimi Bowman second.

Yes 6 No 0

19. 2016-2017 BOOK RENTAL FEES

Jay Haremza moved to approve the following Book Fees for the 2016-2017 school year.

K	\$ 65.00
1-5	\$ 75.00
6-8	\$ 80.00
9-12	\$ 85.00

June Barger second.

Yes 6 No 0

20. 2016-2017 LUNCH FEES

Jon Flint, Superintendent, explained that the district had to increase lunch prices by 10 cents this year to remain in compliance with federal reimbursement guideline rates.

June Barger moved to approve the following school lunch & breakfast fees for the 2016-2017 school year.

<b>Lunch</b>		<b>Breakfast</b>	
Elementary	\$ 2.35	Elementary	\$ 1.70
LMS	\$ 2.60	LMS	\$ 1.80
LHS	\$ 2.60	LHS	\$ 1.80
Adult	\$ 3.55	Adult	\$ 2.10
Reduced	\$ .40	Reduced	\$ .30

Additional Milk \$ .40

Additional Milk \$ .40

Jenny Manry second.

Yes 6 No 0

21. 2016-2017 INCLEMENT WEATHER DAYS

Leroy Lyon moved to approve December 2, 5, 6 2016 as inclement weather days for the 2016-2017 school year.

Kimi Bowman second.

Yes 6 No 0

22. PARENTS AS TEACHERS GRANT

This program is led by Valarie Marshall. The program is invaluable to the district because it allows the district to reach out to families with children ages birth to 3 years to help detect potential developmental delays and provide resources to these families. By accepting this grant, the district matches 65%.

Kimi Bowman moved to accept the \$24,047.00 grant for the approved PARENTS AS TEACHERS Program for 2016-2017.

Jenny Manry second.

Yes 6 No 0

23. KASB LEGAL ASSISTANCE FUND

Jon Flint expressed how fortunate the board is to have Phil Martin as their counsel. His responsibilities are varied and wide. By enrolling in the Legal Assistance Fund through KASB, Phil is allowed their resources and expertise when needed. The legal team through KASB deals with education law on a daily basis.

June Barger moved to approve the legal assistance payment of \$1,650.00 to KASB for the period 7/1/16 through 6/30/17.

Kimi Bowman second.

Yes 6 No 0

24. KASB ANNUAL MEMBERSHIP DUES

Membership in KASB allows our members to attend workshops and serve on various boards. They are an advocacy group for education and the board's voice in Topeka. Workshops that they hold cover various topics such as suicide prevention, transgender issues, student discipline, etc. Leroy Lyon, Board member, asked if they deal with natural gas purchasing and leasing. Jon pointed out that they do have a consortium that deals with that.

a) Membership Dues

Leroy Lyon moved to approve the annual membership dues of \$9,663.00 to KASB for the period 7/1/2016 through 6/30/17.

Kimi Bowman second.

Yes 6 No 0

25. ENGAGEMENT LETTER FOR VON FELDT, BAUER & VON FELDT CHTD. FOR 2016-2017 SCHOOL YEAR.

This letter stipulates that the district will continue to use VonFeldt, Bauer, and VonFeldt through next year. Jon Flint pointed out that they are used not only for year end closing and budgeting, but also for questions and reports that come up through the year. They are a very good resource for the district. Leroy Lyon, Board member, asked what the total receipts were for the year to Von Feldts. Jean Simmons, Finance Director, told Leroy that she would get that total for him. She did explain that the district had required their services more this year than in previous years because of the bond process. She pointed out that they had been a valuable tool during that process.

June Barger moved to accept the engagement letter for Von Feldt, Bauer & Von Feldt, Chtd. for the 2016-2017 school year.

Jay Haremza second.

Yes 6 No 0

26. SPECIAL BOARD MEETING

This meeting will be set to hold a budget hearing. The proposed budget will be presented for review for publication at the August 8<sup>th</sup> meeting.

Kimi Bowman moved to set a special board meetings on August 24, 2016 at 12:15 p.m. for the purpose of a budget hearing and adoption of the 2016-2017 budget.

Jenny Manry second.

Yes 6 No 0

27. ACCEPTANCE OF VEHICLE BID

Jon Flint, Superintendent, advised the board that this information and bids were initially presented to the board in April. Due to budget concerns with the state, the board asked to table this purchase until a later date or until the state's budget decision to education was clear. The vendors agreed to honor the April bids until the board was ready to make a decision. This purchases replaces the Buick Century car that is currently used by administration and staff. The hope is that by purchasing a larger vehicle to replace this car will allow small student groups to also use the vehicle for trips. Richard Fairchild and Jon Flint both recommend purchasing the Ford Flex from Janssen Motors.

June Barger moved to accept the most reasonable bid from Janssen Motors in the amount of \$29, 675 for the purchase of a 2016 Ford Flex 7 passenger vehicle.

Jenny Manry second.

Yes 6 No 0

Other bids were received from Shank Chevrolet in the amount of \$26, 500 for the purchase of a pre owned 2015 Chevrolet Traverse.

28. STUDENT ASSURANCE POLICY ADJUSTMENT

A List Serv question was generated by the district asking if those that participated in activities carried supplemental insurance on their students, and if so what deductible if any does your district carry. Results came in from those that responded and roughly 50% of districts carry a supplemental insurance and of those 50% carry some sort of deductible on the policy. USD #495 carries a Student Assurance Policy for students and currently has a zero deductible. If accidents are reported in a timely manner and deemed a qualifying incident, the district covers 100% of what the students personal insurance doesn't cover. Jon Flint, Superintendent, requested that the district adjust the plan we have to include a \$500 deductible. Instead of covering all of the injury, the district will cover all but \$500. This would be one way for the district to lower operating costs for the year. Jenny Manry, Board member, questioned if parents understood this policy. Jay Haremza, Board Vice President, asked how the policy works. Jon explained that the district gives the parents the accident report along with the Student Assurance information and instructions. It is then the parent's responsibility to turn in receipts and billings to them. June Barger asked if Jon felt there would be a time when a parent could not pay the \$500 deductible. That is a possibility. Jon did point out that KSHSAA covers any catastrophic injuries-paralysis, etc. Jenny Manry worried that this change would cost our parents and put more financial burden on them. She stated that she would like to have more data on this. She is worried that many parents would fall into a gap in this age of high deductibles. Leroy Lyon, Board member, asked if this decision could be deferred. Jon stated that it could not due to the policy renewal date of August 1, 2016. Jon Flint asked the board if they would like to keep the policy the way it is effective for this year and revisit it next year. Jenny Manry stated that she feels giving parents a heads up and some explanation would be more responsible.

29. PROJECT UPDATE

Jon Flint stated that bond projects are moving right along. He did also state that with construction comes problems. One that he would like to address is the lift station at the elementary school site. The bond included the price of a lift station that would be sufficient for the school to operate. It met the minimum requirement that was needed. The City of Larned requested that the district add a portable generator to the station to ensure service to not only the school, but to citizens that live in the area in the case of a power outage. The City also asked that the district increase the size of the well. Their concern was that it was not

wide, nor deep enough. The engineer hired by the district felt what had been designated provided enough capacity; the city engineer disagreed. The cost to provide the specifications the city asked for is \$67,000. Jon pointed out that this seems like a lot of money, but if this back up happens, the district would hear it. By agreeing to the city's request, we are able to say we followed their requests. June Barger asked if the property had been annexed. Yes it has. Leroy Lyon asked how much of the property had been annexed into the city. The property is annexed to the fence. If the houses in the area were not annexed previously, they still are not.

The high school project is moving along also. Jon shared that the Glassman Co., which is the plumbing company on the project had recently asked that there employees do not return to the tunnels under the gym until an asbestos abatement and air test be done in the tunnels. There was asbestos present in the fittings located in the tunnels. A total abatement and air test had been conducted in the area and plumbing has resumed in the area. There had been a sewage pipe that had been buckled and had to be replaced. This caused the repair to carry out into the parking lot where they asphalt had to be cut out to get to the pipe. There had been a pile up of raw sewage in that area and the sewage had to be re directed. There had also been some water damage at the high school due to the high volume of rain the area has endured recently. Upon researching the source of the water, it was discovered that there was a vent cap on top of the roof above the library that had never been capped off. With the high volume of water coming in a short period of time, the water rose to the level of the cap and that allowed the water to come into the building. The carpet and tile in several areas will need to be replaced. Fortunately, the server room did not suffer any damage, nor did any of the new computers that were housed in that area. Jenny Manry asked if the vent is now capped. It has been capped.

In the next two weeks, windows will be replaced in the courtyard. Jon did point out that replacement of windows will displace classrooms for a couple days during the school year. There are plans in place to move these classrooms for the short period of time it will take to replace the windows. The goal is to keep the block layers moving as they are a vital piece to the process. Footings and slabs have been poured and walls are going up at both sites. The hallway between the cafeteria and main building is started. The gym ceiling is torn out. Parking at the high school will be an issue as school starts. The administrators will begin conversation with the Presbyterian Church to see if any parking would be available during the day. This will be addressed as the school year moves closer. June Barger, Board member, asked if the rain had slowed down the process at all. Jon stated that it had been more of a nuisance than a hindrance. Jon stated that the district has a good working relationship with Simpson Construction and that the process has been going well.

30. REPORTS

a) Jon Flint, Superintendent

None at this time.

b) Board Discussion

Kimi Bowman, Board member, asked if fingerprinting of teachers is a new policy. Jon stated that the state did implement this new policy several years ago to ensure veteran teachers had current background checks. Before this new policy, teachers were only asked to be fingerprinted upon issue of their initial license.

31. ADJOURN

June Barger moved to adjourn the meeting at 8:01 p.m.

Kimi Bowman second.

Yes 6 No 0

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Board President

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Board Clerk