

\*These minutes are unofficial until approved by the Board of Education.

USD #292 GOVE COUNTY – WHEATLAND SCHOOLS  
BOARD OF EDUCATION MEETING  
Board Room – Wheatland High School  
Monday, July 10, 2017

President Nick Zerr called the regular Board of Education meeting to order on Monday, July 10, 2017, at 7:30 pm.

Board members present were Damian Melgoza, Steve Watts, Nick Zerr and Richard Zimmerman. Gary Kraus, Superintendent; Paula Chapin, Clerk; and Todd Flinn, WHS.

Those present recited the Pledge of allegiance.

**APPROVAL OF AGENDA:** Motion by Melgoza and second by Watts to approve the agenda as presented. Motion carried 4-0.

**ELECTION OF OFFICERS:** For the position of board president, Watts nominated Zerr. Motion by Watts and second by Zimmerman that nominations cease and unanimous ballot cast for Nick Zerr as Board President. Motion passed 4-0

Watts nominated Dohm as Vice-President. Motion by Watts and second by Zimmerman that nominations cease and a unanimous ballot cast for Aaron Dohm as Vice-President of the Board. Motion passed 4-0

**RESOLUTION TO ESTABLISH REGULAR MEETING DATES:**

Motion by Zimmerman and second by Watts to approve the following resolution and schedule of board of education meetings as follows:

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 292, Gove County, Kansas, at its regular meeting held July 10, 2017, established the following meeting schedule for regular board of education meetings to be held during the 2017-2018 school year:

Hour of commencing the meeting: **7:30 pm**  
Day of the week meeting will be held: **Monday**  
Week of the month meeting will be held: **2<sup>nd</sup>**  
Meeting Place: **USD #292 District Office at Wheatland High School,  
2920 K 23, Grainfield, KS**

If the established meeting date falls on a Sunday, a legal holiday or a holiday specified by the board of education, such regular meeting will be held on the Tuesday following the holiday. If the established meeting is cancelled because of an emergency, within 24 hours of such cancellation, the board shall establish and give notice of the new meeting date and time.

The board of education reserves the right to adjourn any regular meeting to another time and place.

**And to Establish BOE Meeting Dates:** As follows:

July 10, 2017	January 8, 2018
August 14, 2017	February 12, 2018
September 11, 2017	March 12, 2018
October 9, 2017	April 9, 2018
November 13, 2017	May 14, 2018
December 11, 2017 @ 8:30 pm	June 11, 2018

**Motion carried: 4-0**

**APPROVAL OF MINUTES:** Motion by Zimmerman and second by Watts to approve the minutes of the regular June 12, 2017, minutes as read. Motion carried 4-0.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS:** Motion by Watts and seconded by Zimmerman to approve payment of check journal #17813-#17841 in the amount of \$58,00.71; electronic check #18101-18103 in the amount of \$7,133.91; check journal #17842-#17845 in the amount of \$642.82; void check #17456 in the amount of \$11.34; void check journal #2016981 & #2016985 in the amount of \$6,526.68; and check journal # 17812 in the amount of \$459.36 and electronic check #2016995-#2016996 in the amount of \$6067.32 and to approve the June financial statements as presented. Motion carried 4-0.

**GUESTS:** None

**SELECTION OF OTHER APPOINTMENTS:** Motion by Watts and second by Zimmerman to approve the following appointments:

**Board Clerk:** Paula Chapin

**Board Treasurer:** Christy Taylor

**Deputy Clerk:** Deanna Farber

**Attorney:** KASB

**Depositories:** The Bank as primary and Equity Bank as secondary

**Newspaper:** Gove County Advocate

**NKESC Representative:** Steve Watts

**NWKTC Representative:**

**KPERS Designated Agent:** Paula Chapin

**Food Service Representative:** Gary Kraus

**Bond & Interest Agent:** Gary Kraus

**Truancy Officer, Security Officer & Homeless Coordinator:** Gary Kraus

**Asbestos Program Manager:** Vernon Weber

**KASB Gov't Relations Rep:** Steve Watts

**Freedom of Information Officer:** Gary Kraus

**Bank Signature Authorization:** Require two written signatures on each check issued on District Funds excluding petty cash accounts.

Motion carried 4-0

**Rescind Minutes & Policy Statements and Adopt Written Policies:** Motion by Zimmerman and second by Watts to rescind all policy statements found in the minutes of this Board of Education prior to June 30, 2017, and for the Board of Education to adopt the new policy manual (or written policies) as presented and recommended by the Superintendent of Schools to govern this school district during the 2017-2018 school year, subject to periodic review, amendment, and revision by the Board of Education. Motion carried 4-0.

Motion by Watts and second by Zimmerman to approve the consent agenda items as follows:

**Petty Cash Resolutions:**

**WHEREAS**, the Board of Education of Unified School District No. 292, Gove County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district emergencies. **WHEREAS**, Kansas law authorizes the establishment of petty cash funds; **NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 292, Gove County, Kansas that a petty cash fund designated as the **High School Building Petty Cash Fund** is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of **\$1,500**. The fund shall be administered by the Building Principal. The High School Secretary shall keep a record of all receipts, expenditures and balance at the end of each

**Resolutions, continued:**

month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district. Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district. The petty cash fund shall not be loaned or advanced against the salary of an employee. Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

**WHEREAS**, the Board of Education of Unified School District No. 292, Gove County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district emergencies. **WHEREAS**, Kansas law authorizes the establishment of petty cash funds; **NOW**, **THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 292, Gove County, Kansas that a petty cash fund designated as the **Elementary Building Petty Cash Fund** is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of **\$750**. The fund shall be administered by the Building Principal. The Elementary School Secretary shall keep a record of all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district. Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district. The petty cash fund shall not be loaned or advanced against the salary of an employee. Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

**WHEREAS**, the Board of Education of Unified School District No. 292, Gove County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district emergencies. **WHEREAS**, Kansas law authorizes the establishment of petty cash funds; **NOW**, **THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District No. 292, Gove County, Kansas that a petty cash fund designated as the **District Office Building Petty Cash Fund** is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of **\$500**. The fund shall be administered by the Superintendent. The District Treasurer shall keep a record of all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district. Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district. The petty cash fund shall not be loaned or advanced against the salary of an employee. Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply;

**Activity Fund Resolutions:**

**WHEREAS**, the board of education of USD #292, Gove County, KS, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and **WHEREAS**, Kansas law authorizes the establishment of school activity funds; **NOW THEREFORE, BE IT RESOLVED**, by the Board of education of USD #292 Gove County, Kansas, that an activity fund designated at the **High school Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities. The fund **Activity Fund Resolution, continued:** shall be administered by the **Building Principal**. The **High School Secretary** shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district. Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

**WHEREAS**, the board of education of USD #292, Gove County, KS, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and **WHEREAS**, Kansas law authorizes the establishment of school activity funds; **NOW THEREFORE, BE IT RESOLVED**, by the Board of education of USD #292 Gove County, Kansas, that an activity fund designated at the **Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities. The fund shall be administered by the **Building Principal**. The **Elementary School Secretary** shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district. Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply;

**Approval of Employee Fiduciary Bonds:**

Employee Fiduciary Bond - \$50,000 & Treasurer Employment Bond - \$50,000;

**Home Rule Policy:**

**WHEREAS**, the Board of Education of Unified School District #292, Gove County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

**WHEREAS**, Kansas law authorizes the board to transact all school district business; and

**WHEREAS**, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

**WHEREAS**, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

**WHEREAS**, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and **WHEREAS**, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of Unified School District #292, Gove, County, Kansas that the board shall exercise the power granted by law and by this resolution;

**Approve the Waiver of Generally Accepted Accounting Principles:**

**WHEREAS**, the Board of Education of USD #292 Wheatland Schools, Grainfield, KS, has determined that the financial statements and financial reports for the year ended June 30, 2017, 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 USD #292 Board of Education or the members of the general public of USD #292 Wheatland and

**WHEREAS**, there are not revenue bond ordinances or resolutions or other ordinances or resolutions of the municipality which require financial which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2018.

**NOW, THEREFORE BE IT RESOLVED**, by the USD #292 Board of Education, Grainfield, KS, in regular meeting duly assembled this 10th day of July, 2017, that the Board of Education waives the requirements of K.S.A. 75-1120a(a) as they apply to the Director of Accounts and Reports for the year ended June 30, 2018.

**BE IT FURTHER RESOLVED** that the USD #292 Board of Education shall cause the financial statements and financial reports of USD #292 Wheatland 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.

**ADOPT 1,116 SCHOOL CALENDAR:** Adopt the State mandated 1,116 hour school year schedule for the 2017-2018 school term; **Consent agenda motion passed 4-0.**

Motion by Watts and second by Zimmerman to approve the following assignments:

**Individual Responsibility Assignments:**

- Gate Receipts:** WHS Secretary
- Depository securities in the amount required by law:** Treasurer
- Compliance Coordinator for all State & Federal Programs:** Superintendent
- All District Funds:** Superintendent
- KSHSAA Membership:** Activities Director
- KASB Membership:** Superintendent
- Compulsory Attendance Law:** Superintendent
- Early Payment Policy:** Clerk
- Open Records Officer:** Superintendent
- Food Service Program Hearing Officer:** Administrative Intern
- Determining Officer:** Superintendent

**Motion passed 4-0**

**SET STUDENT FEES:** Motion by Watts and second by Melogza to approve the student fees for 2017-2018 as follows:

Textbook Rental:	K	\$25.00	Preschool	\$10.00		
	1 <sup>st</sup> – 4 <sup>th</sup>	\$43.00	9 <sup>th</sup> – 12 <sup>th</sup>	\$43.00		
Extended Preschool:	\$10.00 per day per child					
After School Care:	\$5.00 per day per child					
Breakfast (per meal):	K – 4 <sup>th</sup>	\$1.80	9 <sup>th</sup> – 12 <sup>th</sup>	\$1.80	Adults	\$2.40
Lunch (per meal):	K - 4 <sup>th</sup>	\$2.20	9 <sup>th</sup> – 12 <sup>th</sup>	\$2.60	Adults	\$3.60
	Seconds ticket \$1.30					
Extra Milk & Juice:	per semester \$30.00		per milk \$.35			
	\$30 Preschool (per semester)					
	\$15 Extended Preschool (per semester)					
Art Fee (per class):	9 <sup>th</sup> -12 <sup>th</sup>	\$45.00				
Shop Fee (per class):	9 <sup>th</sup> -12 <sup>th</sup>	cost of materials				
Technology Fee:	9 <sup>th</sup> -12 <sup>th</sup>	\$25.00				
Sports Fee (per sport):	\$10.00					
Mouthpieces:	\$11.50					
Yearbook:	\$45.00 per book					
Driver's Education:	\$100 per student					

**Motion passed 4-0.**

**DISTRICT MILEAGE RATE:** Motion by Watts and second by Zimmerman to establish the district mileage rate at \$0.535 per mile. Motion passed 4-0.

**REIMBURSEMENT RATE:** The board discussed the cost of bus driver physicals as well as the meal reimbursement rate. Motion by Zimmerman and second by Melgoza to establish the reimbursement amount for bus driver physicals at \$100 and the meal reimbursement rates at \$4 – breakfast, \$6 – lunch and \$10 - dinner. Motion passed 4-0.

*\$8-breakfast; \$10-lunch; \$12-dinner*

**STUDENT HANDBOOKS:** Motion by Zimmerman and second by Melgoza to adopt the proposed Wheatland Elementary and Wheatland High School Handbooks with updated policy concerning excessive absences as well as unpaid meal charge. Motion passed 4-0.

**2017-18 FOOD SERVICE AGREEMENT AND APPLICATION RENEWAL:** Motion by Watts and second by Zimmerman to approve the KSDE Child Nutrition Food Service Agreement and Application Renewal. Motion passed 4-0.

**APPOINT EXECUTIVE COMMITTEE MEMBERS:** Motion by Melgoza and second by Watts to appoint Harvey Heier, Aaron Dohm and Steve Watts to the executive committee with USD #291. Motion passed 4-0.

**APPROVE NKESC FY 18 ASSESSMENT:** Motion by Watts and second by Zimmerman to approve the district assessment agreement to the NKESC for school year 2017-2018 services in the amount of \$86,898. Motion carried 4-0.

**RENEWAL OF INSURANCE POLICY:** The board discussed the renewal insurance policy. Motion by Melgoza and second by Zimmerman to approve the renewal of the insurance package with Insurance Planning, Inc. for the EMC and Harford coverage in the amount of \$45,953.00. Motion passed 4-0.

**WESTERN PLAINS ARTS ASSOCIATION MEMBERSHIP:** Motion by Melgoza and second by Zimmerman to approve a membership to the WPAA at the \$350 sponsorship level with tickets to be available to teachers and students prior to availability to patrons. Motion passed 4-0.

**SCHOOLS FOR QUALITY EDUCATION:** Steve Watts is the northwest Kansas representative for SQE. Motion by Melgoza and second by Watts to approve the annual membership to Schools for Quality Education for the 2018 in the amount of \$350. Motion carried 4-0.

**APPROVE KASB MEMBERSHIP DUES AND LEGAL ASSISTANCE FUND:** Motion by Watts and second by Zimmerman to approve the KASB dues for the 2017-2018 school year in the amount of \$3,200 and the Legal Assistance Fund membership in the amount of \$1,650. Motion carried 4-0.

**ADOPT KASB POLICIES:** Motion by Watts and second by Zimmerman to adopt the following policies: JGCA Local Wellness and GBRH Leaves and Absences. Motion carried 4-0.

**GATE ADMISSIONS AND PASS PROCEDURE:** Mr. Flinn discussed his proposal for gate admissions and pass gate procedure. The board directed the administration to proceed as discussed with senior, staff and community passes. Motion carried 4-0.

**REPORTS:**

**WHS MAINTENANCE:** Butch Weber left a written report for the board:

- Washington Roofing plans to be out this week to do roof repairs;
- All classrooms are cleaned and done as is the main hallway. The crew is working on the cafeteria;
- Gymnasium will be closed after this week and the floor will be refinished;
- Light pole on football field has not yet been replaced;

**AD Report:** Terry Ostmeyer, AD, reported on the following:

- The next WKLL meeting is August 23, 2016, in Oakley;
- The schedules have been submitted for the athletic cards and posters;

- Attended the KSHSAA Regional Administrator meeting in Hays on July 25;
- Attended the NFHS Summer Meeting in Rhode Island recently;
- Parent-Student-Coach meeting is August 8 at 7:00 pm with all 9<sup>th</sup>-12<sup>th</sup> grade athletes and cheerleaders, one parent per family are required to attend before he/she can practice or play;
- Back to School Pool and Pizza party is August 10 in Oakley;
- First day of fall practice is August 14, 2017. Physical forms are available online or at Wheatland High School office;
- Has discussed the gate passes and admission with Mr. Flinn;
- Researching costs and funding opportunities for a new scoreboard.

**WHS Report:** Mr. Flinn reported on the following:

- Enrollment is August 8<sup>th</sup> & 9<sup>th</sup>;
- Discussing ways to reduce amount of paperwork required at enrollment;
- Garage door openers will be installed in the vehicle barn. They are being paid for by Class of 2015;
- Football camp is this week with 11 in attendance and 14 out for football;
- Building is looking good as maintenance crew prepares for the new year;
- Attending Criminal Justice training on July 18<sup>th</sup>;
- Attending a Transportation Basics for Bus Supervisors class on July 26<sup>th</sup>;
- Has had a good turnout for summer weightlifting;

**Administrative Report:** Mr. Kraus reported on the following:

- Signed Memorandum of Understanding between three school districts and area law enforcement as required;
- KSDE School Finance Budget Workshop is July 13 in Oakley. The budget will not be released until after the Supreme Court ruling later this month. There will be a short time period to prepare, publish and approve the 2017-18 budget so a special meeting may be needed.
- Cash balances have been reported to KSDE. The last state aid payment creates a negative in the General fund. This is a statewide issue. The July 1, 2017, general fund budget is zero as expected.
- The equipment in the ITV room as been replaced;
- HB2301 was approved and mandates changes in the Kansas Open Meetings Act that will affect the procedures school boards need to use when the call an executive session;

**NEGOTIATIONS:** Motion by Watts and second by Zimmerman to enter into executive session with Mr. Kraus present for 5 minutes beginning at 8:45 pm to discuss the proposed Master Contract and the latest proposal for base pay for the teachers pursuant to the exception for employer-employee negotiations under KOMA, and the open meeting will resume in the board room at 8:50 pm. Motion passed 4-0.

The board returned to open session at 9:50 pm with no action taken.

8:50

Motion by Watts and second by Zimmerman to approve the 2017-2018 Master Contract and negotiated agreement as presented. Motion carried 4-0.

**PERSONNEL:** Motion by Watts and second by Zimmerman to enter into executive session with Mr. Kraus and Mr. Flinn present for 10 minutes beginning at 8:58 pm to discuss classified employee contracts pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the board room at 9:08 pm. Motion passed 4-0.

The board returned to open session at 9:08 pm with no action taken.

Motion by Zimmerman and second by Melgoza to enter into executive session with Mr. Kraus and Mr. Flinn present for 5 minutes beginning at 9:09 pm to discuss classified employee contracts pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the board room at 9:14 pm. Motion passed 4-0.

The board returned to open session at 9:14 pm with no action taken.

Motion by Watts and second by Zimmerman to ratify the teaching contract for Mr. Steve Reed as WHS Science teacher. Motion passed 4-0.

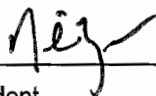
Motion by Zimmerman and second by Melgoza to approve the 3% wage increase for the classified employees as presented. Motion passed 4-0.

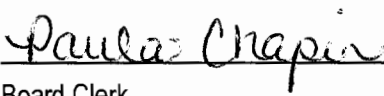
Motion by Watts and second by Zimmerman to approve the 2017-18 Classified Employee handbook as presented. Motion passed 4-0.

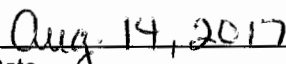
Motion by Zimmerman and second by Watts to enter into executive session with Mr. Kraus and Mr. Flinn present for 10 minutes beginning at 9:25 pm to discuss employee performance pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the board room at 9:35 pm. Motion passed 4-0.

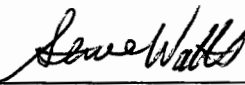
The board returned to open session at 9:35 pm with no action taken.

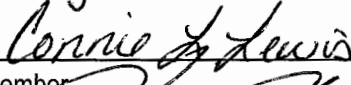
Chairman Zerr declared the meeting adjourned at 9:45 pm.


  
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Board President

  
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Board Clerk

  
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Date

  
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