

**MINUTES** of the regular Monday, July 13, 2015 meeting of the West Elk USD #282 Board of Education, at 6:30 p.m. at the West Elk District Office, Howard, Kansas.

**BOARD MEMBERS PRESENT**

Matthew C. Hilton, President  
Angela Allen  
Tyson Denton  
Shelly Hare

**ADMINISTRATION**

Bert Moore, Supt/Director of SPED  
Martin Burke, Principal  
Paula McAlister,

**OTHERS**

Debra Stange  
Christy Tyler  
Mike McLean  
Zachary Fry  
Mark Hall

**BOARD MEMBERS ABSENT**

Dr. Robert Black  
Panatha "Penny" Swanson

At 6:34 p.m., President Hilton called the meeting to order by reciting the Pledge of Allegiance.

**III. BOARD ORGANIZATION**

**A. Election of Board President and Vice President:**

Mr. Moore opened the floor for nominations for President for 2015-2016. Allen nominated Hilton. Hare seconded the nomination. Hare moved nominations cease, seconded by Denton. Motion passed. (4-0) Hilton is Board President for 2015-2016.

Mr. Moore opened the floor for nominations for Vice-President for 2014-2015. Hilton nominated Allen, seconded by Denton. Hare moved nominations cease, seconded by Hare. Motion passed. (4-0) Allen is Board Vice-President for 2015-2016.

**II. ADOPTION OF AGENDA**

Hare moved to accept the Agenda as printed with the addition of Consent Agenda W. Approve payment of \$359,388.00 to SBA upon written approval from PBA. Allen seconded and the motion passed. (4-0)

**IV. CONSENT AGENDA**

Hare moved to approve the consent agenda as follows:

- A. Approval of Minutes, Regular Meeting June 8, 2015, Special Board Meeting June 29, 2015, Approval of Bills, Payroll and Treasurer's Report pages 1 - 22  
Bills: \$ 150,804.24 Payroll: \$ 67,463.26
- B. Appoint Paula McAlister as the Clerk of the Board
- C. Appoint Debra Stange as the Treasurer of the Board
- D. Appoint Martin Burke Truancy Officer for the 2015-2016 school year.
- E. Designate the Flint Hills Express as the official newspaper of the Board of Education with selected materials also to be sent to the Eureka Herald.
- F. Appoint Paula McAlister as the designated KPERS Agent and Debra Stange as the Deputy Agent for the 2015-16 school year.

- G. Adopt the annual GAAP Waiver for 2015-16 page 23
- H. Appoint Martin Burke as the Food Service Hearing Officer
- I. Adopt Howard State Bank as official depository for school district funds
- J. Appoint Bert Moore, as Food Service Representative, Federal Funds Director, and Compliance Coordinator for federal anti-discrimination laws including Title VI, Title VII, Title IX, ADA and Section 504
- K. Resolution to rescind all policy actions from the previous year and adopt all current written policies page 24
- L. Adopt the Cafeteria 125 Plan page 25
- M. Appoint Kansas Association of School Boards, as Attorney for USD #282
- N. Adopt Board meeting dates, times and place(s) page 26
- O. Adopt the Resolution to authorize the Clerk of the Board to destroy financial records (5 years old) page 27
- P. Adopt Resolution Authorizing Early Payment of Claims page 28
- Q. Mileage Rate page 29
- R. Appoint Bert Moore as Homeless Children Coordinator
- S. Resolution to Obtain Credit Card Account page 30
- T. Resolution to Fill Board Vacancy page 31
- U. Bank of Howard Resolution page 32
- V. Adopt Student Fees for 2015-2016 page 33
- W. Approve payment of \$359,388.00 to SBA upon written approval from PBA.

Allen seconded and the motion passed. (4-0)

#### **IV. DISCUSSION/ACTION ITEMS:**

##### **A. Roof/ HVAC Units Update – Mike McLean:**

Mike McLean reported:

1. Project is moving along, rain has slowed down.
2. All RTUs are set on Area A. Duct work, electric and gas lines have not been hooked up. Hoping to have the rooms back by the end of the week.
3. Gym units are set on the weight room but the walls have not been cut. The gym will be the last area to complete.
4. When the roof on Area A is complete, they will move to the shop area. The auditorium and cafeteria roofs have not been started.
5. The spiral duct work is on site and has been painted.
6. Weight room is in use.
7. Breaker boxes have been replaced. Will see about placing the old breaker boxes on purplewave.com later.
8. New ceiling tiles in the cafeteria and art room.
9. Several carpet squares will need to be replaced.
10. Progress meeting is scheduled for Tuesday, July 14.

##### **B. MAINTENANCE REPORT:**

Mike McLean reported:

1. Grass on the football field is coming in and will be fertilized and sprayed next week.
2. Outbuildings are being painted.
3. Doors on the football press box have been replaced.
4. Replaced the receiver on the baseball field scoreboard.
5. Coffelt came and fixed 3 baseball lights.
6. The roof on the bus barn is leaking. Wray Roofing will be looking at the roof later this week.

**C. TECHNOLOGY REPORT – Mark Hall & Zach Fry:**

Zach Fry reported:

1. The student Chromebook have been set up and configured.
2. New HD cameras have been installed at the District Office.
3. Lightspeed server has been replaced.
4. Firewall at the District Office has been upgraded.
5. Computers are being upgraded to Office 13.
6. Student laptops are being reimaged for the 2015-16 school year.

**D. STUDENT HANDBOOK – Martin Burke:**

Allen moved to adopt the 2015-16 Student Handbook as presented. Denton seconded and the motion passed. (4-0)

**E. CLASSIFIED HANDBOOK – Bert Moore:**

No action was taken. 2015-16 Classified Handbook will be added to the Special Board Meeting agenda.

**F. TRANSPORTATION HANDBOOK – Christy Tyler:**

Tyler reported:

1. Transportation Handbook for 2015-16 was discussed.
2. The buses and cars are being cleaned and prepared for inspection.
3. Tyler, Lyle Riggs and Anthony Beitz will be attending a Bus Inspection workshop.

Allen moved to adopt the 2015-16 Transportation Handbook as presented with the addition of the "Chain of Command" and correcting the Principal's phone number. Denton seconded and the motion passed. (4-0)

**G. BUDGET DISCUSSION – Paula McAlister :**

The budget software for 2015-16 has just been released. A Special Meeting will need to be scheduled to approve Code 99 for publication.

**H. ENROLLMENT UPDATE – Bert Moore:**

Enrollment is scheduled for Thursday, August 6 from noon to 7:00 p.m. and Friday, August 7 from 8:00 a.m. to noon and 1:00 p.m. to 3:00 p.m. A slight increase in students is anticipated.

**I. BOARD POLICY UPDATES – Bert Moore:**

After discussion, Hare moved to approve the following Board Policy updates:

1. B-13 – Enrollment – Admission of Resident and Non-Resident Students
2. B-30 – Racial and Disability Harassment Employee
3. E-2 – Enrollment
4. E.-10.4 – Racial and Disability Harassment: Students
5. B-38 – Sexual Harassment: Employee
6. E. – 10.5 – Student Harassment: Sexual
7. B – 43 – Emergency Safety Interventions and
8. E – 2.2 – Absences and Excuses

Allen seconded and the motion passed. (4-0)

**J. PRINCIPAL’S REPORT – Martin Burke:**

Martin Burke presented as follows:

1. Copies of proposed Coach and Assistant Coach Evaluation forms and self-evaluation forms were discussed.
2. Following the Chain of Command was discussed.
3. Acceptable dress code was discussed and pictures were presented of acceptable and nonacceptable dress. Mr. Burke will be talking with students and parents at enrollment about the new dress code. Dress code will be enforced at school activities.

**K. SUPERINTENDANT’S REPORT – Bert Moore:**

The 2015-16 Food Service Program Agreement was discussed. Hare moved to adopt the Agreement as presented. Denton seconded and the motion passed. (4-0)

Andrew Tovar has accepted the Business/Technology teaching position and will be on a Restricted License. He is enrolled at Fort Hayes to complete the course of study.

**L. NEGOTIATED AGREEMENT UPDATED FOR 2015-16 – Bert Moore**

2015-16 Negotiations are complete. Hare moved to approve the 2015-16 Negotiated Agreement. Allen seconded and the motion passed. (4-0)

**M. BUDGET HEARING – SET DATE & TIME – Paula McAlister:**

Allen moved to have a Special Board Meeting on Monday, July 27, 2015 @ 6:30 p.m.to approve Code 99 for publication. Denton seconded and the motion passed. (4-0)

At 8:01 p.m. Hilton declared a 7 minute break.

At 8:08 p.m. Hilton declared the meeting back in session.

At 8:08 p.m. Hilton declared a 2 minute break.

At 8:10 p.m. Hilton declared the meeting back in session.

**EXECUTIVE SESSION**

At 8:10 Allen moved to go into executive session to discuss non-elected personnel and student to protect the privacy interest of identifiable individuals and to discuss negotiation to protect the public interest in negotiating a fair and equitable contract and for 15 minutes and to include Bert Moore and Martin Burke. Hilton seconded the motion and motion passed. (4-0)

At 8:25 p.m. the Board reconvened into open session at which time a motion was made by Hilton and seconded by Hare to continue the session for an additional 5 minutes and include Bert Moore and Martin Burke. Motion carried. (4-0)

At 8:30 p.m. the Board reconvened into open session.

**ACTION ITEMS**

**A. Personnel:**

Hare moved to accept the resignations of Alisha Ashenfelter, Elk Valley Paraprofessional; Cody Mast, West Elk Paraprofessional and Mindy Moore, CCC Paraprofessional; approve Bert Moore as PDC Chairperson for 2015-2016 and accept the out-of-district students wanting to attend West Elk, per attached. Allen seconded and the motion passed. (4-0)

At 8:30 p.m. Hilton adjourned the meeting.

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**PRESIDENT OF THE BOARD**

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**CLERK OF THE BOARD**

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