

# USD 217 Board of Education

## Regular Meeting Minutes

*Monday, July 8, 2024, 6:30 pm*

### Call to Order

The regular meeting of the Board of Education of USD 217 was called to order by President Jason LaRue at 6:30 p.m. in the Hays Educational Center.

### Roll Call

Members present as follows:

Jason LaRue	Troy Cooper	Reyna Delgado	Courtney Reza(absent)
Phoebe Brummett		Kim Hull	Nick Link

### Others Present:

Dettra Crawford, Superintendent, Principal

Hannah Dunn, Clerk

### Amendments and/or Approval of Agenda

Ø Jason LaRue moved to Amend the agenda to add the KOMA- attorney-client privilege to Executive Session. Troy Cooper seconded. Motion carried:6 -0.

### Public Open Forum

None

### Approval of Minutes of May 13 Regular Minutes and Activity Funds Report

Ø Phoebe Brummett moved to approve the minutes of the June 10th meeting and the Activity Funds Reports as stated. Reyna Delgado seconded. Motion carried: 6-0

### Clerk's & Treasurer's Reports

#### Warrant Reports / Treasurer's Report / Budget Report

Ø Jason LaRue moved to pay the warrants and approve the fund activity report, petty cash, and credit cards. Reyna Delgado seconded. Motion carried: 4-0.

**AD report - update on gym floors - additional \$2,000 to move volleyball standards and fix holes**

**Grounds/Maintenance - Wes Hargreaves**

- A. Updates - Hazen Plumbing - broken line
- Austin Heaton - began sprinkler system work
- Football scoreboard

**8. Executive Session**

**A. Non Elected Personnel**

*Ø Jason LaRue moved to enter into executive session to discuss non-elected personnel under KOMA for 15 minutes. Phoebe Brummett seconded. Motion carried: 6-0.*

*7:06 pm Entering executive session Jason LaRue, Phoebe Brummett, Troy Cooper, Nick Link, Kim Hull, Reyna Delgado, Dettra Crawford, and Hannah Dunn.*

**B. Information Relating to Students**

None

**C. Discuss Employer/Employee Negotiations**

*Ø Phoebe Brummett moved to enter into executive session to discuss employer/employee negotiations under KOMA for 7 minutes. Troy Cooper seconded. Motion carried: 6-0.*

*7:22 pm Entering executive session were Jason LaRue, Phoebe Brummett, Troy Cooper, Nick Link, Kim Hull, Reyna Delgado, Dettra Crawford, and Hannah Dunn.*

*7:29 pm Exiting executive session were Jason LaRue, Phoebe Brummett, Troy Cooper, Nick Link, Kim Hull, Reyna Delgado, Dettra Crawford, and Hannah Dunn.*

**Attorney-client privilege**

*Ø Jason LaRue moved to enter into executive session to discuss Attorney-client privilege under KOMA for 10 minutes. Phoebe Brummett seconded. Motion carried: 6-0.*

*6:30 pm Entering executive session Jason LaRue, Phoebe Brummett, Troy Cooper, Nick Link, Kim Hull, Reyna Delgado, Dettra Crawford, and Hannah Dunn.*

*6:41 pm Exiting executive session were Jason LaRue, Phoebe Brummett, Troy Cooper, Nick Link, Kim Hull, Reyna Delgado, Dettra Crawford, and Hannah Dunn.*

***Jason LaRue moved to enter Mediation with opposing counsel. Phoebe Brummett seconded. Motion carried: 6-0.***

## 9. Personnel

### A. *Hire Elementary Secretary*

*Ø Jason LaRue moved to approve the hire of Nataly Cruz as the elementary secretary. Phoebe Brummett seconded. Motion carried: 6-0.*

**B. Jason LaRue Moved to hire Jamie and Cassie as AD at 70/30 split. Phoebe Brummett Seconded. Motion Carried: 6-0**

C. Jason LaRue moved to accept the resignation of Shelly Barrett. Reyna Delgado Seconded. Motion carried: 5-1 with Troy Cooper voting no

D. Jason LaRue moved to accept the resignation of Ana Villegas from the Rolla Rec. Phoebe Brummett seconded. Motion carried 6-0

### E. Supplemental hires

Jason LaRue moved to hire **Robert Lucero as the Assistant football coach. Reyna Delgado seconded. Motion carried: 6-0**

## 10. Administrative Reports

A. Dettra Crawford, Superintendent/Principal

## 11. New Business

A. Student Insurance Renewal Quote

Tabled till the next meeting

B. Kim Hull moved to set the Budget Adoption/Hearing Dates for August 12th, 2024 at 6:25pm in the District Office. Jason LaRue seconded. Motion carried: 6-0

C. KASB Convention

November 15-17, 2024 in Wichita

Registration opens July 11, 2024

D. Jason LaRue moved to Exceed the RNR and to set the Adopt RNR resolution Hearing for August 12th, 2024 at 6:15 pm in the District Office. Troy Cooper seconded. Motion carried: 6-0

E. Troy Cooper moved to the Renew Employee New Directions Program. Reyna Delgado seconded. Motion carried: 6-0

F. Jason LaRue Moved to purchase new technology for the teachers. Phoebe Brummett Seconded. Motion carries: 6-0

G. Jason LaRue moved to use Carpets for Less out of Cimmaron KS. for the Carpet in the History classroom. Phoebe Brummett Seconded. Motion carried: 6-0

H. Nick Link moved to non-renew the P1 Preventative maintenance contracts. Phoebe Brummett Seconded. Motion carried: 6-0

I. Vehicle fleet

Phoebe Brummett moved to up the dollar amount to \$25,000 but keep all other criteria the same for the RFQ for the replacement S-O car. Reyna Delgado Seconded. Motion carries: 6-0

Phoebe Brummett moved to put RFQs out for an 8-9 passenger SUV with 40,000 miles or less and the Max of \$60,000. Kim Hull Seconded. Motion carried 6-0

Jason LaRue moved to deem S-1 as excess property as well as accept sealed bids till August 12th @ 12:00pm. Troy Cooper Seconded. Motion carried: 6-0

Troy Cooper moved to deem Bus #1 and Bus #2 as excess property. Reyna Delgado Seconded. Motion carried: 6-0

J. Kim Hull moved to Adopt policies per the Policy Committee's advice. Reyna Delgado Seconded. Motion carried: 6-0

K. Organizational meeting

information/action

## Organizational Meeting Process Notes

1. Nominations for USD 217 **Board President**. Jason LaRue was nominated. Phoebe Brummett moved Troy Cooper seconded Motion carried: 6-0
2. Nominations for **Vice President** of the Board. Courtney Reza was nominated. Jason LaRue moved Phoebe Brummett seconded Motion carried:6-0
3. Jason LaRue moved to appoint Hannah Dunn as the designated Clerk and Jamie Milburn as the District Treasurer. Phoebe Brummett seconded. Motion carries: 6-0
4. Jason Moved to appoint **Jason LaRue, Phoebe Brummett, and Troy Cooper** as **Board Policy Committee**. Troy Cooper seconded. Motion carried:6-0
5. Jason LaRue moved to adopt the *Dream First Bank of Elkhart & Rolla* and *TBK Bank, Elkhart Branch* as the **official depositories** for the school district and approve Jason LaRue, Courtney Reza, Phoebe Brummett, Kim Hull, Troy Cooper, Nick Link, Reyna Delgado, Jamie Milburn, and Hannah Dunn as **authorized bank signatories**. Authorized bank signatories for Administrative Petty Cash and Activity Funds as Jamie Milburn, Hannah Dunn, and Dettra Crawford. Phoebe Brummett seconded. Motion carried: 6-0

6. Jason LaRue moved to adopt the following nine resolutions. Phoebe Brummett seconded Motion carried: 6-0

- A. Resolution to Establish Regular Board of Education Meeting Dates
- B. Resolution to Establish Regular Board Policy Committee Meeting Dates
- C. Resolution for Rescinding Policy Statements Found in Board Minutes & Adoption of Current Written Board Policies
- D. Resolution to Establish Home Rule by Board of Education
- E. GAAP Resolution
- F. Resolution to Establish Superintendent's Administrative Petty Cash Fund
- G. Resolution to Establish an Activity Fund
- H. Resolution Authorizing Destruction of Records

(A)

**RESOLUTION TO ESTABLISH REGULAR MEETING DATES**

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 217, Morton County, Kansas, at its regular meeting held July 8, 2024, established the following meeting schedule for the regular board of education meetings to be held during the 2024-2025 school year:

Hour of commencing the meeting: 6:30 p.m.  
Day of the week the meeting will be held: Monday  
Week of the month the meeting will be held: Week Including Second Monday of the Month  
Meeting place: Hays Educational Center

If the established meeting date falls on a legal holiday or a holiday specified by the board of education, such regular meeting will be held the **following day at the same place**, commencing at 6:30 p.m. If the established meeting is canceled 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.

(B)

**RESOLUTION TO ESTABLISH BOARD POLICY COMMITTEE REGULAR MEETING DATES**

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of USD 217, Morton County, Kansas, at its regular meeting held July 8, 2024, established the following meeting schedule for regular Board of Education policy meetings to be held the 2024-2025 school year:

Hour of commencing the meeting: 5:00 p.m.  
Day of the week the meeting will be held: Monday  
Week of the month the meeting will be held: Second Monday of the month before regular meeting  
Meeting place: Hays Educational Center

The Board Policy Committee reserves the right to adjourn any regular meeting to another time and place.

**(C)**  
**RESOLUTION FOR RESCINDING POLICY STATEMENTS  
FOUND IN BOARD MINUTES & ADOPTION OF  
CURRENT WRITTEN BOARD POLICIES**

Be it resolved that all policy statements found in the minutes of this board of education prior to June 30, 2024, be rescinded, and that the Board of Education adopt the written policies as presented and recommended by the superintendent of schools, to govern this school district during the 2024-2025 school year, subject to periodic review, amendment, and revision by the board of education.

**(D)**  
**RESOLUTION TO ESTABLISH  
HOME RULE BY BOARD OF EDUCATION**

WHEREAS, the Board of Education of Unified School District No. 217, Morton 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 No. 217, Morton County, Kansas, that the board shall exercise the power granted by law and by this resolution.

**(E)**  
**RESOLUTION TO WAIVE THE ANNUAL REQUIREMENT  
OF GENERALLY ACCEPTED ACCOUNTING  
PRINCIPLES AND FIXED ASSET ACCOUNTING**

WHEREAS the Board of Education of Unified School District 217, Morton County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2024, 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 Board or the members of the general public of the Unified School District and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality 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, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 217, Morton County, Kansas, in the regular meeting duly assembled this 18th day of July, 2022, that the Board requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the Unified School District for the year ended June 30, 2024

BE IT FURTHER RESOLVED THAT THE Board shall cause the financial statements and financial reports of the Unified School District 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.

**(F)**  
**RESOLUTION TO ESTABLISH  
ADMINISTRATOR'S PETTY CASH FUND**

WHEREAS, the Board of Education of Unified School District 217, Morton County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes as deemed necessary by the Superintendent.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 217, Morton County, Kansas that a petty cash fund designated as the Superintendent's Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures as deemed necessary by the Superintendent. The fund shall be in the amount of \$800.

The fund shall be administered by the Superintendent. The 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. 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 any employee. Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

**(G)**  
**E. RESOLUTION TO ESTABLISH AN ACTIVITY FUND**

WHEREAS, the Board of Education of Unified School District 217, Morton County, Kansas, 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 Unified School District 217, Morton County, Kansas, that an activity fund designated as the 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 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

(H)

**RESOLUTION AUTHORIZING DESTRUCTION OF RECORDS**

Be it resolved that the Board of Education of USD 217, Morton County, Kansas shall authorize the Clerk of the Board to destroy the records pursuant to K.S.A. 72-5369 and 72-5370.

List of records to be destroyed:

- Ø Original bookkeeping books of entry, claims, vouchers and purchase orders – 5 years
- Ø Official bonds of surety or indemnity – 5 years after termination of employment of covered employee
- Ø Insurance Policies – 5 years after expiration of policy
- Ø Formal Audit Reports – 5 years
- Ø Financial reports relating to programs supported by federal funds – 3 years or time specified in federal law
- Ø Financial papers (warrants, checks, receipts, etc.) – 6 months after formal audit reports are filed
- Ø Bonds or coupons stamped paid or canceled and returned to district by state fiscal agent – 6 months after next formal audit of the district

7. Jason LaRue moved to adopt *Elkhart Tri-State News* as official district publication and appoint Nathan Foreman as the school attorney. Phoebe Brummett seconded. Motion carried: 6-0

8. Jason LaRue moved to adopt the minimum 1116 hour school calendar. Phoebe Brummett seconded. Motion carried: 6-0

9. Jason LaRue moved to designate Friday's in April as make up snow &/or inclement weather days. Phoebe Brummett seconded. Motion carried: 6-0

10. Motion & second to appoint the following:

- Hannah Dunn as designated KPERS Representative
- Dettra Crawford as Freedom of Information Officer and Title Programs Coordinator
- Tammi Bolin as Authorized Food Service Representative
- Dettra Crawford as Hearing Officer for free and reduced priced meal appeals
- Jamie Milburn as Determining Official for free and reduced price meal applications
- Dettra Crawford coordinator for homeless children duties.
- Dettra Crawford as Truancy Officers for K-12
- Dettra Crawford as all Title VI, VII, and IX services and Section 504 Coordinator
- Jason LaRue as *KASB Governmental Relations Network* representative
- Kim Hull to *HPEC Board* and all Board Members as Alternates (Alternate: **Phoebe Brummett**)



- **None** to *SWPRSC Board* and all Board Members as Alternates
- **Jason LaRue, Courtney Reza, Phoebe Brummett** to serve on the negotiation team.

Jason moved to apoint the mentioned names above for the above positions.  
Pheobe Brummett seconded. Motion carred: 6-0

**11.** Jason LaRue moved to adopt K.S.A. 72-5209 et.seq. as **Immunization Policy** and K.S.A. 12-105(b) as the **Early Payment Policy**. Troy Cooper seconded. Motion carried:6-0

**12.** Jason LaRue moved to establish **meal prices, supply fees, miscellaneous fees, and mileage reimbursement rates and also adopt the 2024 KSDE CNW Procurement Plan, Unpaid Meal Policy, and Standard of Conduct.** See current rates below. Troy Cooper seconded. Motion carried: 6-0

### Current - Proposed Meal Prices:

1st chance Breakfast & 2nd chance breakfast	Lunch	Reduced
<b>K-5:</b> \$2.25 <b>6-12:</b> \$2.35 <b>Employees:</b> \$3.00 <b>Adult Guests:</b> \$4.00	<b>K-5:</b> \$3.25 <b>6-12:</b> \$3.35 <b>Employees:</b> \$5.00 <b>Adult Guests:</b> 6.00	\$.30 Breakfast \$.40 Lunch
<b>Extra Milk:</b> .50 <b>Yogurt:</b> \$1.00 <b>Yogurt parfait:</b> \$1.75	<b>Sandwich:</b> \$1.75 <b>Seconds:</b> \$1.75	

*KSDE requires that adult meal prices should equal or exceed the total reimbursement for a free student meal, last year’ reimbursements were **\$2.50 (breakfast) and \$4.50 (lunch)**. Reimbursement and student payments cannot be used to supplement the cost of preparing and serving adult meals. If the district approves a lower adult meal price, it must be pre-approved by KSDE and funds to make up the difference must be transferred to the Food Service Fund. Funds must also be transferred to the Food Service Fund to pay for “gratis” meals provided to other school employees.*

**Student Fees** (K.S.A. 72-5390) are currently as follows:

Driver’s Education Tuition: **\$125 in-district** and **\$325 out-of-district**

Student physicals: **Price is determined by Clinic**

Supply Fee/Technology Fee: \$35.00

Mileage reimbursement for approved use of privately owned vehicle is currently 65.5 cents per mile ~~The state rate is 67 cents per mile.~~

13. Pheobe Brummett moved to keep the Substitute Rate at the current \$125 per day. Jason LaRue seconded. Motion carried: 6-0

14. Jason LaRue moved to approve the annual waiver of requirements of generally accepted accounting principles. Pheobe Brummett seconded. Motion carried: 6-0

15. Jason LaRue moved to adopt guidelines for activity funds and gate receipts.  
(Dettra &/or Hannah will take concessions stand &/or gate receipt monies and put in the District Office vault until the next school day when monies can be receipted)  
Pheobe Brummett seconded. Motion carried: 6-0

16. Jason LaRue moved to approve the Chain of Command Flow chart. Troy Cooper seconded. Motion carried: 6-0

## 12. Other Minutes & Other Reports

A. High Plains Educational Cooperative Report Information

B. Southwest Plains Regional Service Center Information

## 13. Announcements

**Board of Ed - Regular meeting**  
August 12, 6:30 pm

**SWPRSC - School Finance**  
July 11

**Superintendent Summit**  
July 10-12

**Gradient Learning Training**  
July 15-19

**Audit - Hay/Rice**  
July 18-19 (Lena and Hannah)

## 14. Adjournment

**Pheobe Brummett moved to Ajourn the Meeting. Kim Hull seconded. Motion carried: 6-0**

*\* The board appreciates patrons taking time to talk to us about our policies and procedures. We set aside this time every meeting to hear from the public. Your comments should be directed towards board policies or the procedures our administrators establish to carry out those policies.*

*This is not an appropriate time or place for patrons to make comments of a personal nature about any district employee or student. Persons making comments which violate the privacy rights of district employees and students will be asked to stop speaking or cease their remarks. If a patron or parent has a concern with one or more employees, the board will refer that person to the appropriate employee or the superintendent. If the board refers your concern to an administrator for investigation, the board will follow up at a future meeting. Thanks again for taking your time to discuss district business with the board.*