

Mary Ellen
Welshhon,
Superintendent

HOXIE COMMUNITY SCHOOLS

USD #412 – CENTRAL OFFICE

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UNOFFICIAL UNTIL APPROVED BY BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT NO. 412
SHERIDAN COUNTY, KANSAS

The Board of Education of Unified School District No. 412 met for their organizational meeting on Monday, July 11, 2022 at 7:00 PM in the District Board Room located in Hoxie, KS.

PRESENT WERE

BOARD MEMBERS:	Devan Castle, Michael Bretz, Reba White, Billi Beckman, Leonard Weber, Jennifer Carder, Mitchell Baalman
SUPERINTENDENT:	Mary Ellen Welshhon
CLERK:	Mandy Shipley
PRINCIPAL:	Carey Fose
GUEST:	Nichole Campbell, Gina Schamberger, Leah Heskett, Christy Heim, Kim Robben, Tennille Giancola, Sharris Werner

Devan Castle called the meeting to order at 7:00 PM.

The Board and all in attendance recited the flag salute.

Mandy Shipley took roll call.

The agenda for the Board meeting was approved as presented (Beckman/White 7-0).

The Board welcomed the visitors present.

There were no communications to the Board, however, the teachers present at the meeting provided an appreciation supper for the Board members to enjoy (and they did 😊).

Devan Castle called for nominations for Board President for the 2022-2023 school year. Reba White nominated Devan Castle and no other nominations were made.

The Board moved to elect Devan Castle as Board of Education President, to serve in the position until a successor is elected by the Board in July 2023 (Weber/White 7-0).

Devan Castle called for nominations for Board Vice-President for the 2022-2023 school year. Billi Beckman nominated Michael Bretz and no other nominations were made.

The Board moved to elect Michael Bretz as Board of Education Vice-President, to serve in the position until a successor is elected by the Board in July 2023 (Weber/Beckman 7-0).

The resolution for Board meeting dates for the 2022-2023 fiscal year with a start time of 7:00 PM unless otherwise noted was approved as presented (White/Weber 7-0):

August 8, 2022, September 12, 2022, October 10, 2022, November 14, 2022, December 12, 2022, January 9, 2023, February 13, 2023, March 21, 2023, April 10, 2023, May 8, 2023, June 12, 2023, June 28, 2023 (7:00 AM close out meeting), July 10, 2023.

Nichole Campbell, Gina Schamberger, Leah Heskett, Christy Heim, Kim Robben, and Tennille Giancola left the Board meeting at 7:10 PM.

The Board removed item (xiv), Official Publication of USD 412, from the Consent Agenda, to be voted on separately.

The Board moved to approve the Consent Agenda as amended (Carder/Beckman 7-0).

- a) Minutes of the regular Board meeting on June 29, 2022.
- b) Current Bills, Monthly Budget Summary, June Treasurer's Report, June Activity Fund Reports
- c) Professional Leave
- d) Board Organization for 2022-2023
 - i. Appointed Mandy Shipley – Clerk of USD 412 & Amber Vaughn – Deputy Clerk of USD 412
 - ii. Appointed Diane Stithem – Treasurer of USD 412 & Amber Vaughn – Deputy Treasurer of USD 412
 - iii. Appointed Mandy Shipley – Freedom of Information Officer
 - iv. Adopted the 1,116 Minimum Hour School Year
 - v. Appointed Mary Ellen Welshhon - Local Consolidated Plan Office Representative
 - vi. Appointed Tammy Schamberger-Food Service Representative
 - vii. Appointed Mary Ellen Welshhon - Hearing Officer for Free and Reduced Application Appeals
 - viii. Designated Truancy Officers – Mary Ellen Welshhon, Carey Fose, Sharris Werner
 - ix. Designated Mandy Shipley-KPERS Representative
 - x. Established mileage rate at current state rate (currently 58.5 cents)

- xi. Established Petty Cash Limits \$500 a building, \$1500 Central Office
 - xii. Appointed KASB-School Attorney
 - xiii. Designated Mary Ellen Welshhon - Homeless Children Duties
 - xiv. ~~Designated _____ Official Publication for USD 412 (removed for separate approval)~~
 - xv. Designated Mandy Shipley-Compliance Coordinator for anti-discrimination
 - xvi. Approved Substitute Teacher pay \$110.00 per day
 - xvii. Adopted the resolution for the Annual Waiver of Requirements of Generally Accepted Accounting Principles
 - xviii. Adopted the resolution to establish Home Rule by the USD 412 Board of Education
 - xix. Adopted early payment request for the 2022-2023 school year
 - xx. Appointed Jennifer Carder as NKESC Board member representative for the 2022-2023 school year
 - xxi. Appointed Billi Beckman as NWKTC Board member representative for the 2022-2023 school year
 - xxii. Appointed Reba White as Sick Leave Bank Committee representative for the 2022-2023 school year
 - xxiii. Appointed Devan Castle, Michael Bretz, and Jennifer Carder to the 2023-2024 Negotiations committee
 - xxiv. Approved banking resolutions for the 2022-2023 school year
 - xxv. Approved the resolution to rescind minutes for the 2021-2022 school year with reference to Board of Education Policies
 - xxvi. Adopted the official depositories of school district funds – Peoples State Bank, Equity Bank, and First State Bank of Hoxie
 - xxvii. Adopted the resolution for District Credit Cards for the 2022-2023 school year
 - xxviii. Adopted the resolution for Surety Bonds for the 2022-2023 school year
- e) Gifts and Grants Awards: SCCF STEAM Grant

The Board held a discussion regarding the two entities in consideration for the official publication of USD 412. A representative was not present from either entity; however, information was presented by Mary Ellen Welshhon on behalf of both entities and reviewed by the Board during the discussion.

The Board moved to designate “The Hoxie Times” as the official publication for USD 412 (White/Weber 7-0).

Department reports were reviewed.

Transportation: The transit van approved with funds from the 2022-2023 school year has been delivered to the district.

Large Summer Projects: (Board Goal #4): No update on the track or auditorium lighting at the time of the meeting. The bathroom remodel project with use of ESSER II funds is completed.

Daycare (Board Goal #4): Mandy Shipley updated the Board on progress with this project. Most of the paperwork needed by the state has been completed and submitted. At this point the district is waiting on the modular building to arrive (hopefully early August) so that it can be furnished with everything needed/required, and a provider to be hired. Once that happens completion of the project and the opening of the daycare will be easier to estimate. The district is still hoping for an early fall opening.

NWKTC: Billi Beckman provided and reviewed the minutes from the May Board meeting for Northwest Kansas Technical College

NKESC: Devan Castle provided and reviewed the minutes from the most recent NKESC Board meeting. Jennifer Carder will officially take over his position on that Board in August, as he has some outgoing duties to complete as their exiting Chairman of the Board.

Food Service: There was no report to review this month for Food Service.

Technology (Board Goal #2): Mandy Shipley provided a brief update with district Technology, informing the Board that Denton George was officially coming to the district on Wednesdays starting with July 6th.

Guidance Department (Board Goal #3): There was no report to review this month for the Guidance Department.

Administrator Reports: The Board reviewed a report provided by Carey Fose. She held discussion on a few of the items on her report. Mary Ellen Welshhon provided a verbal report on happenings at the district level. Sharris Werner was present at the meeting as a guest, but will have a brief report at the August meeting for the Elementary School, once she officially begins her position on August 1st.

The Board held a discussion regarding handbooks for the district. The Classified Employee Handbook and the Elementary Handbook will be discussed and approved at the regular meeting of the Board on August 8, 2022.

The Board moved to approve the 2022-2023 Hoxie JR/SR High Handbook with changes as presented (White/Carder 6-1)

Michael Bretz abstained from voting, therefore voting “no” on the motion.

Once the final draft of the Hoxie JR/SR High Handbook is ready, it will be published on the district website and copies made available for pickup at the JR/SR High office.

USD 412 strongly urges parents, students and patrons to read the handbooks in their final form and be sure to ask questions before the school year begins as much as possible.

The Board moved to approve the 2022-2023 Negotiated Agreement as presented (White/Weber 7-0).

The Board moved to enter into executive session at 9:12 PM to discuss new hires pursuant to the non-elected personnel exception under KOMA for 10 minutes with the Board, Mary Ellen Welshon and Carey Fose present, returning to open session at 9:22 PM in the District Board Room (White/Beckman 7-0).

The Board took a break at 9:23 PM and resumed in open session at 9:25 PM.

The Board moved to approve the employment of Crystal Etherton and Afton Tso as Assistant High School Track Coaches for the 2022-2023 school year (Carder/White 7-0).

The Board moved to approve the renewal from RAS (First Dakota Indemnity) for Workers Compensation Insurance for the 2022-2023 school (Weber/White 7-0).

The Board tabled the approval of the renewal of insurance with EMC/Hoxie State Insurance to the regular meeting on August 8, 2022, until more information was available regarding a modification to the proposed renewal.

The Board moved to proclaim that USD 412 intends to exceed the Revenue Neutral Rate for the 2022-2023 budget year (White/Weber 7-0).

On or before July 20, 2022, Mandy Shipley will notify the county clerk of each county within the jurisdiction of USD 412 of its intent to exceed the revenue neutral rate and will provide the time, date and location of the public hearing and its proposed tax rate. A declaration that it will be exceeded does not mean that it actually will be. This option will just open the door for a more lenient budget timeline that would give the Board, administration and the district office time to review and discuss the appropriate fiscal needs for the district and plan accordingly prior to budget adoption.

Devan Castle adjourned the meeting at 9:30 PM.



DEVAN CASTLE, PRESIDENT

Approved this 8th day of August, 2022



MANDY SHIPLEY, CLERK