

**Sharris Werner,
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 15, 2024 at 7:00 PM in the District Board Room located in Hoxie, KS.

PRESENT WERE

BOARD MEMBERS:	Michael Bretz, Reba White, Billi Beckman, Brett Oelke, Mitchell Baalman, Haley Herrick, Leonard Weber
SUPERINTENDENT:	Sharris Werner
BOARD CLERK:	Mandy Shipley
PRINCIPAL:	Carey Fose
GUESTS:	Ethan Stickel, Tom Feldt, Lance Baar, Miranda Marez-Scanlon

Michael Bretz called the meeting to order at 7:00 PM.

The Board and all in attendance recited the flag salute.

Mandy Shipley took roll call attendance. Seven Board members were present.

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

The Board welcomed the guests present.

Communications to the Board involved a brief discussion guided by Board President Michael Bretz encouraging newer Board members to make sure they ask plenty of questions before, during and after Board meetings, so as to better understand school district policy, procedures, past practices, etc.

The Board moved to enter into executive session at 7:02 PM to discuss spring coaching evaluations pursuant to the non-elected personnel exception under KOMA for 10 minutes with the Board, Sharris Werner, Carey Fose, Lance Baar and Miranda Marez-Scanlon present, returning to open session at 7:12 PM in the District Boardroom (Weber/White 7-0).

Lance Baar and Miranda Marez-Scanlon exited the Board meeting at 7:13 PM.

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Michael Bretz called for nominations for Board of Education President for the 2024-2025 school year. Leonard Weber nominated Michael Bretz and no other nominations were made.

The Board moved to elect Michael Bretz as Board of Education President, to serve in the position until a successor is elected by the Board in July 2025 (White/Weber 7-0).

Michael Bretz called for nominations for Board of Education Vice-President for the 2024-2025 school year. Brett Oelke and Reba White nominated Billi Beckman and Leonard Weber nominated Brett Oelke.

The Board moved to elect Billi Beckman as Board of Education Vice-President, to serve in the position until a successor is elected by the Board in July 2025 (Oelke/Herrick 4-3).

With Billi Beckman receiving a majority of votes on the first motion, no further action was needed regarding the office of Board Vice-President.

The resolution for Board meeting dates for the 2024-2025 fiscal year with a start time of 7:00 PM unless otherwise noted was approved as presented (White/Weber 7-0):

August 12, 2024, Sept 9, 2024, Oct 14, 2024, Nov 11, 2024, Dec 9, 2024, Jan 13, 2025, Feb 10, 2025, March 10, 2025, April 14, 2025, May 12, 2025, June 9, 2025 all to start at 7:00 P.M., June 30, 2025 (Close Out Meeting) to start at 7:00 A.M., and July 14, 2025."

The Board moved to approve the Board Organization Consent Agenda as presented (Baalman/Oelke 7-0).

- i. Appointed Mandy Shipley – Board Clerk of USD 412 & Amber Vaughn – Deputy Board Clerk of USD 412
- ii. Appointed Celeste Schippers – 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 Sharris Werner - Local Consolidated Plan Office Representative
- vi. Appointed Tammy Schamberger-Food Service Representative
- vii. Appointed Sharris Werner - Hearing Officer for Free and Reduced Application Appeals
- viii. Designated Truancy Officers – Sharris Werner & Carey Fose
- ix. Designated Mandy Shipley-KPERS Representative
- x. Established mileage rate at current state rate (currently 67 cents)
- xi. Established Petty Cash Limits \$500 a building, \$1500 Central Office
- xii. Appointed KASB-School Attorney
- xiii. Designated Sharris Werner - Homeless Children Duties
- xiv. Designated "The Northwestern Times" - Official Publication for USD 412

- 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 2024-2025 school year
- xx. Appointed Michael Bretz as NKEsc Board member representative for the 2024-2025 school year
- xxi. Appointed Billi Beckman as NWKTC Board member representative for the 2024-2025 school year
- xxii. Appointed Mitchell Baalman as Sick Leave Bank Committee representative for the 2024-2025 school year
- xxiii. Appointed Michael Bretz, Mitchell Baalman, and Brett Oelke to the 2025-2026 Negotiations committee
- xxiv. Approved banking resolutions for the 2024-2025 school year
- xxv. Approved the resolution to rescind minutes for the 2023-2024 school year with reference to Board of Education Policies
- xxvi. Adopted the official depositories of school district funds – Outdoor Bank, Equity Bank, and First State Bank of Hoxie
- xxvii. Adopted the resolution for District Credit Cards for the 2024-2025 school year
- xxviii. Adopted the resolution for Surety Bonds for the 2024-2025 school year

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

- a) Approve Current Bills
- b) Approve Treasurer's report
- c) Approve Monthly Fund Balance Summary
- d) Approve Activity Fund Reports
- e) Approve June 28, 2024 Board Minutes
- f) Approve Professional Leave
- g) Approve Gift and Grant Awards
 - a. none

Department reports were reviewed.

Transportation/Maintenance: Tom Feldt and Ethan Stickel presented a brief update to the Board regarding district transportation and maintenance.

The Board moved to approve the bid from Lewis Toyota of Hays for the purchase of a 2025 Toyota Camry as presented (Weber/White 7-0).

Large-Scale Projects: No updates at the time of the meeting.

Tom Feldt and Ethan Stickel exited the Board meeting at 7:35 PM.

NWKTC: Minutes provided, the college is in the process of transitioning from NWKTC to Fort Hays Technical College.

NKESC: Minutes provided, brief update from Michael Bretz.

Food Service: Report provided by Food Service Director, Tammy Schamberger, and briefly reviewed by the Board.

Administrator Reports: Carey Fose and Sharris Werner provided updates on their respective buildings and the district.

The Board took a break at 7:55 PM and returned to open session at 8:00 PM.

The Board moved to address items in Old Business:

The Board moved to enter into executive session at 8:01 PM to discuss administrative salaries pursuant to the non-elected personnel exception under KOMA for 10 minutes with the Board and Mandy Shipley present, returning to open session at 8:11 PM in the District Boardroom (White/Weber 7-0).

The Board moved to enter into executive session at 8:12 PM to discuss administrative salaries pursuant to the non-elected personnel exception under KOMA for 25 minutes with the Board and Sharris Werner present, returning to open session at 8:37 PM in the District Boardroom (White/Weber 7-0).

Mandy Shipley entered the executive session at 8:16 PM and exited at 8:17 PM.

Sharris Werner exited the executive session at 8:18 PM.

Mandy Shipley entered the executive session at 8:25 PM and exited at 8:30 PM.

The Board moved to enter into executive session at 8:38 PM to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA for 5 minutes with the Board only present, returning to open session at 8:43 PM in the District Boardroom (Beckman/Herrick 7-0).

The Board moved to approve the USD 412 Negotiated Agreement for the 2024-2025 school year as presented (Weber/Oelke 7-0).

The Board moved to enter into executive session at 8:45 PM to discuss classified staff rehires and compensation pursuant to the non-elected personnel exception under KOMA for 20 minutes with the Board, Sharris Werner, and Carey Fose present, returning to open session at 9:05 PM in the District Boardroom (White/Weber 7-0).

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Mandy Shipley entered the executive session at 8:46 PM and exited at 8:53 PM.

The Board moved to approve 2024-2025 Classified Staff rehires with salaries and hourly wages as discussed (Oelke/Baalman 7-0).

The Board held a discussion regarding handbooks for the district.

The Board moved to approve 2024-2025 Handbooks as discussed (Weber/Baalman):

- JR/SR High Handbook
- Grade School Handbook
- Classified Handbook
- Bus Driver Handbook
- Substitute Handbook

The Daycare Handbook and Certified Handbook approvals were tabled to the regular August Board meeting.

The Board took a break at 9:44 PM and returned to open session at 9:48 PM.

The Board moved to approve 2024-2025 Spring Coaching contracts as listed (Beckman/Herrick 7-0):

- Lisa Weimer:** Head High School Golf Coach
- Miranda Marez-Scanlon:** Assistant High School Golf Coach
- Lichelle Baar:** Head High School Track Coach
- Tom Friess:** Assistant High School Track Coach
- Aftan Tso:** Assistant High School Track Coach
- Crystal Etherton:** Assistant High School Track Coach
- Lance Baar:** Head Junior High Boys Track Coach
- Carmen Simon:** Head Junior High Girls Track Coach
- JR Kaiser:** Assistant Junior High Track Coach

The Board tabled the Board Self-Evaluation to a future meeting.

The Board moved on to address items in New Business:

The Board moved to remainder items as discussed and donate, dispose of or sell at the discretion of administration (Weber/White 7-0).

- Old/outdated light/sound equipment no longer in use
- Computer technology greater than 5 years old
- Old/outdated teaching manipulatives & student workbooks no longer in use
- Three AC window units no longer in use
- Four televisions from grade school classrooms no longer in use
- Old/outdated Mimio and Hitachi projectors no longer in use

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The Board moved to approve the June 2024 KASB Board Policy Updates as discussed (White/Beckman 7-0).

The Board moved to approve the Workman's Compensation Insurance renewal quote from Conrade Insurance Group/RAS for the 2024-2025 school year as presented (Oelke/Baalman 7-0).

The Board moved to approve the insurance renewal quote from EMC/Hoxie State Insurance for the 2024-2025 school year as presented (Beckman/Baalman 7-0).

The Board moved to approve the 2024-2025 meal prices and fees schedules as presented (Oelke/Herrick 7-0).

The Board moved to approve the 2024-2025 Student Meal Charging Policy as presented (Weber/Baalman 7-0).

The Board moved to approve the 2024-2025 Wellness Policies as presented (Baalman/White 7-0).

The Board moved to proclaim that USD 412 intends to exceed the Revenue Neutral Rate for the 2024-2025 budget year (White/Baalman 7-0).

On or before July 20, 2024, 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.

The Board moved to enter into executive session at 10:19 PM to discuss resignations, new hires and staff updates pursuant to the non-elected personnel exception under KOMA for 20 minutes with the Board and Mandy Shipley present, returning to open session at 10:39 PM in the District Boardroom (Beckman/White 7-0).

Mandy Shipley exited the executive session at 10:23 PM.

Sharris Werner and Carey Fose entered the executive session at 10:24 PM and remained until the Board resumed in open session at 10:39 PM.

There were no resignations at the time of the Board meeting to consider.

The Board moved to approve new hires and staff updates as listed (Weber/Baalman 7-0):

Taye Washington: Assistant Junior High Boys Football Coach

Ed Lowry: High School Play Sponsor

Karl Pratt: 7-12 Vocal Music Teacher (Part-Time position)

Beverly Rucker: Pep Band Sponsor

The Board moved to enter into executive session at 10:40 PM to discuss non-elected personnel pursuant to the non-elected personnel exception under KOMA for 25 minutes with the Board, Sharris Werner and Carey Fose present, returning to open session at 11:05 PM in the District Boardroom (Beckman/White 7-0).

Mandy Shipley entered the executive session at 10:56 PM and remained until the Board resumed in open session at 11:05 PM.

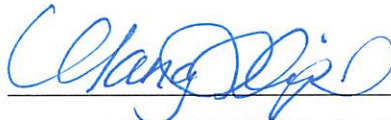
The Board moved to enter into executive session at 11:06 PM to discuss non-elected personnel pursuant to the non-elected personnel exception under KOMA for 5 minutes with the Board and Sharris Werner present, returning to open session at 11:11 PM in the District Boardroom (Beckman/White 7-0).

Michael Bretz adjourned the meeting at 11:12 PM.

A handwritten signature in black ink, appearing to read "Michael Bretz", written over a horizontal line.

MICHAEL BRETZ, PRESIDENT

Approved this 12th day of August, 2024

A handwritten signature in blue ink, appearing to read "Mandy Shipley", written over a horizontal line.

MANDY SHIPLEY, BOARD CLERK