

**UNIFIED SCHOOL DISTRICT NO. 410**  
**(Durham-Hillsboro-Lehigh)**

**REGULAR BOARD MEETING**  
**Monday, September 11, 2023**  
**7:00 pm**

**USD 410 District Office Conference Room**  
**416 South Date**  
**Hillsboro, KS 67063**

**Agenda—Regular Board Meeting**  
**USD 410 District Office Conference Room**  
**September 11, 2023, 7:00 p.m.**

- A. Meeting Called to Order
- B. Approval of Regular and Consent Agenda
  - 1. August 14, 2023, Regular Board Meeting (Appendix A)
  - 2. Building and District Committees
  - 3. Out-of-State Trips
  - 4. Donations
  - 5. Trojan Locker Activity Account
  - 6. Revised Audit Engagement Letter (Appendix B)
  - 7. Hillsboro Arts & Crafts Association Transportation Request
- C. 2023-2024 Exceeding the Revenue Neutral Tax Rate Hearing and Resolution
  - 1. 2023-2024 Exceeding the Revenue Neutral Tax Rate Hearing
  - 2. 2023-2024 Exceeding the Revenue Neutral Tax Rate Resolution
- D. 2023-2024 Budget Hearing
- E. Citizens' Open Forum
- F. Action and Discussion Items
  - 1. Raymond James Presentation (Appendix C)
  - 2. Local Option Budget (LOB) Resolution
  - 3. 2023-2024 Budget
  - 4. City of Hillsboro Kansas Department of Transportation Cost Share Program Application Support Resolution
  - 5. Facility Use Guidelines (Appendix D)
  - 6. Transportation Fees
  - 7. Open Enrollment Policy Discussion
- G. Executive Session for Non-Elected Personnel
- H. Personnel
  - 1. Contract Adjustments
  - 2. Hires
  - 3. Resignations
- I. Reports
  - 1. Superintendent
  - 2. TEEN (Appendix E)
  - 3. MCSEC (Appendix F and G)
  - 4. Business Manager (Financials)
- J. Adjournment

## Annotated BOE Agenda September 11, 2023

### A. Meeting Called to Order

### B. Approval of Regular and Consent Agenda

#### Consent Agenda

The USD 410 Board of Education uses the consent agenda as a way to operate more efficiently. Items on the consent agenda are routine in nature and generally do not require discussion by the board. Prior to approval of the consent agenda, board members may request that items be removed and placed on the regular agenda.

1. August Board Meeting Minutes (Appendix A)

The August 14, 2023, Regular Board Meeting Minutes are included as Appendix A.

➤ **Recommended Action**

Motion to approve the August 14, 2023, Regular Board Meeting minutes.

2. Building and District Committees

<b>Hillsboro Elementary School Committees</b>	<b>Committee Members</b>
Hillsboro Elementary School Site Council	Nathan Hiebert, Erin Beavers, Vickie Brubacher, Cheryl Duerksen, Erica Haude, Brandi Hein, Lynette Hiebert, Angela Jost, Ashley Kleiber, Dionne Loewen, Bridgette Meliza, Leah Remboldt, Mallory Shewey, Andrea Sneed, and Amber Winter
Hillsboro Elementary School Building Leadership Committee	Nathan Hiebert, Michelle Faul, Autumn Hardey, Collette Haslett, Amanda Jaworsky, Tena Loewen, and Ashley Sheridan

<b>Hillsboro Middle/High School Committees</b>	<b>Committee Members</b>
Hillsboro Middle/High School Site Council	Tyler Weinbrenner, Jana Dalke, Brandi Hein, Rachel Hein, Lynette Hiebert, Ashley Jost, Dionne Loewen, Treena Lucero, Michele Melton, Debbie Oelke, Miranda Reed, Amber Winter, and Amber Winter
Hillsboro Middle/High School Building Leadership Committee	Tyler Weinbrenner, Robert Rempel, Jessica Bowman, Tamara Cassidy, Jill Hein, and Adam North

<b>District Committees</b>	<b>Committee Members</b>
District Site Council	All Hillsboro Elementary School and Hillsboro Middle/High School Site Council Members
District Leadership	Clint Corby, Nathan Hiebert, Tyler Weinbrenner, Robert Rempel, Karen Goossen, Keith Goossen, Autumn Hardey, Jill Hein, Jerry Hinerman, and Brad Just
District Technology Committee	Clint Corby, Nathan Hiebert, Tyler Weinbrenner, Robert Rempel, Sandy Arnold, Dennis Boldt, Tyler Clements, Heather Corby, Elizabeth Hill, Jerry Hinerman, Luke Isaac, Brad Just, Lena Kleiner, Jim Paulus, and Ben Reiswig
District Professional Development Committee	Clint Corby, Nathan Hiebert, Tyler Weinbrenner, Dustin Dalke, Emily Dalke, Michele Melton, Sonya Roberts
District Athletic Operations Committee	Clint Corby, Robert Rempel, and Jerry Hinerman
District Wellness Committee	Clint Corby, Pati Funk, Jeff Haslett, Rebecca Kaufman, and Sarah Werner
Crisis Committee	Clint Corby, Nathan Hiebert, Tyler Weinbrenner, Jill Hein, and Autumn Hardey

➤ ***Recommended Action***

Motion to approve the building and district committees

### 3. Out-of-State Trips

The following organizations have planned for out of state trips during the 2023-2024 school year. No funding for these trips is being requested with the exception of the use of a school vehicle. All expenses, including the driver cost and fuel, if applicable, is the responsibility of the traveling organization.

a. Technology Student Association (TSA)

- Purpose: 2024 National TSA Conference
- Destination: Orlando, Florida
- Dates: June 26, 2024 – June 30, 2024
- Estimated Number of Students: 3
- Sponsor: Creigh Bell

b. Future Farmers of America (FFA)

- Purpose: 2023 National FFA Convention & Expo
- Destination: Indianapolis, Indiana
- Dates: October 30, 2023 – November 4, 2023
- Estimated Number of Students: 10-12
- Sponsors: Sonya Roberts, Megan Hein, and Male Sponsor

c. Yearbook

- Purpose: Journalism Education Association/National Scholastic Press Association (JEA/NSPA) National High School Journalism Convention
- Destination: Kansas City Missouri
- Dates: April 4, 2024 – April 6, 2024
- No. of Students: 5
- Sponsor: Jessica Bowman

➤ ***Recommended Action***

Motion to approve the Technology Student Association, FFA, and Yearbook out-of-state trips

### 4. Donations

<b>Business/Individual</b>	<b>Donation</b>	<b>Purpose</b>
Hillsboro Kiwanis	\$ 300.00	Hillsboro Elementary School Site Council Projects
Hillsboro High School Athletic Booster Club	\$3,000.00	HUDL Software Subscription
Hillsboro High School Athletic Booster Club	\$3,000.00	Athletic Uniform Purchases
Hillsboro High School Athletic Booster Club	\$1,367.99	Athletic Uniform Purchases
Ag Service, Inc.	\$ 250.00	Hillsboro Elementary School Site Council Projects
Barkman Honey LLC	\$ 500.00	Hillsboro Elementary School Site Council Projects
Kroger	\$ 125.91	Hillsboro Elementary School Site Council Projects

➤ ***Recommended Action***

Motion to approve the donations

5. Trojan Locker Activity Account

This is an activity account for a high school student-run business.

➤ ***Recommended Action***

Motion to approve the addition of a Trojan Locker account to the USD 410 Activity Fund

6. Revised Audit Engagement Letter (Appendix B)

Due to the increase in our federal funds for Fiscal Year 2023, we need a single audit in addition to our regular audit. The total audit cost will not exceed \$19,650.

➤ ***Recommended Action***

Motion to approve the revised Audit engagement letter for the year ended June 30, 2023

7. Hillsboro Arts & Crafts Association Transportation Request

The Hillsboro Arts and Crafts Association has requested three busses and drivers for the Hillsboro Arts & Crafts Fair on Saturday, September 16, 2023, from 8:50 AM through 3:00 PM to shuttle people from Memorial Field to downtown Hillsboro and back

➤ ***Recommended Action:***

Motion to approve the Hillsboro Arts & Crafts Association transportation request for three busses and drivers for the Hillsboro Arts & Crafts Fair on Saturday, September 16, 2023, from 8:50 AM through 3:00 PM

➤ ***Recommended Action for Regular and Consent Agendas***

Motion to approve the regular and consent agendas

## C. 2023-2024 Exceeding the Revenue Neutral Tax Rate Hearing and Resolution

### 1. 2023-2024 Exceeding the Revenue Neutral Tax Rate Hearing

The Board will enter into the Exceeding the Revenue Neutral Tax Rate Hearing as required by Kansas statutes. Those wishing to comment regarding the proposed 2023-2024 Revenue Neutral Rate are invited to speak.

The budget hearing is an opportunity for the Board to hear public comments relative to the 2023-2024 USD 410 budget published in the Hillsboro Star-Journal on August 30, 2023, and Exceeding the Revenue Neutral Tax Rate for the 2023-2024 School Year.

### 2. 2023-2024 Exceeding the Revenue Neutral Tax Rate Resolution

This is an opportunity for the board to discuss and act on the 2023-2024 Exceeding the Revenue Neutral Tax Rate Resolution

#### RESOLUTION

A resolution expressing the property taxation policy of USD 410 Durham –Hillsboro – Lehigh with respect to exceeding the Revenue Neutral Tax Rate for financing the annual budget for 2023-2024

Whereas, K.S.A 79-2988 provides that a levy of property taxes to finance the 2023-2024 budget of USD 410 exceeds the Revenue Neutral Tax Rate to finance the 2023-2024 budget of USD 410 be authorized by a resolution.

NOW, THEREFORE, BE IT RESOLVED by USD 410 that the 2023-2024 budget with a levy of property taxes exceeding the Revenue Neutral Tax Rates calculated for 2023-2024, as adjusted pursuant to K.S.A 79-2988 is hereby adopted.

Adopted this 11<sup>th</sup> day of September, 2023, by USD 410 Durham-Hillsboro- Lehigh in Marion County, Kansas.

#### Exceeding the Revenue Neutral Tax Rate for the 2023-2024 School Year

The governing body of Unified School District 410 will meet on the 11th day of September 2023 at 7:00 PM at 416 South Date, Hillsboro, KS 67063 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at the USD 410 District Office at 416 South Date and will be available at this

Revenue Neutral Tax Rate					
	2022-2023			2023-2024	
	Actual Tax Levied	Actual Tax Rate	Neutral Tax Rate	Estimated Tax Levied	Est. Tax Rate
General	\$781,583	20.000	18.926	\$825,887	20.000
<b>ALL OTHER FUNDS</b>					
Supplemental General (LOB)	\$917,202	20.093		\$970,245	20.106
Capital Outlay	\$364,954	7.995		\$386,061	8.000
Bond and Interest #1	\$625,284	13.698		\$661,444	13.707
<b>Sub Total - All Other Funds</b>	<b>\$1,907,440</b>	<b>41.786</b>	<b>39.526</b>	<b>\$2,017,750</b>	<b>41.813</b>
Jared Jost				Jerry Hinerman	
Board President				Clerk of the Board	

#### ➤ **Recommended Action:**

Motion to approve the 2023-2024 Exceeding the Revenue Neutral Tax Rate Resolution and to have the vote taken by roll call and in writing

## D. 2023-2024 Budget Hearing

President Jared Jost declared the Board will enter into the annual budget hearing as required by Kansas statutes. Those wishing to comment concerning the proposed 2023-2024 budget are invited to speak.

The budget hearing is an opportunity for the board to hear public comments relative to the 2023-2024 USD 410 budget published in the Hillsboro Star-Journal on August 30, 2023.

➤ ***Recommended Action:***

No action recommended

## E. Citizens' Open Forum

This is an open forum where patrons have the opportunity to speak and/or present to the board items that are otherwise not on the agenda. It is recommended the board not take any immediate action relating to issues presented in citizen's open forum. Please see the end of the agenda for the process in regards to Citizen's Open Forum.

## F. Action and Discussion Items

1. Raymond James Presentation

Greg Vahrenberg, Managing Director at Raymond James and Associates, Inc. will be here to review financing options, the ballot question, and timelines for the proposed January 2024 bond election. (Appendix C)

➤ ***Recommended Action:***

No action recommended

2. Local Option Budget (LOB) Resolution (Appendix F)

The Board needs to approve a resolution to authorize the local option budget percentage.

### RESOLUTION

Unified School District No. 410, Marion County, Kansas

Be It Resolved that:

The above-named school board shall be authorized to make a Local Option Budget Percentage in an amount of 33 percent for the 2023-2024 school year.

### CERTIFICATE

THIS IS TO CERTIFY that the above Resolution was duly adopted by the Board of Education of Unified School District No. 410, Marion County, Kansas, on the 11th day of September 2023.

➤ ***Recommended Action:***

Motion to approve the 2023-2024 Local Option Budget Percentage Resolution



### 3. 2023-2024 Budget

This is an opportunity for the Board to discuss and act on the 2023-2024 budget. Below are the details of the proposed mill levies and budgeted expenditures for 2023-2024 and the actual mill levies and expenditures for 2021-2022 and 2022-2023.

The Amount of 2023 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2023-2024 Budget. The 'Est. Tax Rate' (column 7), shown for comparative purposes, is subject to slight change depending on final assessed valuation.								
		2021-2022 Actual		2022-2023 Actual		2023-2024 Proposed Budget		
	Code	Actual	Actual	Actual	Actual	Budgeted	Amount of	Est.
	99	Expenditures	Tax	Expenditures	Tax	Expenditures	2023 Tax to	Tax
	Line	(1)	Rate*	(3)	(4)	(5)	be Levied	Rate*
<b>OPERATING</b>								
General	06	\$5,143,386	20.000	\$5,654,697	20.000	\$6,197,222	\$825,887	20.000
Supplemental General (LOB)	08	1,686,833	19.624	1,868,371	20.093	2,045,984	970,245	20.106
<b>SPECIAL REVENUE</b>								
Federal Funds	07	209,983		559,480		413,223		
Preschool-Aged At-Risk	11	217,945		203,200		237,492		
At Risk (K-12)	13	406,166		903,995		1,000,000		
Bilingual Education	14	11,307		7,427		43,500		
Virtual Education	15	32,084		57,567		67,200		
Capital Outlay	16	818,900	7.998	536,039	7.995	1,608,000	386,061	8.000
Driver Training	18	8,756		12,018		14,500		
Food Service	24	321,085		320,220		392,500		
Professional Development	26	23,366		26,633		55,000		
Parent Education Program	28	159,318		141,214		187,500		
Special Education	30	1,367,825		1,491,538		1,842,086		
Career and Postsecondary Education	34	447,966		458,575		485,000		
Gifts and Grants	35	207,656		39,966		307,703		
KPERS Special Retirement Contribution	51	538,415		556,783		626,381		
Activity Fund	56	47,582		42,350				
<b>DEBT SERVICE</b>								
Bond and Interest #1	62	594,638	14.185	609,788	13.698	629,219	661,444	13.707
<b>TOTAL USD EXPENDITURES</b>	100	\$12,243,211	61.807	\$13,489,861	61.786	\$16,152,510	\$2,843,637	61.813
Less: Transfers	105	2,375,972		3,204,936		3,606,313		
<b>NET USD EXPENDITURES</b>	110	\$9,867,239		\$10,284,925		\$12,546,197		
<b>TOTAL USD TAXES LEVIED</b>	115	\$2,652,360		\$2,688,979		\$2,843,637		
<b>TOTAL TAXES LEVIED</b>	125	\$2,652,360		\$2,688,979		\$2,843,637		
Assessed Valuation - General Fund	128	\$40,563,443		\$39,076,936		\$41,294,354		
Assessed Valuation - All Other Funds	130	\$44,190,241		\$45,782,169		\$48,257,649		
Assessed Valuation - Capital Outlay	129	\$43,435,381		\$45,378,762		\$48,257,649		
<b>Outstanding Indebtedness, July 1</b>		2021		2022		2023		
General Obligation Bonds	135	\$4,735,000		\$4,255,000		\$3,750,000		
<b>TOTAL USD DEBT</b>	155	\$4,735,000		\$4,255,000		\$3,750,000		
*Tax Rates are expressed in Mills								
Jared Jost						Jerry Hinerman		
Board President						Clerk of the Board		

#### ➤ **Recommended Action:**

Motion to approve the 2023-2024 budget as published with consideration of the USD 410 needs assessment and state assessment information.

4. City of Hillsboro Kansas Department of Transportation Cost Share Program Application Resolution of Support  
The City of Hillsboro is applying for a grant from the Kansas Department of Transportation (KDOT) for a full replacement of Adams from 1<sup>st</sup> Street to B Street. They have asked USD 410 for a resolution of support. There is no cost for the school district in regards to this project.

**For a Kansas Department of Transportation Cost Share Program Application  
by the City of Hillsboro**

A RESOLUTION DECLARING THE SUPPORT FOR THE CITY OF HILLSBORO TO SUBMIT AN APPLICATION TO THE KANSAS DEPARTMENT OF TRANSPORTATION FOR USE OF COST SHARE PROGRAM FUNDS FOR THE ADAMS STREET IMPROVEMENTS – 1<sup>ST</sup> STREET TO B STREET PROJECT IN THE CITY OF HILLSBORO AND AUTHORIZING THE CHAIRMAN OF THE USD 410 HILLSBORO SCHOOL BOARD TO SIGN THIS RESOLUTION.

**Whereas**, the City of Hillsboro, Kansas, is submitting an application to the Kansas Department of Transportation for Cost Share Program funds for the Fall 2023 grant round; and

**Whereas**, USD 410 Hillsboro, is supporting, as an eligible Project Sponsor in the Kansas Department of Transportation's Cost Share Program; and

**Whereas**, State monies are available under a Cost Share Program, administered by the State of Kansas, Department of Transportation, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Kansas; and

**Whereas**, USD 410 - Hillsboro, acknowledges they will not be financially responsible for any required local match by supporting this project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF USD 410 – HILLSBORO:

SECTION 1. That the USD 410 - Hillsboro School Board, does hereby authorize the superintendent to submit a letter of support to the City of Hillsboro for their submission of an application to the Kansas Department of Transportation for Cost Share Program funds on behalf of the citizens of City of Hillsboro, Kansas.

SECTION 2. That the USD 410 - Hillsboro School Board, does grant the City of Hillsboro, access to USD 410 - Hillsboro property for the sole purpose of improvements in relation to this project, if necessary

ADOPTED AND PASSED by the USD 410 Board of Education - Hillsboro, Kansas, this 11<sup>th</sup> day of September, 2023.

➤ ***Recommended Action:***

Motion to approve the Resolution of Support for a Kansas Department of Transportation Cost Share program by the City of Hillsboro

5. Facility Use Guidelines (Appendix D)

Each year we need to review our facility use guidelines for the use of USD 410 facilities.

➤ ***Recommended Action:***

Motion to approve the facility use guidelines as presented in Appendix C.

6. Transportation Fees

With the increase in salaries we need to adjust the fees charged for transportation. Our current rate is \$20.00 per hour and \$1.00 per mile. We are proposing \$25.00 per hour and \$1.50 per mile. It has been over 20 years since the last fee increase.

➤ ***Recommended Action:***

Motion to approve transportation fees of \$25.00 per hour and \$1.50 per mile.

7. Open Enrollment Policy Discussion

➤ ***Recommended Action:***

No recommended Action

## G. Executive Session for Non-Elected Personnel

Motion for the Board to go into executive session to discuss personnel, hires and resignations pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

## H. Personnel

1. Contract Adjustments

- a. Creigh Bell – Hillsboro High School Technology Student Association (TSA) and Robotics Sponsor  
We are recommending adjusting Creigh Bell's 6% Hillsboro High School Technology Student Association and Robotics Sponsor supplemental contract to a 4% Hillsboro High School Technology Student Association Sponsor supplemental contract because we have no students participating in robotics this year. Prior to adding robotics to the sponsorship, this supplemental contract was a 4% contract

➤ ***Recommended Action***

Motion to adjust Creigh Bell's 6% Hillsboro High School Technology Student Association and Robotics Sponsor supplemental contract to a 4% Technology Student Association Sponsor supplemental contract

- b. Jeff Haslett – Hillsboro High School Driver Education Teacher

Last month, the Board approved the issuance of a contract to Jeff Haslett to serve as Hillsboro High School Driver Education. However, the amount approved did not reflect any pay increase. This month's recommendation includes a \$15 increase per student.

➤ ***Recommended Action***

Motion to approve the issuance of a contract to Jeff Haslett to serve as Hillsboro High School Driver Education Teacher for \$261.00 per student for the 2023-2024 school year

## 2. Hires

- a. Leah Rose – Hillsboro High School Freshman Class Sponsor

- ***Recommended Action***

Motion to approve the issuance of a contract to Leah Rose to serve as Hillsboro High School Freshman Class Sponsor

- b. Charles Page – Part-Time Hillsboro Middle/High School Custodian

- ***Recommended Action***

Motion to approve the hiring of Charles Page to serve as Hillsboro Middle/High School Custodian for 4 hours per day beginning September 5, 2023, for \$13.00 per hour

- c. Adrienne Ferris – Part-Time Hillsboro Middle/High School Instructional Aide

- ***Recommended Action***

Motion to approve the hiring of Adrienne Ferris to serve as Hillsboro Middle/High School Instructional Aide for 5.50 hours per day beginning September 18, 2023, for \$13.00 per hour

- d. Thane Meyer – Part-Time Maintenance Worker

- ***Recommended Action***

Motion to approve the hiring of Thayne Meyer to serve as Maintenance Worker for 4 hours per day beginning October 2, 2023, for \$16.35 per hour

## 3. Resignations

- a. Russ Morton – USD 410 Route Bus Driver

- ***Recommended Action***

Motion to approve the resignation of Russ Morton from his position as USD 410 Route Bus Driver effective August 15, 2023

- b. Arlene Hett – USD 410 District Office Custodian

- ***Recommended Action***

Motion to approve the resignation of Arlene Hett from her position as USD 410 District Office Custodian effective September 24, 2023

## I. Reports

1. Superintendent – State Graduation Requirement Changes for the Class of 2028 and Future Years
2. TEEN (Appendix E)
3. MCSEC (Appendices F and G)
4. Business Manager (Financials)

➤ ***Recommended Action:***

Motion to approve the payment of bills totaling \$\_\_\_\_\_ and the following financial reports.

- USD 410 Activity Account Report
- USD 410 Activity Account Bank Reconciliation
- District Report of Transfers
- District Cash Summary Report
- District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
- District Expense Budget Report

## J. Adjournment

## **New Executive Session Motions (if needed at any time in the meeting)**

1. Non-Elected Personnel

Motion for the Board to go into executive session to (subject) pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. Negotiations

Motion for the Board to go into executive session to (subject) pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the board's negotiating interests.

3. Student(s)

Motion for the Board to enter into executive session to (subject) pursuant to the exception relating to actions adversely or favorably affecting a student under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. Attorney/Client

Motion for the board to go into executive session to (subject) pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ o'clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. Transactions Related to Real Property

Motion that the board go into executive session to (subject) pursuant to the exception for preliminary discussion of the acquisition of real property under the Kansas Open Meetings Act (KOMA) and to return to open meeting at \_\_\_\_\_ o'clock in this room. This executive session is required to protect the district's financial interest and bargaining position.

## **WELCOME TO THE USD 410 BOARD OF EDUCATION MEETING**

*Below are guidelines for patrons attending USD 410 Board of Education meetings.*

1. If you plan to speak during Citizens' Open Forum inform district office ahead of time.
2. Each speaker must be recognized by the chair and may speak no longer than five minutes.
3. The agenda time limit shall be 30 minutes for any one topic unless the Board agrees to extend the time limit.
4. In the event that more than six persons wish to speak, the chairman shall determine the time allocations for each.
5. Information may be submitted to the Board in written form.
6. Electronic devices may be used to record the presentations when in the judgment of the board, the use or proposed use of any recording devices will not be a disruptive influence upon the proceeding, genuinely annoying or harassing to the board or any member thereof or operated to attract undue attention to the recording device or the proposed use thereof.  
  
All recording devices, including microphones, shall be kept in the area designated for the media and may be placed in the immediate vicinity of the board conference table only with board permission.  
No cameras or recording devices shall be allowed at executive sessions of the board.
7. Individuals wishing to speak shall give their name and state whether or not their opinion is personal or that of a group. If the opinion represents a group, that group is to be identified with the number of members of the group given.
8. Presentations containing information or comments related to USD #410 individuals, personnel or students will be in executive session only. Individuals will be called into executive session, one at a time, for their presentation, except as approved by the Board of Education.
9. The chairman has the option to stop the proceedings and poll the Board to determine if a speaker may continue.
10. Board members are not obligated to respond when a presentation is made. After the chair recognizes a board member, the board member may question the patron. If any formal action is taken by the Board of Education, this will be recorded in the official minutes for public review.

<p style="text-align: center;"><b>UNIFIED SCHOOL DISTRICT NO. 410</b> <b>Durham-Hillsboro-Lehigh</b></p>
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**MINUTES – REGULAR BOARD MEETING**  
**USD 410 District Office Conference Room**  
**August 14, 2023** **7:00 p.m.**

**Members Present:**

Jared Jost  
Jessey Hiebert  
Scott Winter

Rod Koons  
Jim Paulus

Sarah Fenske  
Sara Wichert

**Administrators:**  
Clint Corby

**Others:**

Jerry Hinerman, Clerk

Laura Fowler Paulus

**A. Meeting Called to Order**

Board President Jared Jost called the meeting to order at 7:00 p.m.

**B. Approval of Regular and Consent Agenda**

Sara Wichert moved to approve the regular and consent agendas. Motion seconded by Rod Koons. Carried 7-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the July 10, 2023, regular board meeting
2. Motion to approve the Clerical and Office Support Agreements between TEEN and USD 410
3. Motion to designation Nathan Hiebert and Tyler Weinbrenner as the USD 10 school attendance officers
4. Motion to approve the Marion County Special Education Cooperative and USD 410 Technology Services Agreement
5. Motion to approve the USD 410 Schools Opening Plan as presented
6. Motion to approve participation in the School Nutrition Program
7. Motion to approve the 2023-2024 Temporary Employee Health Insurance Benefit Policy & Procedures
8. Motion to approve the addition of a Class of 2027 account to the USD 410 Activity Fund
9. Motion to approve the following donations:  
Donation of \$2,660.00 from various businesses and individuals to be used for Hillsboro Middle/High School technology equipment

Donation of \$1,585.21 from Families And Communities Together to be used for Hillsboro Middle/High School youth outreach.



**C. Action and Discussion Items**

1. Kansas Association of School Boards 2023 Delegate Assembly Delegate Selection  
Rod Koons moved to appoint Jared Jost as the USD 410 delegate for the Kansas Association of School Boards 2023 Delegate Assembly on November 11, 2023. Motion seconded by Jim Paulus. Carried 7-0.
2. Bond Project Update

**D. Executive Session – Non-Elected Personnel**

Jared Jost moved for the Board to go into executive session at 7:21 p.m. with the Superintendent to discuss personnel performance, hires, and resignations pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:30 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jessey Hiebert. Carried 7-0.

**Regular Session**

Jared Jost moved for the Board to go into executive session at 7:30 p.m. with the Superintendent to discuss personnel performance, hires, and resignations pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:32 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Jessey Hiebert. Carried 7-0.

**Regular Session**

**E. Personnel**

Jim Paulus moved to approve the following contract adjustments, pay rates, hires, and resignations. Motion seconded by Sara Wichert. Carried 7-0.

1. Contract Adjustments
  - a. Len Kleiner – Technology Excellence in Education Network Director  
Motion to approve a 7.07% salary increase and a health insurance contribution equivalent to a \$1,400 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group
  - b. Terry Bebermeyer – Families And Communities Together Director  
Motion to approve a 5.00% salary increase and a health insurance contribution equivalent to a \$1,400 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group
  - c. Jeff Haslett – Driver's Education Teacher  
Motion to approve the issuance of a contract to Jeff Haslett to serve as Driver's Education Teacher for the 2023 – 2024 school year for \$246.00 per student.,
  - d. Jill Hein – Hillsboro Middle/High School Counselor  
Motion to approve adding three additional days to the contract of Hillsboro Middle/High School Counselor Jill Hein
2. Pay Rates
  - a. ESSER Tutoring Rate  
Motion to approve the ESSER Tutoring rate of \$52.04 per hour
  - b. Bus Driver in Training to Get a CDL Rate  
Motion to approve a pay rate of \$13.00 per hour for a bus driver in training to get a CDL.

3. Hires

- a. Kevin Colle – Hillsboro Middle/High School Assistant Cross Country Coach  
Motion to approve the issuance of a contract to Kevin Colle to serve as Hillsboro Middle/High School Assistant Cross Country Coach
- b. Kara Stueve – Hillsboro Middle School Head Volleyball Coach  
Motion to approve the issuance of a contract to Kara Stueve to serve as Hillsboro Middle School Head Volleyball Coach
- c. Kevin Koehn – Hillsboro High School Boys' Assistant Basketball Coach  
Motion to approve the issuance of a contract to Kevin Koehn to serve as Hillsboro High School Boys' Assistant Basketball Coach
- d. Ben Reiswig – USD 410 Technology Assistant  
Motion to approve the hiring of Ben Reiswig to serve as USD 410 Technology Assistant for \$17.00 per hour for 40 hours per week effective July 26, 2023,
- e. Megan Daniels – Hillsboro Elementary School Custodian  
Motion to approve the hiring of Megan Daniels to serve as Hillsboro Elementary School custodian for \$13.50 per hour for 40 hours per week effective August 2, 2023,
- f. Russ Morton – USD 410 Route Bus Driver  
Motion to approve the hiring of Russ Morton to serve as USD 410 Route Bus Driver for 4 hours per day effective August 8, 2023, for \$13.00 per hour while he is training to get his CDL and \$17.65 per hour after he gets his CDL
- g. Sabine Hector – USD 410 Route Bus Driver  
Motion to approve the hiring of Sabine Hector to serve as USD 410 Route Bus Driver for 4 hours per day effective August 8, 2023, for \$13.00 per hour while she is training to get her CDL and \$17.65 per hour after she gets her CDL
- h. Sommer Lowery – Marion County Parents as Teachers Parent Educator  
Motion to approve the hiring of Sommer Lowery to serve as Marion County Parents as Teachers Parent Educator for \$19.00 per hour for 20 hours per week effective August 22, 2023,
- i. Holly Nickel – Marion County Parents as Teachers Parent Educator  
Motion to approve the hiring of Holly Nickel to serve as Marion County Parents as Teachers Parent Educator for \$19.00 per hour for 15 hours per week effective August 22, 2023,

4. Resignations

- a. Lester Barber – Hillsboro High School Assistant Wrestling Coach  
Motion to accept the resignation of Lester Barber from his position as Hillsboro High School Assistant Wrestling Coach
- b. Ciara Cox – Hillsboro High School Freshman Class Sponsor (0.5 FTE)  
Motion to approve the resignation of Ciara Cox from her position as Hillsboro High School Freshman Class Sponsor (0.50 FTE)

**F. Reports**

1. Superintendent's Report
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report

Jim Paulus moved to approve the payment of bills totaling \$807,747.55 and the following reports. Motion seconded by Scott Winter. Carried 7-0.

USD 410 Activity Account Report (July)  
USD 410 Activity Account Bank Reconciliation (July)  
District Report of Transfers (June and July)  
District Cash Summary Report (June and July)  
District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report (June and July)  
District Expense Budget Report (June)  
District Revenue Budget Report (June)

**G. Adjournment**

President Jared Jost declared the meeting adjourned at 7:39 p.m.

Jerry Hinerman, Clerk

**UNIFIED SCHOOL DISTRICT NO. 410  
HILLSBORO, KANSAS**

**AUDIT ENGAGEMENT LETTER  
YEAR ENDED JUNE 30, 2023**



520 S. Main Street  
P.O. Box 7  
Galva, KS 67443  
620-654-7565  
www.loyd-group.com

August 28, 2023

The Board of Education  
Unified School District #410  
416 South Dale  
Hillsboro, KS 67063

Board of Education:

We are pleased to confirm our understanding of the services we are to provide the Unified School District Number 410 (District), a Municipality, for the year ended June 30, 2023.

You have requested that we audit the financial statement of the District as of June 30, 2023, and for the year ended and for the year then ended and the related notes, which collectively comprise the District's basic financial statement. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2023. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs. The objectives of our audit of the financial statement is to obtain reasonable assurance about whether the financial statement as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), *in accordance with Government Auditing Standards*, and with *Kansas Municipal Audit and Accounting Guide* (KMAAG) and the accounting practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a regulatory basis of accounting, the practices of which differ from accounting principles generally accepted in the United States of America (GAAP), will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles in conformity with *Kansas Municipal Audit and Accounting Guide* (KMAAG) and the accounting practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a regulatory basis of accounting, the practices of which differ from accounting principles generally accepted in the United States of America (GAAP) requires reporting on the regulatory-required supplementary information (RRSI) that accompanies the District's financial statement. Such information, although not a part of the basic financial statement, is required by the KMAAG, who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We will subject the following RRSI to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying

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**D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC**

*"Creating Maneuverability in Government"*

accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS) and will provide an opinion on it in relation to the financial statement as a whole in a report combined with our auditor's report on the financial statement:

- 1) Schedule 1, Summary of Expenditures – Actual and Budget – Regulatory Basis
- 2) Schedule 2, Schedule of Receipts and Expenditures – Actual and Budget – Regulatory Basis
- 3) Schedule 3, Agency Fund, Schedule of Regulatory Basis Receipts and Disbursements
- 4) Schedule 4, Schedule of Regulatory Basis Receipts, Expenditures and Unencumbered Cash-District Activity Funds

We have also been engaged to report on supplementary information other than RRSI that accompanies District's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- 1) Schedule 5, Schedule of Expenditures of Federal Awards
- 2) Schedule 6, Schedule of Findings and Questioned Costs
- 3) Schedule 7, Summary Schedule of Prior Audit Findings (if applicable)

#### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

#### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

#### **Audit of the Financial Statements**

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the KMAAG. As part of an

audit of financial statements in accordance with GAAS, *Government Auditing Standards*, and the KMAAG, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America and the KMAAG. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statement. Our report will be addressed to the governing body of Unified School District Number 410. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

### **Audit of Major Program Compliance**

Our audit of the District's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS, *Government Auditing Standards*, and the KMAAG, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles in conformity with the KMAAG;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;



6. For designing, implementing, and maintaining effective internal control over federal awards that provides reasonable assurance that the entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
7. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
8. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
9. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
10. For taking prompt action when instances of noncompliance are identified;
11. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
12. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
13. For submitting the reporting package and data collection form to the appropriate parties;
14. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
15. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit;
  - c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
16. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
17. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
18. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
19. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
20. For the accuracy and completeness of all information provided;
21. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
22. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

You are responsible for the preparation of the RRSI in conformity with the KMAAG and the accounting practices prescribed by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas, which is a regulatory basis of accounting, the practices of which differ from GAAP. You agree to include our report on the RRSI in any document that contains and indicates that we have reported on the RRSI. You also agree to include the audited financial statement with any presentation of the RRSI that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the RRSI in accordance with the KMAAG; (2) that you believe the RRSI, including its form and content, is fairly presented in accordance with the KMAAG; (3) that the methods or measurement of presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underling the measurement or presentation of the RRSI. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Management understands and acknowledges the following with regards to the financial statement:

- The purpose for using the KMAAG regulatory basis framework is to comply with the statutory provisions applicable to the entity for preparation of the financial statement on a basis of accounting other than GAAP;
- The financial statement is intended for general use;
- Management has taken appropriate steps to determine that the KMAAG regulatory basis framework is acceptable in the circumstances for meeting its annual financial statement reporting needs;
- Informative disclosures will be included in the financial statement that are appropriate to the KMAAG regulatory basis framework, including:
  - A description of the KMAAG regulatory basis framework, including a summary of significant accounting policies, and how the framework differs from GAAP;
  - Informative disclosures similar to those required by GAAP for items contained in the financial statement that are the same as, or similar to, those in financial statement prepared in accordance with GAAP; and
  - Any additional disclosures beyond those specifically required by the KMAAG regulatory basis framework that may be considered necessary to achieve fair presentation of the financial statement.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Nonattest Services**

With respect to any nonattest services we perform, we agree to perform the assistance of financial statement preparation services.

We will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the assistance of financial statement preparation services as previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

## **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statement, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

The audit documentation for this engagement is the property of Loyd Group, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to Office of Inspector General or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Loyd Group, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statement. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We expect to begin our audit in approximately July 2023 and to issue our reports no later than November 2023. D. Scot Loyd is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$19,650, including Single Audit requirements. Single Audit requirements apply when the District has \$750,000 or more Federal Funds expenditures during the year. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered 60% on July 5, 2023 and 40% rendered at the delivery of the audit report and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We will issue a formal engagement letter for each year for the services to be rendered under this agreement for June 30, 2024 to June 30, 2026. We will honor the same pricing as above for those three years.

It is mutually agreed that should unusual conditions arise whereby the accountants' services are necessary beyond the extent of the work heretofore contemplated and required, such unusual conditions shall be brought to the attention of the governing body, to enable them to determine whether the accountants shall be authorized and delegated to make a detailed investigation of the matters in question. This authorization process would also include a determination of whether this work could be completed under the nonattest Standard 1.295. This determination would be reviewed by Loyd Group, LLC's management before presenting this additional work to the governing body for consideration. The basic scope of this audit contract shall not include, among other things, budget preparation; federal fund grants not specified above; new bond issues; new standards and regulations promulgated by any State or Federal agency; new funds or entities established by the client; bookkeeping services; computer system consultation and training; training on new computerized accounting systems; or other significant difficulties encountered due to inadequate or incomplete accounting records, difficult staff or turnover of staff. Any additional services will be completed at our standard hourly rates. Training and nonattest services would be based on our standard hourly rates.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

To ensure that Loyd Group, LLC's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

The engagement documentation for this engagement is the property of Loyd Group, LLC and constitutes confidential information. However, subject to applicable laws and regulations, engagement documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee. We will notify you of any such request. If requested, access to such engagement documentation will be provided under the supervision of Loyd Group, LLC personnel. Furthermore, upon request, we may provide copies of selected engagement documentation to regulatory agencies or its designee. The regulatory agencies or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

In addition, you further agree that in the event our firm or any of its employees or agents is called as a witness or requested to provide any information whether oral, written, or electronic in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to this firm, or any documents and workpapers prepared by Loyd Group, LLC in accordance with the terms of this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time at the rates then in effect, as well as any legal or other fees that we incur as a result of such appearance or production of documents.

It is our policy to keep records related to this engagement for seven years. However, Loyd Group, LLC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period, Loyd Group, LLC shall be free to destroy our records related to this engagement.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by a mutually agreed upon arbitrator, under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes, except that under all circumstances the arbitrator must follow the laws of Kansas. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

It is our understanding that your intent in engaging our professional services is that the services provided to you under this agreement for the internal use of management and the Board of Education and the Office of Inspector General as required by your participation in the Federal Financial Assistance Programs if applicable. However, the Office of Inspector General is not entitled to rely on these professional services after December 31, of the year following this engagement year without our express, written agreement. Moreover, as of the time of this engagement, we have not been notified, in writing or otherwise, that the professional accounting services rendered under this agreement will be made available to any other person, firm or corporation for any purpose not specified hereinabove.

Consequently, no other person, firm or corporation is entitled to rely upon these professional services for any purpose without our express, written agreement; and the parties referenced above are not entitled to rely upon these services except in connection with the reasons and for the time period referenced above without our express, written agreement.

This engagement embodies the entire agreement and understanding between the parties hereto and there are no promises, warranties, covenants or conditions made by any of the parties except as herein expressly contained. The terms and conditions of this engagement shall be governed and construed in accordance with the laws of the State of Kansas and may only be modified in a writing signed by all the parties. Jurisdiction and venue of any dispute or cause of action arising out of or related to the subject-matter of this agreement shall lie in the State of Kansas and any litigation arising out of or related to the professional services rendered hereunder shall be brought in the State of Kansas.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Loyd Group, LLC  
Loyd Group, LLC

D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC  
By D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC

**Resolution of Acceptance:**

This letter correctly sets forth the understanding of the Board of Education of the Unified School District #410, Hillsboro, Kansas.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Hillsboro USD 410

## UPDATED DRAFT FINANCING AND MILL LEVY ANALYSIS

Raymond James Public Finance

Discussion Materials  
September 11, 2023

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**RAYMOND JAMES**

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## Historical Assessed Valuation, Mill Levy and State Aid



## ASSESSED VALUATION AND STATE AID HISTORY

PUBLIC FINANCE

Assessed Valuation		
Year	Assessed Valuation	Percentage Change
2023/24	48,257,649	5.41%
2022/23	45,782,169	3.60%
2021/22	44,190,241	2.96%
2020/21	42,921,744	0.00%
2019/20	42,921,574	0.92%
2018/19	42,532,348	6.10%
2017/18	40,086,767	3.37%
2016/17	38,778,564	3.47%
2015/16	37,478,859	2.27%
2014/15	36,648,654	0.90%
2013/14	36,321,526	4.08%
2012/13	34,897,954	2.83%
2011/12	33,936,212	3.36%
2010/11	32,833,690	2.49%
2009/10	32,037,142	0.79%
2008/09	31,785,363	1.19%
2007/08	31,411,653	0.37%
2006/07	31,295,612	2.66%
2005/06	30,484,961	3.78%
Average Annual Growth Rate		
Last 10 Years		2.90%
Last 5 Years		2.58%
Last 3 Years		3.99%

State Aid Percentages			
Year	Pre-2015	2015-2022	Post-2022
2023/24	51%	2%	3%
2022/23	41%	1%	1%
2021/22	38%	2%	
2020/21	35%	3%	
2019/20	37%	6%	
2018/19	33%	8%	
2017/18	33%	9%	
2016/17	30%	8%	
2015/16	28%	11%	
2014/15	26%		
2013/14	31%		
2012/13	27%		
2011/12	26%		
2010/11	29%		
2009/10	30%		
2008/09	31%		
2007/08	31%		
2006/07	31%		
2005/06	29%		

## MILL LEVY HISTORY

PUBLIC FINANCE

Year	General	Local Option Budget	Capital Outlay	Bond & Interest	Other	District Levy
2004/05	20.000	23.230	4.000	3.700	0.000	50.930
2005/06	20.000	18.550	4.950	15.430	9.220	68.150
2006/07	20.000	23.840	3.740	3.140	0.000	50.720
2007/08	20.000	23.430	7.900	5.430	0.000	56.760
2008/09	20.000	23.950	7.970	5.480	0.000	57.400
2009/10	20.000	22.500	8.000	8.000	0.000	58.500
2010/11	20.000	24.640	5.030	9.770	0.000	59.440
2011/12	20.000	26.064	3.039	12.099	0.000	61.202
2012/13	20.000	27.321	3.047	12.134	0.000	62.502
2013/14	20.000	24.036	7.998	10.597	0.000	62.631
2014/15	20.000	21.779	7.939	10.516	0.000	60.234
2015/16	20.000	24.522	7.966	10.552	0.000	63.040
2016/17	20.000	20.522	7.996	13.251	0.000	61.769
2017/18	20.000	22.455	7.998	11.326	0.000	61.779
2018/19	20.000	20.012	8.000	13.777	0.000	61.789
2019/20	20.000	20.178	8.000	13.611	0.000	61.789
2020/21	20.000	17.916	7.998	15.888	0.000	61.802
2021/22	20.000	19.624	7.998	14.185	0.000	61.807
2022/23	20.000	20.106	8.000	13.698	0.000	61.804

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## Draft Financing Analysis: 20-Year Repayment – No Mill Levy Increase, 3.0% AV Growth

# MILL LEVY ANALYSIS: 20-YEAR REPAYMENT – NO MILL LEVY INCREASE, 3.0% AV GROWTH

PUBLIC FINANCE

Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh)												
Calculation of Mill Levy - Existing Debt Service + Max New Money Proceeds (\$13.25MM), 20 Year Term, 3.0% AV Growth, No Mill Levy Increase												
		Annual Growth Rate	Proposed:						Less: Portion	Net Debt	Code 62 Cash	Bond &
Total Assessed	Existing Debt		Series 2024		Less:	Less:	Debt Service	Paid From	Service Paid	Basis Reserve	Interest Fund	
Year	Valuation		Service	Net Debt	Total Debt	State Aid	State Aid	Net of State Aid	Motor Vehicle	From Local	Unencumbered	Mill Levy
			Series 2013	Service	Service	Pre-2015	Post-2022	& Subsidy	Revenue	Property Tax	Fund Balance	Rate
2018	\$40,086,767											13.777
2019	42,532,348	6.10%										13.611
2020	42,921,574	0.92%	\$ 598,838		\$ 598,838	\$ 221,570		\$ 377,268	\$ 28,672	\$ 348,596	\$1,143,245	13.611
2021	42,921,744	0.00%	599,438		599,438	209,803		389,634	52,712	336,922	1,474,625	15.888
2022	44,190,241	2.96%	614,838		614,838	233,638		381,199	65,887	315,312	1,773,615	14.185
2023	45,782,169	3.60%	634,738		634,738	260,242		374,495	67,401	307,094	2,081,102	13.698
2024	48,257,649	5.41%	652,700	\$ 235,563	888,263	332,877	\$ 7,067	548,319	71,092	477,227	2,252,113	13.707
2025	49,705,378	3.00%	674,281	543,607	1,217,888	357,369	16,308	844,211	73,225	770,986	2,148,813	13.707
2026	51,196,540	3.00%	694,281	543,607	1,237,888	381,855	16,308	839,725	75,422	764,304	2,072,225	13.707
2027	52,732,436	3.00%	717,613	543,607	1,261,220	409,039	16,308	835,872	77,684	758,188	2,022,384	13.707
2028	54,314,409	3.00%	764,050	543,607	1,307,657	450,790	16,308	840,559	80,015	760,544	1,991,438	13.707
2029	55,943,841	3.00%		1,028,607	1,028,607	-	30,858	997,749	82,415	915,334	1,827,590	13.707
2030	57,622,157	3.00%		1,046,632	1,046,632	-	31,399	1,015,233	84,888	930,345	1,671,275	13.707
2031	59,350,821	3.00%		1,063,432	1,063,432	-	31,903	1,031,529	87,434	944,095	1,524,432	13.707
2032	61,131,346	3.00%		1,084,007	1,084,007	-	32,520	1,051,487	90,057	961,429	1,384,171	13.707
2033	62,965,286	3.00%		1,103,182	1,103,182	-	33,095	1,070,087	92,759	977,327	1,252,647	13.707
2034	64,854,245	3.00%		1,125,957	1,125,957	-	33,779	1,092,178	95,542	996,636	1,127,189	13.707
2035	66,799,872	3.00%		1,145,457	1,145,457	-	34,364	1,111,093	98,408	1,012,685	1,011,817	13.707
2036	68,803,868	3.00%		1,168,270	1,168,270	-	35,048	1,133,221	101,360	1,031,861	904,189	13.707
2037	70,867,984	3.00%		1,187,270	1,187,270	-	35,618	1,151,651	104,401	1,047,250	808,898	13.707
2038	72,994,024	3.00%		1,209,270	1,209,270	-	36,278	1,172,991	107,533	1,065,458	723,958	13.707
2039	75,183,845	3.00%		1,232,838	1,232,838	-	36,985	1,195,852	110,759	1,085,093	648,799	13.707
2040	77,439,360	3.00%		1,257,888	1,257,888	-	37,737	1,220,151	114,082	1,106,069	582,962	13.707
2041	79,762,541	3.00%		1,280,175	1,280,175	-	38,405	1,241,770	117,504	1,124,265	530,136	13.707
2042	82,155,417	3.00%		1,304,700	1,304,700	-	39,141	1,265,559	121,030	1,144,529	489,189	13.707
2043	84,620,080	3.00%		1,333,400	1,333,400	-	40,002	1,293,398	124,660	1,168,738	457,141	13.707
2044	87,158,682	3.00%		1,358,500	1,358,500	-	40,755	1,317,745	128,400	1,189,345	438,587	13.707
Total			\$ 5,950,775	\$ 21,339,574	\$ 27,290,349	\$ 2,857,183	\$ 640,187	\$ 23,792,978	\$ 2,253,344	\$ 21,539,635		

State Aid Percentages:	2022/23	2023/24
Pre-2015 State Aid Percentage	41%	51%
Post-2015 State Aid Percentage	1%	2%
Post-2022 State Aid Percentage	1%	3%
State Aid Assumptions:		
Pre-2015 State Aid annual change		2.00%
Post-2022 State Aid annual change		0.00%

<b>Assessed Valuation Growth Rate Assumptions:</b>	
<i>Annual % change</i>	3.00%
Total Assessed Valuation Excludes Motor Vehicle Valuation	
<b>Mill Levy Collections</b>	
<i>Tax Collection Rate:</i>	98%

# FINANCING ANALYSIS: 20-YEAR REPAYMENT – NO MILL LEVY INCREASE, 3.0% AV GROWTH

PUBLIC FINANCE

## SOURCES AND USES OF FUNDS

Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh)  
General Obligation Bonds, Series 2024  
Market Rates as of September 5, 2023, Assumes 'A' Rating  
(Max Proceeds = \$13,250,000, No Mill Levy Increase, 3.0% AV Growth, 20 Year Term)

Dated Date	03/25/2024
Delivery Date	03/25/2024
Sources:	
Bond Proceeds:	
Par Amount	13,350,000.00
Premium	133,678.35
	13,483,678.35
Uses:	
Project Fund Deposits:	
Project Fund	13,250,000.00
Cost of Issuance:	
Other Cost of Issuance	100,000.00
Delivery Date Expenses:	
Underwriter's Discount	133,500.00
Other Uses of Funds:	
Additional Proceeds	178.35
	13,483,678.35

## BOND DEBT SERVICE

Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh)  
General Obligation Bonds, Series 2024  
Market Rates as of September 5, 2023, Assumes 'A' Rating  
(Max Proceeds = \$13,250,000, No Mill Levy Increase, 3.0% AV Growth, 20 Year Term)

Dated Date 03/25/2024  
Delivery Date 03/25/2024

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
09/01/2024			235,563.03	235,563.03	13,350,000	13,350,000
09/01/2025			543,607.00	543,607.00	13,350,000	13,350,000
09/01/2026			543,607.00	543,607.00	13,350,000	13,350,000
09/01/2027			543,607.00	543,607.00	13,350,000	13,350,000
09/01/2028			543,607.00	543,607.00	13,350,000	13,350,000
09/01/2029	485,000	3.500%	543,607.00	1,028,607.00	12,865,000	12,865,000
09/01/2030	520,000	3.500%	526,632.00	1,046,632.00	12,345,000	12,345,000
09/01/2031	555,000	3.500%	508,432.00	1,063,432.00	11,790,000	11,790,000
09/01/2032	595,000	3.500%	489,007.00	1,084,007.00	11,195,000	11,195,000
09/01/2033	635,000	3.500%	468,182.00	1,103,182.00	10,560,000	10,560,000
09/01/2034	680,000	3.750%	445,957.00	1,125,957.00	9,880,000	9,880,000
09/01/2035	725,000	3.750%	420,457.00	1,145,457.00	9,155,000	9,155,000
09/01/2036	775,000	4.000%	393,269.50	1,168,269.50	8,380,000	8,380,000
09/01/2037	825,000	4.000%	362,269.50	1,187,269.50	7,555,000	7,555,000
09/01/2038	880,000	4.140%	329,269.50	1,209,269.50	6,675,000	6,675,000
09/01/2039	940,000	4.250%	292,837.50	1,232,837.50	5,735,000	5,735,000
09/01/2040	1,005,000	4.250%	252,887.50	1,257,887.50	4,730,000	4,730,000
09/01/2041	1,070,000	4.250%	210,175.00	1,280,175.00	3,660,000	3,660,000
09/01/2042	1,140,000	4.500%	164,700.00	1,304,700.00	2,520,000	2,520,000
09/01/2043	1,220,000	4.500%	113,400.00	1,333,400.00	1,300,000	1,300,000
09/01/2044	1,300,000	4.500%	58,500.00	1,358,500.00		
	13,350,000		7,989,573.53	21,339,573.53		

# FINANCING ANALYSIS: 20-YEAR REPAYMENT – NO MILL LEVY INCREASE, 3.0% AV GROWTH

PUBLIC FINANCE

## BOND PRICING

Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh)  
General Obligation Bonds, Series 2024  
Market Rates as of September 5, 2023, Assumes 'A' Rating  
(Max Proceeds = \$13,250,000, No Mill Levy Increase, 3.0% AV Growth, 20 Year Term)

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)	
Serial Bond:										
	09/01/2029	485,000	3.500%	3.340%	100.787				3,816.95	
	09/01/2030	520,000	3.500%	3.290%	101.207				6,276.40	
	09/01/2031	555,000	3.500%	3.300%	101.307				7,253.85	
	09/01/2032	595,000	3.500%	3.320%	101.312				7,806.40	
	09/01/2033	635,000	3.500%	3.440%	100.478				3,035.30	
	09/01/2034	680,000	3.750%	3.550%	101.589	C	3.566%	09/01/2033	100.000	10,805.20
	09/01/2035	725,000	3.750%	3.710%	100.313	C	3.716%	09/01/2033	100.000	2,269.25
	09/01/2036	775,000	4.000%	3.880%	100.938	C	3.904%	09/01/2033	100.000	7,269.50
	09/01/2037	825,000	4.000%	3.980%	100.153	C	3.985%	09/01/2033	100.000	1,262.25
	09/01/2038	880,000	4.140%	4.070%	100.541	C	4.090%	09/01/2033	100.000	4,760.80
	09/01/2039	940,000	4.250%	4.110%	101.083	C	4.154%	09/01/2033	100.000	10,180.20
	09/01/2040	1,005,000	4.250%	4.150%	100.771	C	4.184%	09/01/2033	100.000	7,748.55
	09/01/2041	1,070,000	4.250%	4.230%	100.151	C	4.237%	09/01/2033	100.000	1,615.70
	09/01/2042	1,140,000	4.500%	4.260%	101.845	C	4.353%	09/01/2033	100.000	21,033.00
	09/01/2043	1,220,000	4.500%	4.280%	101.690	C	4.370%	09/01/2033	100.000	20,618.00
	09/01/2044	1,300,000	4.500%	4.320%	101.379	C	4.397%	09/01/2033	100.000	17,927.00
		13,350,000							133,678.35	

Dated Date 03/25/2024  
Delivery Date 03/25/2024  
First Coupon 09/01/2024

Par Amount 13,350,000.00  
Premium 133,678.35

Production 13,483,678.35 101.001336%  
Underwriter's Discount -133,500.00 -1.000000%

Purchase Price 13,350,178.35 100.001336%  
Accrued Interest

Net Proceeds 13,350,178.35

## BOND SUMMARY STATISTICS

Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh)  
General Obligation Bonds, Series 2024  
Market Rates as of September 5, 2023, Assumes 'A' Rating  
(Max Proceeds = \$13,250,000, No Mill Levy Increase, 3.0% AV Growth, 20 Year Term)

Dated Date 03/25/2024  
Delivery Date 03/25/2024  
Last Maturity 09/01/2044

Arbitrage Yield 4.066718%  
True Interest Cost (TIC) 4.161177%  
Net Interest Cost (NIC) 4.185559%  
All-In TIC 4.232755%  
Average Coupon 4.185653%

Average Life (years) 14.298  
Duration of Issue (years) 10.736

Par Amount 13,350,000.00  
Bond Proceeds 13,483,678.35  
Total Interest 7,989,573.53  
Net Interest 7,989,395.18  
Total Debt Service 21,339,573.53  
Maximum Annual Debt Service 1,358,500.00  
Average Annual Debt Service 1,044,351.07

Underwriter's Fees (per \$1000)  
Average Takedown  
Other Fee 10.000000

Total Underwriter's Discount 10.000000

Bid Price 100.001336

Bond Component	Par Value	Price	Average Coupon	Average Life
Serial Bond	13,350,000.00	101.001	4.18565252%	14.298
	13,350,000.00			14.298

## FINANCING ANALYSIS: ESTIMATE OF PROJECT FUND EARNINGS

PUBLIC FINANCE

### PROJECT FUND

Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh)  
 General Obligation Bonds, Series 2024  
 Market Rates as of September 5, 2023, Assumes 'A' Rating  
 (Max Proceeds = \$13,250,000, No Mill Levy Increase, 3.0% AV Growth, 20 Year Term)

#### Project Fund

Date	Deposit	Interest @ 5.25%	Principal	Scheduled Draws	Balance
03/25/2024	13,250,000				13,250,000.00
04/01/2024			84,935.90	84,935.90	13,165,064.10
05/01/2024			169,871.80	169,871.80	12,995,192.30
06/01/2024			254,807.70	254,807.70	12,740,384.60
07/01/2024			339,743.59	339,743.59	12,400,641.01
08/01/2024			424,679.49	424,679.49	11,975,961.52
09/01/2024		288,431.69	509,615.39	509,615.39	11,466,346.13
10/01/2024			594,551.29	594,551.29	10,871,794.84
11/01/2024			679,487.18	679,487.18	10,192,307.66
12/01/2024			764,423.08	764,423.08	9,427,884.58
01/01/2025			849,358.98	849,358.98	8,578,525.60
02/01/2025			934,294.88	934,294.88	7,644,230.72
03/01/2025		254,542.27	1,019,230.77	1,019,230.77	6,624,999.95
04/01/2025			1,019,230.77	1,019,230.77	5,605,769.18
05/01/2025			934,294.88	934,294.88	4,671,474.30
06/01/2025			849,358.98	849,358.98	3,822,115.32
07/01/2025			764,423.08	764,423.08	3,057,692.24
08/01/2025			679,487.18	679,487.18	2,378,205.06
09/01/2025		114,451.12	594,551.29	594,551.29	1,783,653.77
10/01/2025			509,615.39	509,615.39	1,274,038.38
11/01/2025			424,679.49	424,679.49	849,358.89
12/01/2025			339,743.59	339,743.59	509,615.30
01/01/2026			254,807.70	254,807.70	254,807.60
02/01/2026			169,871.80	169,871.80	84,935.80
03/01/2026		20,809.30	84,935.80	84,935.80	
	13,250,000	678,234.38	13,250,000.00	13,250,000.00	

Yield To Receipt Date: 5.2485883%  
 Arbitrage Yield: 4.0667179%  
 Value of Positive Arbitrage: 147,717.96

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## Draft Ballot Question – Condensed Version



*Shall the following be adopted?*

*Shall Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh), issue general obligation bonds in an amount not to exceed \$\_\_\_\_\_, to pay the costs to acquire, construct, equip and install renovations and improvements (a) to the district high school/middle school building, including roof, HVAC, boiler/chiller, gymnasium, plumbing, exterior, window, auditorium, security, fire safety, and elevator repairs and improvements; (b) to the district elementary school, including a new tornado shelter, security, HVAC, boiler, playground, exterior, furniture and carpeting repairs and improvements; (c) to the district office building, including roof, gutter, paint, concrete and door repairs and improvements; and (d) make all other necessary and related improvements; all pursuant to the provisions of K.S.A. 10-101 et seq., K.S.A. 25-2018(f), K.S.A. 72-5457 and K.S.A. 72-5458 et seq.?*

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## Draft Ballot Question – Detailed Version

*Shall the following be adopted?*

*Shall Unified School District No. 410, Marion County, Kansas (Durham-Hillsboro-Lehigh), issue general obligation bonds in an amount not to exceed \$\_\_\_\_\_, to pay the costs to acquire, construct, equip and install renovations and improvements (a) to the district high school/middle school building, including roof repairs and improvements; HVAC improvements to the school building; gymnasium and boiler/chiller replacement for the agriculture building; plumbing repairs and replacements; brick tuck pointing and paint to building exterior; window improvements and replacements in middle school; seat, sound and flooring improvements to the auditorium; door, secure entrance and fire safety improvements; gutter replacement; outdoor signage, concrete, and courtyard improvements; curtain, bleacher, paint, and floor improvements to the gymnasium; elevator improvements; and new back-up server generator; (b) to the district elementary school, including a new tornado shelter and secure entrance and door improvements; HVAC and boiler improvements to the school building; playground improvements, including playground surface improvements; concrete and exterior tuck pointing; furniture and carpeting; (c) to the district office building, including roof and gutter replacement, paint, concrete and doors; and (d) make all other necessary and related improvements; all pursuant to the provisions of K.S.A. 10-101 et seq., K.S.A. 25-2018(f), K.S.A. 72-5457 and K.S.A. 72-5458 et seq.?*

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## Draft Calendar of Events

## DRAFT CALENDAR OF EVENTS – JANUARY 23, 2024 BOND ELECTION

PUBLIC FINANCE

DATE	EVENT
July 10, 2023	Board of Education Meeting Review Financing Options and Mill Levy Analysis
August 14, 2023	Board of Education Meeting – Discuss Project and Financing Options
September 11, 2023	Board of Education Meeting Review Updated Project Cost Estimates and Proposed Improvements Determine Final Project Costs for Proposed Bond Election Review Updated Financing Analysis
October 9, 2023	Board of Education Meeting – Adopt Resolution Calling Bond Election
October 13, 2023	Publish Notice of Intent to Submit Application to State Board of Education
October 15, 2023	Submit Application for Conducting Election and State Aid to KSDE
October 25, 2023	Hearing with State Aid Review Committee at KSDE
November 8, 2023	State Board of Education Meeting – Approval of Applications
September, 2023 – December, 2023	Bond Election Campaign
December 16, 2023	First Publication of Notice of Bond Election
December 23, 2023	Second Publication of Notice of Bond Election (Not less than 21 Days Prior )
January 23, 2024	Bond Election – Special Election
February 10, 2024	Board of Education Meeting Approval of Authorizing Resolution for Bond Sale
February 12, 2024	Rating Call with Moody's
February 26, 2024	Rating Agency assigns Bond Rating to District's Bond Issue
February 29, 2024	Distribute Preliminary Official Statement to Investors
March 11, 2024	Sale of Bonds to Investors Establish Final Interest Rates
March 11, 2024	Board of Education Meeting Approval of Bond Resolution
March 25, 2024	Closing of Bond Issue – Investment of Bond Proceeds

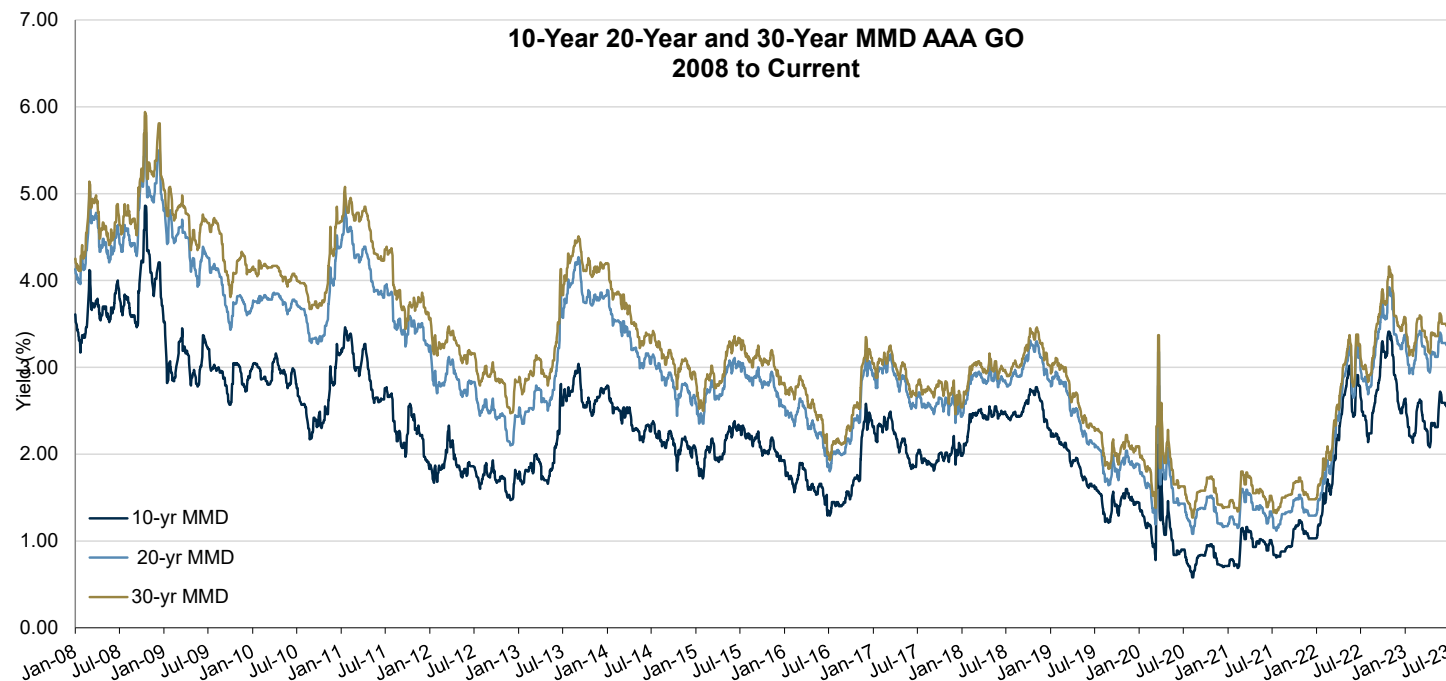
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## Bond Market Information

## HISTORICAL AAA-RATED GENERAL OBLIGATION TAX-EXEMPT RATES

PUBLIC FINANCE

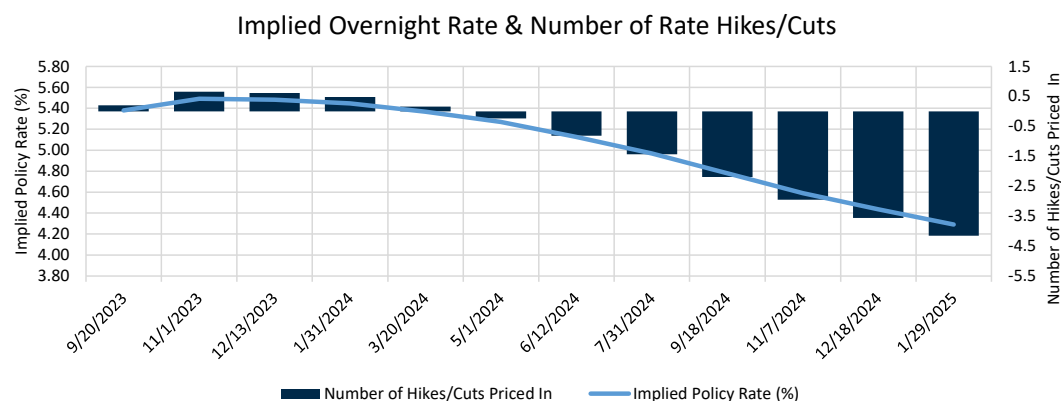
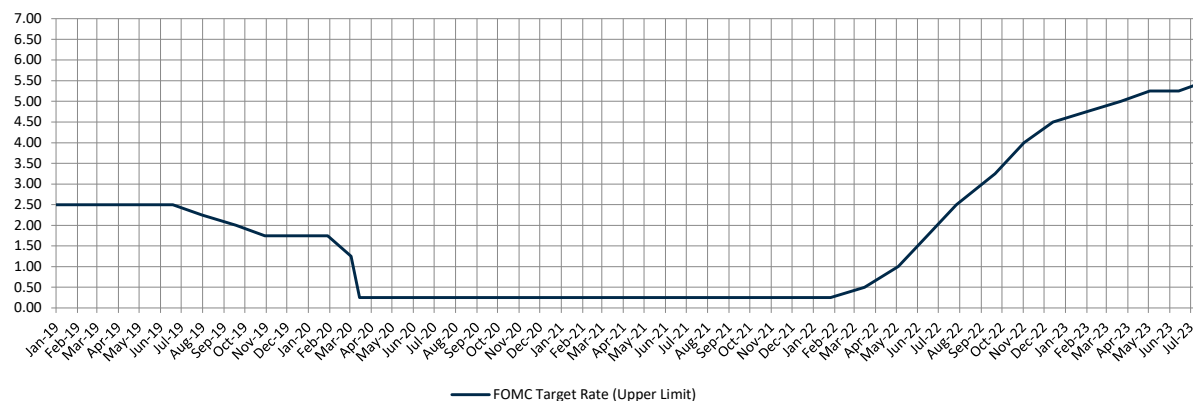
- MMD rates set new record lows after Brexit in July 2016 but rose in the wake of the 2016 Presidential election.
- In December 2016, the Federal Reserve increased the target fed funds rate for the first time in over a year. They continued to practice their strategy of gradual rate increases in 2017 by implementing three additional rate hikes.
- In July 2019, the Federal Reserve reversed course and cut the target fed funds rate for the first time in 10 years on the back of trade war fears with China and increasing global economic weakness.
- In August 2020, the municipal market hit all-time record lows throughout the entire curve.
- 2022 saw MMD steadily increase due to a series of Fed Rate hikes starting in March that finally began to reverse course due to the softening of inflation levels in late 2022 and early 2023.
- In the first half of 2023, MMD rapidly increased due to the banking and debt ceiling crisis.



## FED FUNDS RATE HISTORY AND TARGET RATE PROJECTIONS

PUBLIC FINANCE

- In 2022, the Fed announced a 50 bp rate hike in their May 4, 2022 meeting followed by 75 bp hikes on June 15, 2022, July 27<sup>th</sup>, September 21<sup>st</sup>, and November 2<sup>nd</sup>. On December 14<sup>th</sup>, the Fed increased the fed funds rate by 50 bps.
- On February 1<sup>st</sup>, 2023, March 22<sup>nd</sup>, 2023, and May 3<sup>rd</sup> the Fed increased the fed funds rate by 25 bps. This was not followed on June 14<sup>th</sup> as the Fed paused the consecutive rate hikes, but picked back up on July 26<sup>th</sup> with a 25 bp hike. Last year's four separate 75 bp increases in the Fed Funds rate by the FOMC have been the largest increases since 1994.
- The June FOMC meeting halted 10 consecutive rate hikes since the beginning of 2022. However, in July the Fed increased Fed Funds rate by 25 basis points.



Source: Bloomberg as of August 28<sup>th</sup>, 2023.



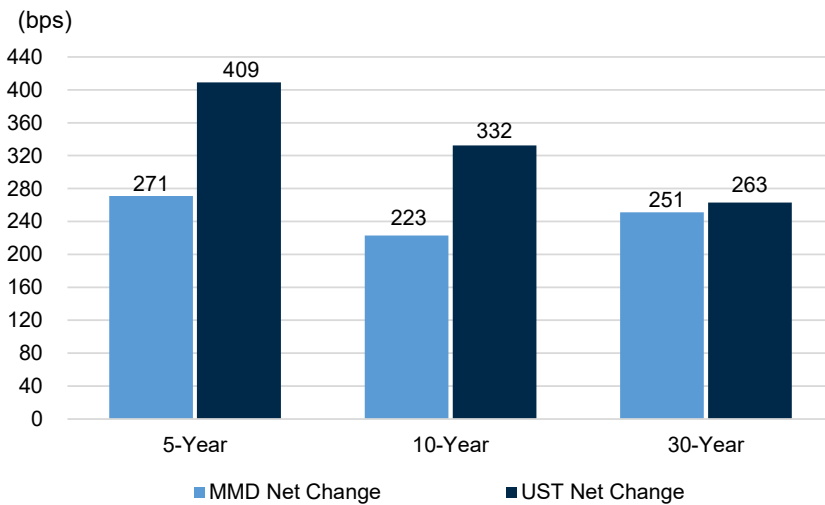
## MUNICIPAL MARKET CONDITIONS

PUBLIC FINANCE

- Tax-exempt yields:
  - ***The 30 Year MMD has been lower than the current rate of 3.91%, 38.24% of the time since 1993.***

### MMD and UST Movement 2021-2023 YTD

January 4, 2021 – August 25, 2023

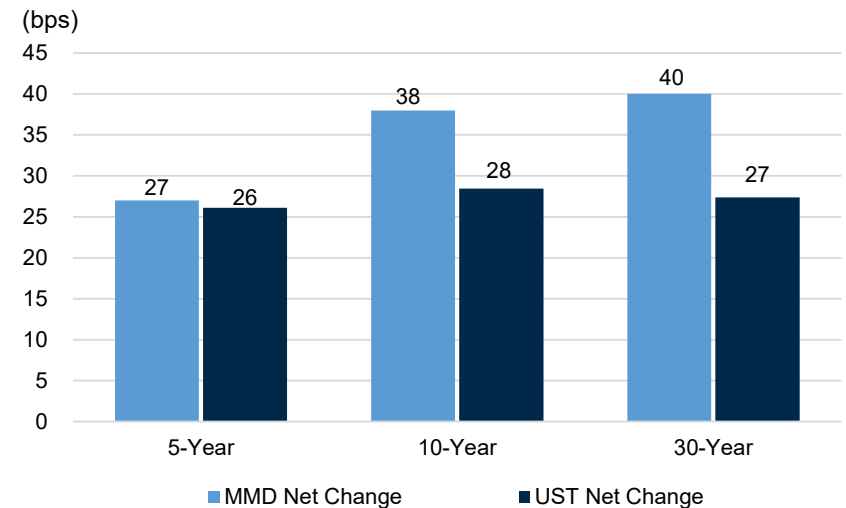


MMD	5Y	10Y	30Y
Current	2.93%	2.95%	3.91%
2021-2023 YTD Low:	0.2%	0.69%	1.32%
2021-2023 YTD High:	3.24%	3.41%	4.16%
10Y Low:	0.16%	0.58%	1.27%

UST	5Y	10Y	30Y
Current	4.44%	4.24%	4.28%
2021-2023 YTD Low:	0.35%	0.91%	1.66%
2021-2023 YTD High:	4.49%	4.32%	4.43%
10Y Low:	0.19%	0.51%	1.00%

### MMD and UST Movement Over the Past Month

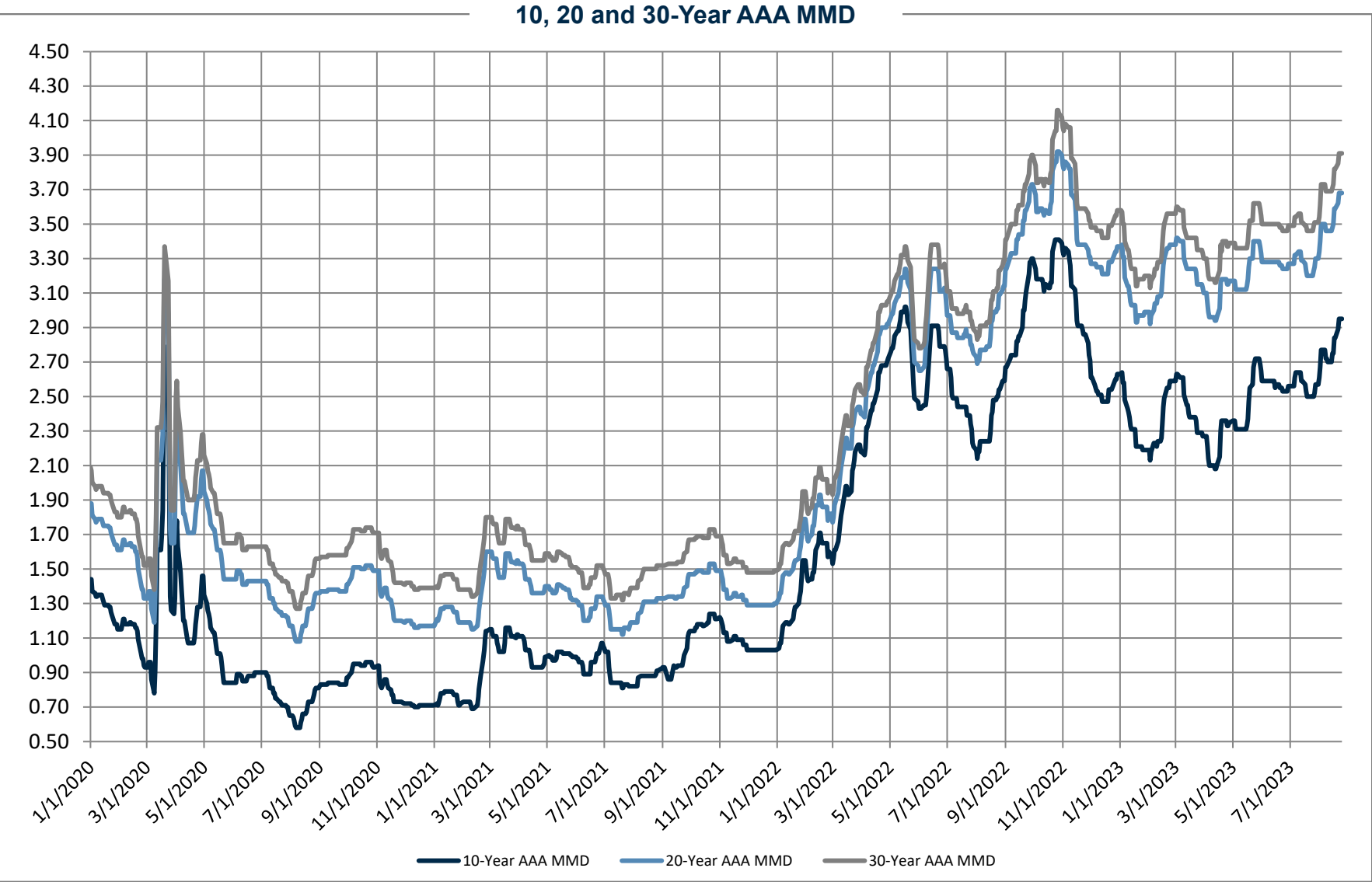
July 25, 2023 – August 25, 2023



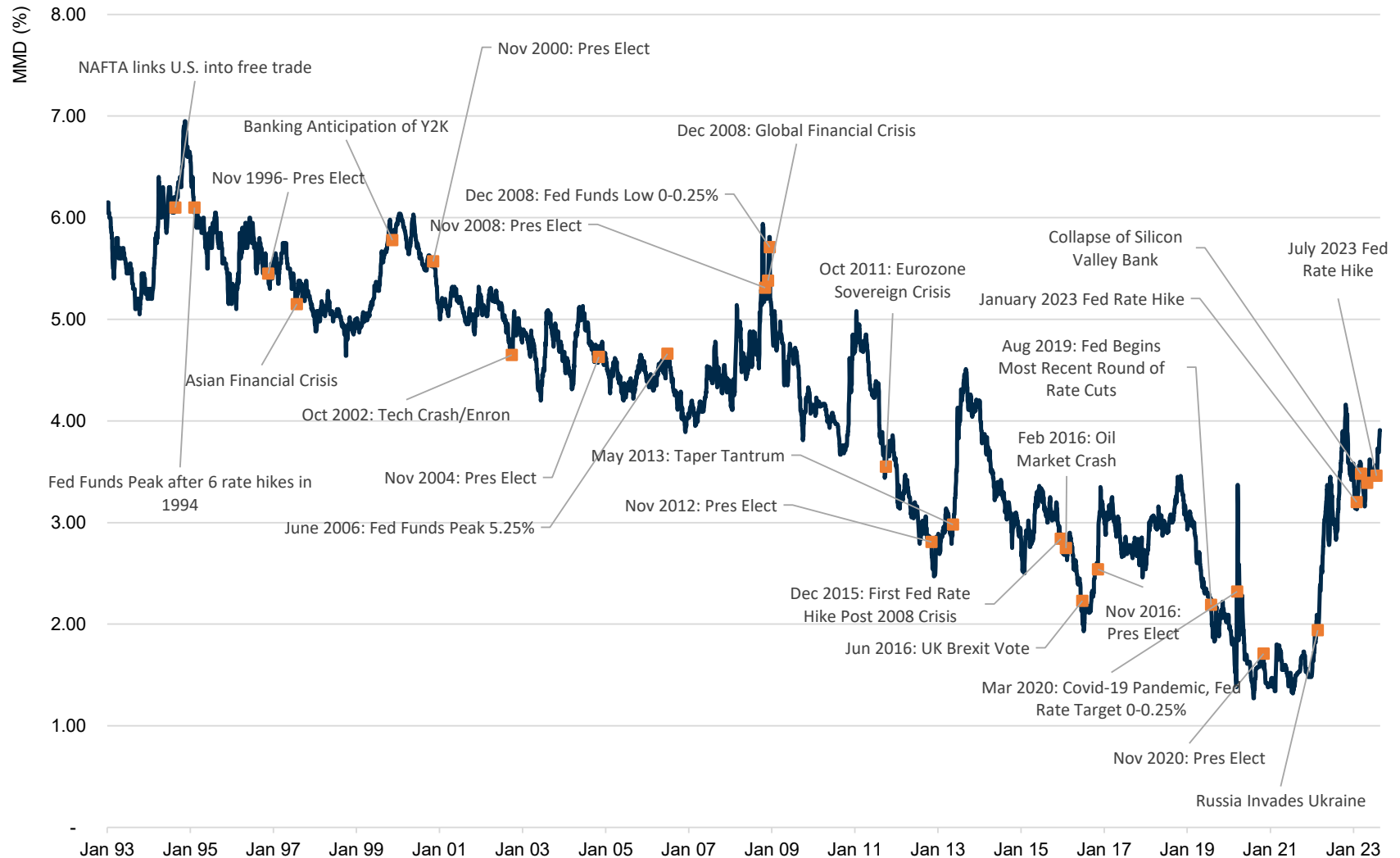
MMD/UST Ratios	5Y	10Y	30Y
Current	66.02%	69.65%	91.27%
2021-2023 YTD Low:	38.35%	54.03%	63.70%
2021-2023 YTD High:	91.28%	105.39%	110.18%
10Y Low:	38.35%	54.03%	63.70%

Source: Bloomberg

MMD Change Since January 2020			
	10-Year MMD	20-Year MMD	30-Year MMD
1/1/2020	1.44	1.88	2.09
1/1/2021	0.71	1.17	1.39
8/7/2020 (Low)	0.58	1.08	1.27
8/25/2023	2.95	3.68	3.91
Low vs. Current	+237 bps	+260 bps	+264 bps



## 30-Year MMD Since 1993



The information contained herein is solely intended to facilitate discussion of potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement. While we believe that the outlined financial structure or marketing strategy is the best approach under the current market conditions, the market conditions at the time any proposed transaction is structured or sold may be different, which may require a different approach.

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## **U.S.D. 410 FACILITY USAGE GUIDELINES**

1. U.S.D. 410 encourages the use of school buildings and facilities by groups within the community.
2. The operation and maintenance of school buildings represent a cost to the district. Free usage, therefore, must be confined to those that have a conceivable relationship to the school system or program. A rental fee must then be charged for all other users. (See Facility Use Fee Schedule)
3. Requests for use of school facilities will be made at the office of the Activities Director preferably at least seven days prior to the date of use.
4. The use of school facilities for school purposes, meetings of students, and other organizations affiliated with the schools shall have precedence over all others.
5. The district reserves the right to require renters to provide uniformed security for the event.
6. The group using the building will be responsible for disciplining its own members and will be responsible for any damage to the building or equipment.
7. Groups receiving permission to use building are restricted to the dates and times approved and to the building area and facilities specified, unless requested changes are approved by the Activities Director.
8. Groups using the building are responsible for the observance of city, county, and state fire and safety regulations at all times.
9. The use of alcoholic beverages, profane language, or gambling in any form is not permitted on school property. Smoking is not permitted on school property.
10. Public dances shall not be held in any school building by any organization.
11. An employee of the board or an individual designated by the administration must be on duty whenever a group or organization uses a school facility.
12. On days when school is closed because of snow or other unforeseen circumstances, all outside group activities scheduled for that day will be canceled or postponed.
13. Arrangement for the use of special equipment such as projectors, video equipment, piano, public address systems, scoreboards, or other equipment must be made with the Activities Director at the time the facility use request is filed.
14. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils, and tableware will require the assignment of a food service employee through OPAA / USD 410. Rate for use of employee will be determined by OPAA.
15. The board will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available during community emergencies.

# **FACILITY USAGE GUIDELINES**

Page 2 of 4

16. In situations where usage for a long time is required, rates may be set at a contract price negotiated with the superintendent.
17. The rental fee will be reviewed annually by the board of education.
18. Payment shall be made to the board through the Activities Director. Payment for usage must be in advance. Requests for usage will not be considered official until payment has been received.
19. If a custodian is required at times other than the established custodial work schedule, a charge of \$30.00 per hour will be assessed.
20. The district may require a proof of liability insurance from any renter.
21. Individuals from the public (non-business) are encouraged to use district computer equipment when available during school hours. The administration will determine appropriate training and charges for this usage.
22. Permission must be granted from the building principal before any district equipment is removed from the school grounds. A deposit fee may be established for this use.
23. Renters will be financially responsible for damage to district facilities or equipment.
24. The district reserves the right to deny usage to private groups whose primary reason for renting the facility is to make a financial gain. The district also reserves the right to cancel any permission granted.
25. The district has established the facility usage groups identified on the following page. Users will be charged a rate in accordance with the group in which they are classified.

# FACILITY USAGE GUIDELINES

Page 3 of 4

## FACILITY USAGE GROUPS

### I. School Sponsored Groups

Definition of group: Activities and events that are considered school sponsored.

EXAMPLES:

- |                                       |  |
|---------------------------------------|--|
| -Academic Contest/Days                | -School Sponsored Parent Education                 |
| -Activities of HHS Club/Organizations | -School Athletic Events                            |
| -Adult Education                      | -School Site Councils                              |
| -Booster Club                         | -Sports Camps Sponsored by School (not-for-profit) |
| -Classroom Related Activities         | -Student Dances                                    |
| -Drama/Musical Events                 | -T.E.E.N. Activities                               |
| -Hillsboro Education Association      | -Trojan After Prom Party                           |
| -MCSEC Activities                     | -USD 410 Sports Camps                              |

### II. Not-for Profit Groups (student-centered)

Definition of group: Not-for-profit groups that are designed to provide support or activities for school age children.

EXAMPLES:

- |                      |   |
|----------------------|---|
| -4-H Clubs           | -Hillsboro Arts & Crafts Association (child focused events) |
| -Boy & Girl Scouts   | -JAM  |
| -Church Youth Groups | -Other School Districts                                     |
| -City Recreation     | -Hillsboro Kids Club Wrestling                              |
| -College Classes     | -Special Olympics   |

### III. Not-for-Profit Groups (community-centered)

Definition of group: Not-for-profit groups which exist in the community.

EXAMPLES:

- |                                       |  |
|---------------------------------------|--|
| -Chamber of Commerce                  | -Government agencies (city, county, state)               |
| -Churches in District                 | -Hillsboro Cultural Arts Association (Arts & Craft Fair) |
| -Civic Organizations (Lions, Kiwanis) | -Marion County Fair Association                          |
| -Class reunions                       | -Ministerial Alliance                                    |
| -Cottonwood Chorale                   | -Hillsboro Community Hospital                            |
| -Hillsboro Development Corporation    | -Tabor College   |
| -Marion Co. Extension (non-4H)        | -Young Farmers/WIFE                                      |
| -Family Groups (reunions)             | -Hillsboro Community Foundation                          |

### IV. For-Profit Groups (child-centered)

Definition of Group: For-profit group/organization/individual that targets providing services/ activities to children

EXAMPLES:

- |                     |                   |
|---------------------|-------------------|
| -Dance Classes      | -Sports Camps     |
| -Day Care Providers | -Twirling Classes |
| -Piano Lessons      |                   |

### V. For-Profit/Private Business Groups

Definition of group: For-profit group/organization/individual

EXAMPLES:

- |                   |                        |
|-------------------|------------------------|
| -Local Businesses | -Credit Union Meetings |
| -Fashion Shows    | -Annual Meetings       |



# FACILITY USAGE GUIDELINES

Page 4 of 4

## U.S.D. 410 FACILITY USE FEE SCHEDULE

Area	Group 1-3	Group 4-5
<b>Robert C. Brown Gymnasium</b>	No charge	<i>\$150 per day *</i>
<b>Auditorium</b>	No charge	<i>\$150 per day *</i>
<b>All other areas</b>	No charge	<i>\$50 per day *</i>

\*If additional custodial staff is needed, group will be assessed an additional \$30 per hour per custodian.

**Addition equipment charges may be assessed depending on the need and setup**

- Group 1: School Sponsored Groups
- Group 2: Not-for-Profit (student-centered) Groups
- Group 3: Not-for-Profit (community-centered) Groups
- Group 4: For-Profit (student centered) Groups
- Group 5: For-Profit/Private Business Groups

**TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK**  
**August 16, 2023, Regular Board Meeting Minutes**  
**USD 408 Marion - Florence District Office**  
**6:00 p.m.**

**Members Present:**

**Mark Wendt, Chairperson**  
**Eric Carlson (via phone)**  
**Brian Simmonds**

**Jan Helmer (via phone)**  
**Jessey Hiebert (via phone)**

**Others Present:**

**Lena Kleiner, Director**

**Jerry Hinerman, Clerk**

**1. Call to Order**

Mark Wendt called the meeting to order at 6:00 p.m.

**2. Approval of Agenda**

Mark Wendt moved to approve the agenda. Motion seconded by Brian Simmonds. Carried 5-0.

**3. Approval of Board Minutes**

Jan Helmer moved to approve the minutes of the July 18, 2023, regular board meeting. Motion seconded by Jessey Hiebert. Carried 5-0.

**4. Approval of Payment of Bills and Financial Reports**

Mark Wendt moved to approve the payment of bills totaling \$10,155.84 and the August 16, 2023, Income and Expense Reports. Motion seconded by Brian Simmonds. Carried 5-0.

**5. Business Items**

a. TEEN Interlocal Budget

Jan Helmer moved to approve the Fiscal Year 2024 TEEN Interlocal Budget as presented. Motion seconded by Jessey Hiebert. Carried 5-0.

b. Outside TEEN Virtual Academy Teacher Agreement

Mark Wendt moved to approve the issuance of a contract for the 2023 – 2024 school year for Elanor Klenda to serve as an Intro to Healthcare TEEN Virtual Academy teacher for \$75 per student beginning the course and \$75 per student completing the course. Motion seconded by Brian Simmonds. Carried 5-0.

c. Current Mission and Vision Review

The Board took no action.

**6. Other/Discussion**

a. Director Evaluation

b. TEEN Online Classes

c. TEEN Virtual Academy Enrollment

d. Personnel Directory

**7. Next Meeting**

Mark Wendt moved to change the location of the September 20, 2023, regular TEEN board meeting to the USD 410 Durham – Hillsboro – Lehigh District Office. Motion seconded by Jessey Hiebert. Carried 5-0.

**8. Adjournment**

Mark Wendt adjourned the meeting at 6:25 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617**  
**Board of Directors Special Meeting**  
**MINUTES**

**August 30, 2023**

Meeting convenes at 6:00 p.m. in the MCSEC Board Room, 1500 E. Lawrence, Marion, KS

**Board Members Present:** Terry Deines, Maynard Knepp, Duane Kirkpatrick, Jared Jost, and Hope Reynolds (Via Conference Call)

**Board Members Absent:**

**Others Present:** Shayla Hodges, Board Clerk; Stacey Parks, Director

1. Call to Order

Terry Deines called the meeting to order at 6:02 p.m.

2. Adoption of Agenda (AI)

**Duane Kirkpatrick moved to approve the agenda, seconded by Maynard Knepp.**

**Motion carried 5-0.**

3. Waiver of Notice

The Board of Directors signed the waiver of notice.

4. Executive Session (DI)

a) Personnel

Terry Deines moved to go into executive session at 6:03 p.m. to discuss licensed staff employment, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director and the Board Members present. Open session will return at 6:13 p.m. in this room. Motion seconded by Duane Kirkpatrick.

At 6:13 p.m., Terry Deines declared the meeting out of Executive Session.

**Duane Kirkpatrick moved to accept the resignation of Ann Schrick, Special Education Teacher effective immediately, seconded by Maynard Knepp.**

**Motion carried 5-0.**

5. Adjournment

Terry Deines adjourned the meeting at 6:14 p.m.

AI = Action Item

IO = Information Item

DI = Discussion Item

BOARD OF DIRECTORS MEETING  
MARION COUNTY SPECIAL EDUCATION COOPERATIVE (INTERLOCAL #617)  
1500 E. Lawrence  
Monday, August 21, 2023 @ 6:30 P.M.  
REGULAR MEETING  
**MINUTES**

**Board Members Present:** Terry Deines, Maynard Knepp, Duane Kirkpatrick, and Jared Jost

**Board Members Absent:** Hope Reynolds

**Others Present:** Stacey Parks, Executive Director; Shayla Hodges, Board Clerk; Jennifer Shipman, Business Manager

1. Call to order, welcoming of guests, and attendance  
Terry Deines called the meeting to order at 6:38 p.m.
- (AI) 2. Approval of Agenda  
**Jared Jost moved to approve the amended agenda as presented, seconded by Duane Kirkpatrick. Motion carried 4-0.**
- (AI) 3. Consent Agenda
  - a. Approval of the minutes of the July 17, 2023 regular meeting and the July 28, 2023 special meeting
  - b. Approval of the clerk's/treasurer's reports
  - c. Approval of the warrants (payment of bills) and journal entries
  - d. Approval of reimbursements/additional pay
  - e. Approval of gifts/grants
  - f. Consideration of resignations (licensed and/or classified)
    - i. Loni Mayfield, Paraprofessional
    - ii. Brianna Hable, Paraprofessional
  - g. Consideration of new hires/transfers (licensed and/or classified)
    - i. Sarah Clements, Paraprofessional
    - ii. Valerie Wasmuth, Paraprofessional
    - iii. Ashley Hines, Paraprofessional
    - iv. Cindy Roether, Paraprofessional
    - v. Stephen Conrad, Paraprofessional
    - vi. Loretta Looney, Paraprofessional
    - vii. Rebecca Sawyer, Paraprofessional
    - viii. Marina Good, Paraprofessional
    - ix. Jennifer Moss, Paraprofessional
    - x. Jayda Hayes, Paraprofessional
    - xi. Shawn Voth, Paraprofessional transfer to HMHS
  - h. Approval of committees
    - i. Autism Committee:
      1. Kristy Andres
      2. Robert Haude
      3. Ellen Carlson
      4. Anne Janzen

- 5. Callie Coleman
- 6. Larry McManaman
- 7. Kasey Gooch
- ii. Illness and Disability Pool Committee:
  - 1. Sandra Ruder
  - 2. Kurt Herrel
  - 3. Kristen Lindsay
  - 4. Stacey Parks
- iii. PDC Committee:
  - 1. Kristen Lindsay, Chairperson
  - 2. Shayla Hodges, Secretary
  - 3. Amy Pagenkopf
  - 4. Joy Dalke
- iv. Assistive Technology Committee:
  - 1. Kasey Gooch
  - 2. Alison Hoover
- i. Approval for disposing of inventoried items

**Duane Kirkpatrick moved to approve the consent agenda, seconded by Jared Jost.**  
**Motion carried 4-0.**

(IO) 4. Public Participation (Open Forum)

(AI) 5. New Business and/or Board Discussion Items

a. KSSB Service Plan

**Duane Kirkpatrick moved to approve the service plan with MCSEC and KSSB for the 2023-2024 school year, seconded by Maynard Knepp.**

**Motion carried 4-0.**

b. Project SEARCH 2023-2024 Calendar

**Duane Kirkpatrick moved to approve the 2023-2024 amended Project SEARCH calendar, seconded by Maynard Knepp.**

**Motion carried 4-0.**

c. Technology Agreement with USD 410 for 2023-2024 SY

**Jared Jost moved to approve the 2023-2024 technology agreement with USD 410 as presented, seconded by Duane Kirkpatrick.**

**Motion carried 4-0.**

d. Nursing Agreement with USD 408 for SY 2023-2024

**Jared Jost moved to approve the 2023-2024 nursing agreement with USD 408 as presented, seconded by Duane Kirkpatrick.**

**Motion carried 4-0.**

e. FY24 Budget Presentation

**Jared Jost moved to approve the FY24 budget as presented, seconded by Duane Kirkpatrick.**

**Motion carried 4-0.**

- f. 2023-2024 Negotiated Agreement  
**Duane Kirkpatrick moved to approve the 2023-2024 negotiated agreement, seconded by Jared Jost.**  
**Motion carried 4-0.**
- g. 12-Month Classified Wages 23-24  
**Jared Jost moved to approve the amended pay increase for 12-month classified staff to 4.14% effective July 1, 2023, seconded by Duane Kirkpatrick.**  
**Motion carried 4-0.**
- h. Itinerant Staff Wages 23-24  
**Duane Kirkpatrick moved to approve the FY24 itinerant staff wage increase of 4.14% effective September 1, 2023, seconded by Maynard Knepp.**  
**Motion carried 4-0.**

- (IO) 6. Director's Report
- a. Budget Reports  
Jennifer Shipman provided an update of July 2023 month end expenditures and revenues.  
No action taken.
  - b. Superintendent Meeting on August 9, 2023  
Stacey Parks provided an update to the board of items discussed at the August 9, 2023 Superintendent meeting.  
No action taken.

- (IO) 7. Executive Session
- a. Non-elected personnel  
Terry Deines moved to go into executive session at 7:32 p.m. to discuss mentoring and salaries, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director and the Board Members present. Open session will return at 7:47 p.m. in this room.  
Motion seconded by Duane Kirkpatrick.

At 7:47 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:48 p.m. to discuss mentoring and salaries, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director and the Board

Members present and Shayla Hodges on call. Open session will return at 7:58 p.m. in this room. Motion seconded by Duane Kirkpatrick.

Shayla Hodges entered executive session at 7:53 p.m.

At 7:58 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 7:59 p.m. to discuss mentoring and salaries, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Director, Shayla Hodges and the Board Members present. Open session will return at 8:04 p.m. in this room. Motion seconded by Duane Kirkpatrick.

At 8:04 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 8:05 p.m. to discuss salaries, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Board Members present and to have the Director on call. Open session will return at 8:10 p.m. in this room. Motion seconded by Duane Kirkpatrick.

Stacey Parks entered executive session at 8:06 p.m.

At 8:10 p.m. Terry Deines declared the meeting out of Executive Session.

No action taken.

- (AI) 8. Other Actions as Required  
**Maynard Knepp moved to approve the extension of Dr. Diepenbrock's contract until August 31, 2023 with the last payment being September 5, 2023, seconded by Jared Jost.**  
**Motion carried 4-0.**

- (AI) 9. Adjournment of Meeting  
Terry Deines adjourned the meeting at 8:16 p.m.

Next Regular Board Meeting: September 18, 2023 at 6:30 p.m. at MCSEC Office  
AI = Action Item                      IO = Information Item                      DI = Discussion Item