

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

REGULAR BOARD MEETING

Monday, January 8, 2024
7:00 pm

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

Agenda—Regular Board Meeting
USD 410 District Office Conference Room
January 8, 2024, 7:00 p.m.

- A. Meeting Called to Order
- B. Oath of Office
- C. Election of Board President and Vice President for 2024
- D. Approval of Regular and Consent Agenda
 - 1. December 11, 2023, Regular Board Minutes (Appendix A)
 - 2. 2024-2025 Draft Calendar (Appendix B)
 - 3. Donations
 - 4. Transportation Request
- E. Action and Discussion Items
 - 1. Appointment of Board Officers for 2024
 - 2. Bond Update
 - 3. Teacher/Administrator Evaluation Tool
- F. Executive Session for Non-Elected Personnel
- G. Personnel
 - 1. Superintendent Contract Extension
 - 2. Hire
- H. Reports
 - 1. Superintendent's Report
 - 2. TEEN Report (Appendix C)
 - 3. MCSEC Report (Appendix D)
 - 4. Business Manager's Report (Financials)
- I. Executive Session for Safety and Security
 - 1. Safety and Security Audit Review
- J. Adjournment

Annotated BOE Agenda January 8, 2024

A. Meeting Called to Order

B. Oath of Office

C. Election of Board President and Vice President for 2024

At this time, the board will select a President and Vice President for the 2024 calendar year. Following is a list of individuals that have served in this capacity:

<u>Year</u>	<u>President</u>	<u>Vice President</u>
2024		
2023	Jared Jost	Rod Koons
2022	Jared_Jost	Rod Koons
2021	Mark Rooker	Rod Koons
2020	Mark Rooker	Rod Koons
2018-19	Mark Rooker	Rod Koons
2017-18	Mark Rooker	Rod Koons
2016-17	Mark Rooker	Rod Koons

➤ ***Recommended Action:***

Motion to appoint _____ as President of the USD 410 Board of Education for the 2024 calendar year

Motion to appoint _____ as Vice President of the USD 410 Board of Education for the 2024 calendar year

D. 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 items be removed and placed on the regular agenda.

1. December Regular Board Meeting Minutes (Appendix A)

The minutes from the December 11, 2023, Regular Board meeting are included as Appendix A.

➤ ***Recommended Action***

Motion to approve the December 11, 2023, Regular Board Meeting Minutes

2. 2024-2025 Draft Calendar (Appendix B)

This is the first review of the 2024-2025 calendar. The Board will act on the calendar at the February 2024 regular board meeting.

➤ ***Recommended Action***

No action is recommended

3. Donations

Donor	Gift	Purpose
ShutterFly, LLC	\$ 100.00	HES Site Council Projects
BlueCross BlueShield of Kansas Foundation	\$1,982.00	HMHS PE Supplies (Healthy Habits for Life Grant)
Canton Lockers	\$ 80.00	FFA (Hamburger Patties)

➤ ***Recommended Action***

Motion to accept donations as listed

4. Transportation Request

Hillsboro Mennonite Brethren Church has submitted a transportation request for one bus and driver on February 10, 2024, from 6:00 PM through 8:00 PM for a Valentine's event in Hillsboro.

➤ ***Recommended Action:***

Motion to approve the transportation request from Hillsboro Mennonite Brethren Church for one bus and driver for a Valentine's event in Hillsboro on February 10, 2024

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

Motion to approve the regular and consent agendas

E. Action and Discussion Items

1. Appointment of Board Officers for 2024

The Board annually appoints board members to positions. The positions and the board members who held these positions in 2023 are the following:

Position	2023	2024
MCSEC Representative	Jared Jost	_____
MCSEC Alternate Representative	Sara Wichert	_____
TEEN Representative	Jessey Hiebert	_____
TEEN Alternate Representative	Sarah Fenske	_____
Chief Negotiator	Rod Koons	_____
Assistant Negotiator	Jim Paulus	_____
Professional Development Council Representative	Sara Wichert	_____
KASB Governmental Relations Representative	Jared Jost	_____
USD 410 Technology Committee Representative	Scott Winter	_____

➤ ***Recommended Action***

The Board should appoint representatives for the above positions for 2024.

2. Bond Update

An update will be provided on the upcoming bond issue.

➤ ***Recommended Action***

No action is recommended.

3. Teacher/Administrator Evaluation Tool

A new evaluation tool is being explored for certified staff and will be discussed.

➤ ***Recommended Action***

No action is recommended.

F. Executive Session for Non-Elected Personnel

Motion for the Board to go into executive session to discuss a contract and a hire 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.

G. Personnel

1. Superintendent Contract Extension

Clint Corby currently has a two-year contract to serve as USD 410 Superintendent of Schools through June 30, 2025. The Board will review extending this contract for an additional year through June 30, 2026.

➤ ***Recommended Action:***

Motion to approve the extension of Clint Corby's contract to serve as USD 410 Superintendent of Schools through June 30, 2026.

2. Hire

a. Shauna Vega – Hillsboro High School Chess Club Sponsor

➤ ***Recommended Action***

Motion to approve the issuance of a contract to Shauna Vega to serve as Hillsboro High School Chess Sponsor for the 2023-2024 school year

➤ **Recommended Action for All Personnel Items**

Motion to approve all personnel changes as presented.

H. Reports

1. Superintendent's Report
2. TEEN Report (Appendix C)
3. MCSEC Report (Appendix D)
4. Business Manager's Report (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

I. Executive Session for Safety and Security

1. Safety and Security Audit Review

Motion for the board to go into executive session to discuss specific security measures or systems, pursuant to the safety and security exception under the Kansas Open Meetings Act (KOMA) and to return open meeting at _____ in this room. The executive session is required to ensure the security of the district, its buildings and/or its systems is not jeopardized.

J. Adjournment

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

1. 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.

6. Safety and Security

Motion for the board to go into executive session (subject) pursuant to the safety and security exception under the Kansas Open Meetings Act (KOMA) and to return open meeting at _____ in this room. The executive session is required to ensure the security of the district, its buildings and/or its systems is not jeopardized.

WELCOME TO THE USD 410 BOARD OF EDUCATION MEETING

Below are guidelines for patrons as they attend 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 during 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;">UNIFIED SCHOOL DISTRICT NO. 410 Durham-Hillsboro-Lehigh</p>
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MINUTES – REGULAR BOARD MEETING
USD 410 District Office Conference Room
December 11, 2023 5:00 p.m.

Members Present:

Jared Jost	Jessey Hiebert	Sara Wichert
Scott Winter	Rod Koons (arrived at 5:06 p.m.)	
Sarah Fenske (arrived at 5:08 p.m.)		

Member Absent:

Jim Paulus

Administrator:

Clint Corby

Others:

Jerry Hinerman, Clerk	Jimmy Janzen	Laura Fowler Paulus
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A. Meeting Called to Order

Board President Jared Jost called the meeting to order at 5:00 p.m.

B. Approval of Regular and Consent Agenda

Sara Wichert moved to approve the regular and consent agendas. Motion seconded by Jessey Hiebert. Carried 4-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the November 13, 2023, regular and special board meetings
2. Motion to approve the disposal of the following district property as presented:

Item to Sell

Method of Sale

#06 2006 Dodge Grand Caravan	Purple Wave
#18 2009 International 47-Passenger Bus	Direct Sale to Interested Parties
Furniture/Equipment/Oven	Purple Wave or Direct Sale if Purple Wave Does Not Sell

3. Motion to accept the following donations:

Donation of \$100.00 from Royal Publishing to be used for Hillsboro Middle/High School activities

Donation of \$111.26 from Kroger to be used for Hillsboro Elementary School Site Council projects

Donation of \$256.56 from Shutterfly, LLC to be used for Hillsboro Middle/High School Site Council projects

Donation of \$741.55 from Hillsboro High School Athletic Booster Club to be used for Sub-State Volleyball Hospitality and State Volleyball Meals

C. Action and Discussion Items

1. ESSDACK Interlocal Agreement
Jessey Hiebert moved to approve the ESSDACK Interlocal Agreement for five years from July 1, 2024, through June 30, 2029. Seconded by Sara Wichert. Carried 4-0.
2. Dishwasher Bid
Sara Wichert moved to reject the bid for a dishwasher from Sunflower Restaurant supply Co. Motion seconded by Scott Winter. Carried 4-0.
3. Bond Issue Update

Rod Koons arrived at 5:06 p.m.

Sarah Fenske arrived at 5:08 p.m.

D. Executive Session – Non-Elected Personnel

Jared Jost moved for the Board to go into executive session at 5:09 p.m. with the Superintendent and Board Member-Elect Jimmy Janzen to discuss hires and a resignation pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 5:15 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Sara Wichert Hiebert. Carried 6-0.

Regular Session

Jared Jost moved for the Board to go into executive session at 5:15 p.m. with the Superintendent and Board Member-Elect Jimmy Janzen to discuss hires and a resignation pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 5:17 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Sara Wichert Hiebert. Carried 6-0.

Regular Session

E. Personnel

Sarah Fenske moved to approve the following hires and classified employee hour changes. Motion seconded by Rod Koons. Carried 6-0.

1. Hires
 - a. Michael Ashland – Hillsboro High School Assistant Wrestling Coach (0.71 FTE)
Motion to approve the issuance of a contract to Michael Ashland to serve as Hillsboro High School Assistant Wrestling Coach (0.71 FTE) for the 2023-2024 school year.
 - b. Kevin Colle - Hillsboro High School Forensics Sponsor
Motion to approve the issuance of a contract to Kevin Colle to serve as Hillsboro High School Forensics Sponsor for the 2023-2024 school year.
2. Resignation
 - a. Michelle Ediger - Hillsboro Elementary School Third Grade Teacher
Motion to approve the resignation of Michelle Ediger from her position as Hillsboro Elementary School Third Grade Teacher effective May 16, 2024.

F. Reports

1. Superintendent's Report

2. TEEN Report

3. MCSEC Report

4. Business Manager's Report

Scott Winter moved to approve the payment of bills totaling \$439,593.33 and the following reports. Motion seconded by Sara Wichert. Carried 6-0.

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

G. Adjournment

President Jared Jost declared the meeting adjourned at 6:00 p.m.

Jerry Hinerman, Clerk



USD 410 Durham-Hillsboro-Lehigh School Calendar 2024-2025

Draft

	Class in Session
	Early Release Day
	Professional Learning Day
	New Teacher Orientation

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
7 Days						

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
20 Days						

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
22 Days						

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
17 Days						

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
15 Days						

August

16	New Teacher Orientation
19 - 21	Professional Learning Days (No Classes)
22	1st Day of Classes

September

2	Labor Day (No School)
25	Early Release Day (1:30 PM Release)

October

18	End of First Quarter
21	Professional Learning / Work Day (No Classes)

November

1	No School
20	Early Release Day (1:30 PM Release)
27-29	Thanksgiving Break (No School)

December

20	End of First Semester
20-31	Christmas Break (No School)

January

1 - 2	Christmas Break (No School)
6	Professional Learning / Work Day (No Classes)
7	1st Day of Second Semester
3	Professional Learning Day (No Classes)

February

12	Early Release Day (1:30 PM Release)
28	No School

March

6	End of Third Quarter
7	Professional Learning / Work Day (No Classes)
17 - 21	Spring Break (No School)

April

18	Good Friday (No School)
21	No School

May

6	Senior's Last Day
10	Graduation
21	End of Second Semester
22	Professional Learning Day (No Classes)

1st Quarter	41	days	
2nd Quarter	40	days	
Semester			81 days
3rd Quarter	41	days	
4th Quarter	46	days	
Semester			87 days

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
18 Days						

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
19 Days						

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
15 Days						

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
20 Days						

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
15 Days						

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
December 13, 2023, Regular Board Meeting Minutes
USD 410 Durham – Hillsboro – Lehigh District Office
5:00 p.m.

Members Present:

Mark Wendt, Chairperson (via Zoom)
Eric Carlson (via Zoom)
Brian Simmonds (via Zoom)

Jan Helmer (via Zoom)
Jessey Hiebert (via Zoom)

Others Present:

Lena Kleiner, Director

Jerry Hinerman, Clerk

1. Call to Order

Mark Wendt called the meeting to order at 5:02 p.m.

2. Approval of Agenda

Jessey Hiebert moved to approve the agenda. Motion seconded by Jan Helmer. Carried 5-0.

3. Approval of Board Minutes

Jessey Hiebert moved to approve the minutes of the November 15, 2023, regular board meeting. Motion seconded by Jan Helmer. Carried 5-0.

4. Approval of Payment of Bills and Financial Reports

Jan Helmer moved to approve the payment of bills totaling \$14,500.35 and the December 13, 2023, Income and Expense Reports. Motion seconded by Eric Carlson. Carried 5-0.

5. Other/Discussions

a. TEEN Mashup Update

6. Next Meeting

7. Adjournment

Mark Wendt adjourned the meeting at 5:12 p.m.

Jerry Hinerman, Clerk

BOARD OF DIRECTORS MEETING
MARION COUNTY SPECIAL EDUCATION COOPERATIVE (INTERLOCAL #617)

Monday, December 18, 2023 @ 6:00 P.M.
REGULAR MEETING

MINUTES

Board Members Present: Terry Deines, Duane Kirkpatrick, Maynard Knepp, Hope Reynolds and Sara Wichert (sub for Jared Jost)

Board Members Absent: Jared Jost

Others Present: Stacey Parks, Executive Director, Chrissy McFall, Board Clerk and Jeni Shipman, Business Manager

1. Call meeting to order, welcoming of guests and attendance. Terry Deines called the meeting to order at 6:00 p.m.
2. Dinner and certificates presented to retiring board members
 - a.) Stacey Parks presented Certificates of Appreciation to Terry Deines, Duane Kirkpatrick and Maynard Knepp.

Terry Deines called the meeting to recess at 6:03 p.m., seconded by Duane Kirkpatrick. A meal was enjoyed by all in attendance from Bill & Essie's BBQ.

Terry Deines resumed the meeting at 6:32 p.m., seconded by Duane Kirkpatrick.

3. Approval of Agenda

Duane Kirkpatrick moved to approve the agenda, seconded by Maynard Knepp. Motion carried 5-0.

4. Consent Agenda

- a.) Approval of the minutes of the November 20, 2023 regular meeting
- b.) Approval of the clerk's/treasurer's reports
- c.) Approval of the warrants (payments 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. Anne Janzen, Hillsboro Middle School
 - ii. Kendra Goerzen, paraprofessional
- g.) Consideration of new hires/transfers (licensed and/or classified)

Hope Reynolds moved to approve the consent agenda, seconded by Duane Kirkpatrick. Motion carried 5-0.

5. Public Participation (Open Forum)

6. New Business and/or Board Discussion Items

- a.) KASB Policy Updates

Duane Kirkpatrick moved to update policies per KASB, seconded by Hope Reynolds. Motion 5-0

- b.) State Grant Award for Infant Toddler Program

Hope Reynolds moved to accept the grant for the Infant Toddler Program, seconded by Duane Kirkpatrick. Motion carried 5-0

7. Director's Report

- a.) Budget Reports

Jeni Shipman went over the financials with the board.

- b.) Superintendent Meeting on December 6, 2023

Stacey Parks provided an update on discussion topics at the December 6, 2023 Superintendent Meeting.

- c.) Project SEARCH fundraisers

Board discussed doing a tour of Project SEARCH when new members come on.

8. Executive Session

- a.) Non-Personnel

Terry Deines moved to go into executive session at 7:06 p.m., to discuss contracts, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Board Members and Stacey Parks present. Open Session will return at 7:11 p.m. in this room. Motion seconded by Maynard Knepp.

Terry Deines moved to go into executive session at 7:12 p.m., to discuss contracts, which is considered personally identifiable protected employee information, as justified by the non-elected personnel exception under KOMA with the Board Members and Stacey Parks present. Open Session will return at 7:17 p.m. in this room. Motion seconded by Maynard Knepp.

Hope Reynolds moved to extend Jeremy Gooch's contract for the 2024-2025 school year, seconded by Maynard Knepp. Motion carried 5-0

9. Other Actions as Required

10. Adjournment of Meeting

Terry Deines adjourned the meeting at 7:19 p.m.