

Board of Education Regular Meeting  
Unified School District #345  
July 11, 2016, 6:00 PM  
Seaman Education Center  
901 NW Lyman Road  
Topeka, KS 66608

**Official minutes of the regular meeting held July 11, 2016.**

The Board of Education, Seaman Unified School District 345, Shawnee County, Kansas held its regular meeting July 11, 2016, 6 p.m. at the Seaman Education Center, 901 N.W. Lyman Road, Topeka, Kansas 66608.

**CALL TO ORDER**

The meeting was called to order at 6 p.m. by Board president Mr. James Adams

**ATTENDANCE:** Board Members: Mr. James Adams, Mr. Jamie Andrews, Mr. Frank Henderson Jr., Mrs. Susan Fowler-Hentzler, Mr. Fred Patton, Mr. Rich Eckert, Ms. Christie Appelhanz, Dr. Steve Noble, Superintendent.

**ABSENT:**

**ALSO ATTENDING:** Rod Garman, Annie Diederich, Dennis Peerenboom, Terry Morrow, Bob Horton, Candace Leduc, Dedra Raines, Mary Beck, Sarah Brinkley, Jen Hannon, Steve Heilman, Angela Denies and Brenda Burgett

1. Mr. Adams led the meeting in the Pledge of Allegiance.
2. **PRESIDENT'S REMARKS:** Mr. Adams expressed his thanks to Candace Leduc for uploading the Board Policy book to Board docs making it easier to find policy. He also expressed his thanks to the board for their service and welcomed Dr. Noble to the district.
3. **SUPERINTENDENT'S REMARKS:** Dr. Noble thanked the board for their service and discussed the book "Start with Why".
4. **PUBLIC COMMUNICATIONS:** None
5. **ADOPTION OF AGENDA:**  
Mr. Adams moved, seconded by Mrs. Fowler-Hentzler, to adopt the agenda as amended removing item 10A. Motion carried 7-0.
6. **REORGANIZATION OF BOARD OF EDUCATION:**

A. ELECTION OF PRESIDENT

Dr. Steve Noble, Superintendent called for nominations for the Board President.

Mr. Frank Henderson nominated Fred Patton, seconded by Ms. Appelhanz.

Motion carried 7-0.

B. ELECTION OF VICE PRESIDENT

Mr. Patton called for nominations for Board vice president. Mr. Eckert moved, to elect Mr. Frank Henderson as Vice President, seconded by Mrs. Fowler-Hentzler.

Motion Carried 7-0

C. APPOINTMENT OF CLERK

Mr. Henderson moved, seconded by Mr. Adams, to appoint Brenda Burgett as Board Clerk and Candace LeDuc as Deputy Clerk. Motion carried 7-0.

D. APPOINTMENT OF TREASURER AND DEPUTY TREASURER

Mrs. Fowler-Hentzler moved, seconded by Mr. Andrews, to appoint Mr. Bob Horton as Treasurer and Joely Benedict as Deputy Treasurer. Motion carried 7-0.

E. ESTABLISH MONTHLY MEETING DATE/TIME/PLACE

Mr. Andrews moved, seconded by Mr. Eckert, that the Seaman USD 345 Board of Education will meet in the Seaman Education Center Ann Minihan Board Room on the second Monday of each month at 6 p.m. exception being the August meeting, which will begin at 6:30. Any regularly scheduled meeting may be adjourned to another time and place when necessary. Motion carried 7-0.

7. DISPOSITION OF BUSINESS BY CONSENT:

Mr. Adams moved, seconded by Mrs. Fowler-Hentzler, to approve the Disposition of Business by Consent. Motion carried 7-0. Business by Consent included:

A. Minutes of June 13, 2016, Board of Education Meeting, and June 30, 2016 Adjourned Meeting.

B. Approval of Claims-

**Handwrite Checks for June Paid in July**

88177-88231	FS June Monthly Expenditures	
88232-88439	Main June Monthly Expenditures	
88440-88453	FS June Payroll Expenditure	
88454-88488	Main June Payroll Expenditures	
88489	FS Cox Communications	\$226.48
88490	Kansas City Chiefs - Replace Lost Check	\$312.50
88491	Continuum Retail Energy	\$4,764.04
88492	AT&T	\$5,778.78
88493	US Bank Voyager Fleet Systems	\$1,012.75

88494	Main Cox Communications	\$3,992.22
88495	Kansas Gas Service	\$55.10
88496-88515	July Lump Payroll Expenditures	
88516-88535	August Lump Payroll Expenditures	
88536-88559	July Cert. 1 Check a month Payroll Expend.	
88560-88583	August Cert. 1 Check a month Payroll Expend	
88584-88600	July Class.12 Check a month Payroll Expend.	
88601-88617	August Class.12 Check a month Payroll Exp.	
88618-88629	FS July Class.12 Check a month Payroll Exp.	
88630-88641	FS August Class.12 CK a month Payroll Exp	
88642	USD #345 Federal&Fica	\$87,742.54
88643	Advance Insurance - July Premiums	\$1,072.40
88644	Advance Insurance - August Premiums	\$1,070.80
88645	Business Card (District Master Card)	\$9,867.27
88646	UPS	\$57.30
88647	Wal-Mart Community	\$1,152.34
88648-88655	FS July Reg + Special Payroll Expend.	
88656-88674	Main July Reg + Special Payroll Expend.	
88675	FS July BCBS Premiums	\$2,437.30
88676	Main July BCBS Premiums	\$189,085.63
88677	FS August BCBS Premiums	\$1,015.09
88678	Main August BCBS Premiums	\$163,941.50
88679	Advance Insurance Premiums	\$1,062.52
88680	KS Employment Security Fund	\$6,234.30
88681	AT&T	\$19,086.80
88682	AT&T Mobility	\$454.63
88683	Westar Energy	\$46,020.28
88684-88701	FS July 14 Monthly Expenditures	
88702-88870	Main July 14 Monthly Expenditures	
88871	SAMS Club Direct	\$2,221.40
88872	Sutherlands/Synchrony Bank	\$80.71
88873	Waste Management of Topeka	\$1,741.23
88874	FS Roach's Hardware	\$61.14

C. Classified Contracts – None

D. Certified Contracts –

**CERTIFIED CONTRACTS**

Lindsay Gress – 2<sup>nd</sup> Gr @ LO

Susan Stewart-Craig – SPED @ LO

Lindy Broeckelman – 1<sup>st</sup> Gr.

Certified Supplemental

Susan Stewart-Craig – SPED @ LO

E. Resignations & Retirements-

**RESIGNATIONS**

Nick Lobb – Asst. Girls Soccer Coach

Jim Tomes – Director of Maintenance

Angie Ford – SMS Secretary

F. School Resource Officer Program –

- Doug Fehr will remain as SRO

G. Mileage Rate –

- Our mileage rate will remain tied to the federal rate. The current published rate is 54 cents.

H. KPERS Designated Agent –

- Dennis Peerenboom, whose job description includes being the KPERS designated agent, was appointed KPERS designated agent for the 2016-17 school year.

I. Appoint Freedom of Information Officer –

- Robert Horton will serve in this position.

J. Compliance Coordinator for Federal Anti-Discrimination Laws –

- Dennis Peerenboom will be the Compliance Coordinator.

K. District Hearing Officer for Suspensions and Free-Reduced Price Meal Application Appeals –

- Mr. Robert Horton will serve as the hearing officer with Mrs. Annie Diederich as the back up.

L. Legal Publication Approval –

- The Metro News will serve as the legal public notification for the district.

M. Exemption from GAAP Auditing Requirement – Approved

- The Generally Accepted Accounting Principles (GAAP) are not generally accepted in Kansas because of the cash basis law. We have exempted ourselves since its inception. We will continue to exempt ourselves from the GAAP requirements based on resolution approved by the Board.

N. Exemption from The Activity Fund Guidelines –

- HB 2802, passed in 1994, requires district purchasing practices for all activity funds. The Board policy states that the principals are designated by the Board to account for all activity funds. We will continue this policy and state that we will exempt ourselves from HB 2802.

O. Truancy Officers –

- The building principals were designated as the truancy officers for their buildings.

P. Authorization for Early Payment of Utility and Fuel Bills –

- The Board of Education approved payment of the utility and fuel bills in advance, if needed, prior to approval at the regular Board meeting.

Q. Petty Cash Amounts –

- The Board of Education approved for emergency purchases of instructional supplies and equipment in following amounts. These accounts are audited monthly by the business department and annually by the district auditors.

1. SEC – \$1,500

2. SHS – \$1,500

3. SMS – \$750

4. Each Elementary – \$500

5. The Board continued to approve a petty cash account of \$500 for the transportation department so Mr. Sittenauer can provide cash to activity trip drivers for major fuel purchases.

R. 1,116 Hour School Year –

- Approval was given to adopt the 1,116 hour school year.

We have a 173 day school year for this next year with an additional 11 days for in-service. Our school day includes 6 3/4 hours of instruction.

S. Authorization to File Impact Aid Section 8003 Application –

- Approval was given for this application (formerly known as PL 81-874). Application is a requirement and the money is deducted from state aid. The superintendent is the agent for the district.

T. Child Nutrition and Wellness Program Authorized Representative –

- Mrs. Kaye Kabus, was approved as the representative for this program.

U. Contract for Kansas Educational Technology Consortium –

- Renewal of the special education technology support contract for the KIDSS program (electronic IEPs) with Keystone Learning Services in Lecompton was approved. Our fee is \$4,456 for the year.

V. Greenbush Contracts for Vision and Hard of Hearing (HHD) teachers. Approved the annual renewal with Greenbush to provide teaching and specialized services to our students with vision or hearing disabilities. The for for this year is \$59,453. Audiology Services will be billed at an additional rate of \$650.00 per day and one day per month.

W. Limited Open Forum Use of Secondary Buildings –

- The Board approved to continue designation as a Limited Open Forum facility.

X. District Depository and Security Requirements –

- The Board approved naming Silver Lake Bank as the depository for district funds and that the district continue to require 100% security pledging for all district funds on deposit.

Y. Select School Attorney

Approved naming David Cooper of Fisher, Patterson, Sayler and Smith, LLP as the districts legal council.

Z. Project Stay through Southeast Kansas Educational Service Center Membership –

- The behavioral support consortium contract was renewed. It is \$13,000 for the year.

AA. Advocate Home Specialty Care, Inc. Contract

- The Board approved this contract, which expands the district's ability to provide nursing services, including services of registered nurses and licensed practical nurses at the rate of \$38.00 per hour for RNs and \$32.00 per hour for LPNs.

BB. Approved the contract with Southeast Educational Service Center (Greenbush) for Medicaid Billing Services. The district requests to continue the contract with Greenbush to assist in capturing Medicaid funding. The cost of this service is 6% of all monies reimbursed by Medicaid through Greenbush on behalf of USD 345.

CC. Greenbush contract

Approved contract with Greenbush in the amount of \$22,878 to provide a continuum of support for elementary students with special needs.

DD. Approved 2016-17 Athletic Trainer Contract with Kansas Orthopedic and Sports Medicine at the cost of a flat rate of \$20,000 with weekend serviced to be paid at a rate of \$30 per hour.

EE. District Credit Card –

- Approved expenditures

## FF. Financial Information

### GG. Grants

#### Approved Special Services grants

1. Targeted Improvement Plan in the amount of \$27,035
2. Multi-Tiered System of Supports in the amount of \$19,551

### HH. Contract with SCKESC for New Direction Learning Academy

Approved renewal contract for services at New Directions at the rate of \$933 per Credit hour completed. These students are eligible for virtual funding and the funds are split 37.5% to the district and 62.5% to SCKESC.

## DISCUSSION ITEMS:

### A. Curriculum Report –

Rod Garman, and Annie Diederich, reported on professional development, Enrollment, back to school calendar and activities, summer school, and staff/student awards.

### B. Construction Update

Jen Hannon updated the board on the construction progress in the district.

### C. Facilities Report –

Bob Horton discussed building repairs, Hail Damage, and staffing information.

### D. Technology Report –

Director of Technology Terry Morrow discussed online registration and work being done by the Technology Department preparing for the beginning of school.

### E. Special Services Report

Dedra Raines, Special Education Coordinator, addressed the board updating them on Medicaid reimbursement money, co-teaching training and let them know that 12 students from LLC graduated this past year.

### F. Budget Report

Mr. Bob Horton reported on the district budget and negotiations.

## ACTION ITEMS:

### A. Board Member to Seaman Staff Development Council –

- Mr. Patton moved, seconded by Mr. Henderson, to appoint Ms. Appelhanz to this position. Motion carried 7-0.

### B. Board Representative to KASB Governmental Relations Committee –

- Ms. Appelhanz moved, seconded by Mr. Adams, to appoint Mr. Eckert to this position.

Motion carried 7-0.

C. Board Representative to Calendar Committee –

- Mr. Eckert moved, seconded by Mr. Adams, to appoint Mr. Eckert to this position.

Motion carried 7-0.

D. Board Representative to District Wellness Council –

- Mrs. Fowler-Hentzler moved, seconded by Mr. Andrews, to appoint Mrs. Fowler-Hentzler to this position. Motion carried 7-0.

E. Board Representative to Seaman Education Advantage Foundation –

- Ms. Appelhanz moved, seconded by Mr. Andrews, to appoint Mr. Adams to this position. Motion carried 7-0.

F. Board Representative to Technology Advisory Committee –

- Mr. Patton moved, seconded by Mr. Andrews, to appoint Mr. James Adams, Mr. Rich Eckert and Mr. Frank Henderson to this position.

Motion carried 7-0.

G. Membership in KASB for 2016-2017 –

- Mrs. Fowler-Hentzler moved, seconded by Mr. Adams, to join Kansas Association of School Boards for the 2016-17 school year at a cost of \$11,662. Motion carried 7-0.

H. KASB Legal Services –

- Mrs. Fowler-Hentzler moved, seconded by Mr. Adams, to continue the legal service contract with the KASB at a cost of \$1,650. Motion carried 7-0.

I. Intergovernmental Cooperation Committee.

Ms. Appelhanz moved, seconded by Mr. Andrews to appoint Mr. Henderson to represent the Board on the Intergovernmental Cooperation Committee. Motion Carried 7-0

J. Bids:

1. Motion was made by Mrs. Fowler-Hentzler, seconded by Mr. Adams to accept the following bid: NHES Epson Powerlite Projectors from the State of Kansas A/V contract #36413 from Cytek in the amount of \$38,031 for 29 projectors, hardware, and installation to be paid for with construction bond money. Motion carried 6-1 (Eckert)

2. Motion was made by Mr. Adams, seconded by Mr. Andrews to approve the bid for The NH Library to be equipped with a SMART Technology Interactive Monitor. The 65” 4K Ultra HD Interactive Flat Panel monitors are on the State of Kansas A/V Contract #36413. Approved a quote from Cytek for \$5,571 for the monitor, associated hardware, and installation to be paid for with construction bond money. Motion carried 6-1 (Eckert)

3. Motion was made by Ms. Appelhanz, seconded by Mr. Eckert to approve the bid for Microsoft Office Licenses. The district is upgrading Microsoft Office to the current version. This is a proprietary bid that includes educator pricing and allows us to install



the software on any district owned device. Approved the quote from CDW for \$8,732.50. Motion carried 7-0

4. Motion was made by Mr. Eckert, seconded by Mr. Andrews to approve the bid for NHES Floor Waxing from Sanchez Professional Cleaning in the amount \$7,846.25. Motion carried 7-0

K. Consider Plan 125 Approval for 2016-2017 – Mrs. Fowler-Hentzler moved, seconded by Mr. Andrews, to approve the 2016-2017 Plan 125 as presented. Motion Carried 7-0.

EXECUTIVE SESSION  
Removed from Agenda

ADJOURNMENT  
Mr. Andrews moved, seconded by Mr. Adams, to adjourn the meeting. Motion carried 7-0.

The meeting adjourned at 7:01 PM.

Brenda Burgett, Clerk  
Seaman Board of Education