

Regular Board of Education Meeting- HS Library
Unified School District No. 432, Victoria, KS
7:00 p.m., July 10, 2023

- (A) Action item
- (D) Discussion item
- (I) Information Item

PROPOSED AGENDA

A. Opening Business Items:

- (A) 1. Call Meeting to Order
- (A) 2. Welcome Guests
- (A) 3. Adoption of Agenda
- (A) 4. Approve Consent Agenda Items:
 - a. Minutes of Meeting on June 12, 2023
 - b. Schedule of Board of Education Meetings.

Pursuant to K.S.A. 72-8205, the Board of Education of U.S.D. No. 432 of Ellis County, Kansas by resolution duly adopted at its regular meeting held on July 10, 2023, established the following meeting schedule for regular Board of Education meetings to be held during the 2023-2024 school year: regular meetings of the Board of Education will be held on the second Monday of each month at 7:00 p.m. at the Board of Education Office and if the regular meeting date falls on a legal holiday or a holiday specified by the Board, such meeting shall be held the day following commencing at the same hour and place as detailed above or at another time and date specified by the Board, and that the Board of Education may adjourn any regular meeting to another time and place, but, in no case will a meeting be adjourned in order to subvert the open meeting law. The Revenue Neutral Rate Hearing will be held at 6:30 p.m. on September 11, 2023. The Budget Hearing will be held September 11, 2023 at 6:45 p.m.

Exceptions are:
March 18, 2024 (The second Monday is March 11, 2024 and is during Spring Break.)
 - c. Policy Manual Adoption.

Victoria USD #432 adopts the policies and administrative rules as proposed in this manual and they become effective July 1, 2023. All policies and administrative rules not in this manual and that have been adopted by the BOE and are a part of previous minutes remain in full force and effect until made a part of this manual. Only the last policy on a particular subject is valid and that all other policies and administrative regulations previous to the last one dealing with a particular subject are declared null and void.
 - d. Adopt 1116 Hour School Year and Designate Snow Makeup Day. Recommend Aug. 23, 24, 25, 28, 29
 - e. Designation of The Russell County News Legal Newspaper

- f. Appoint School Attorney.
Don Hoffman is the school attorney to be used on an as needed basis. For routine legal questions the BOE uses KASB Legal Services.
- g. Establish Bond Amounts.
Appoint the Clerk and Treasurer. Melissa Schmidt is the Clerk of the Board of Education and Troy Schippers is the Treasurer. They are both bonded for \$15,000.
- h. GAAP and Fixed Asset Waiver.
K.S.A. 75-1120a WHEREAS the Victoria Unified School District No. 432, Victoria, Kansas has determined that the financial statements and financial reports for the year ending June 30, 2023 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the BOE or the members of the general public of Victoria USD #432 and; WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality, which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ending June 30, 2024. NOW THEREFORE, BE IT RESOLVED, by the BOE of Victoria USD #432, Victoria, Kansas in the regular meeting duly assembled this 10th day of July 2023, that the BOE requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the Victoria USD #432 for the year ending June 30, 2024. BE IT FURTHER RESOLVED THAT THE BOE shall cause the financial statements and financial reports of the Victoria USD #432 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.
- i. Designate District KPERS Representatives.
Melissa Schmidt, Clerk is the designated KPERS agent.
- j. Appointment of Authorized representative and Federal Programs Coordinator.
Kimberly Woolf, Superintendent.
- k. Designate Compliance Coordinator for Federal Anti-Discrimination Laws: Title VI, Title VII, Title IX, and Section 504 (ADA). Designate the compliance coordinator for federal anti-discrimination laws including Title VI, Title VII, Title IX and Section 504 (ADA).
Kimberly Woolf, Superintendent is the designated compliance coordinator.
- l. Adopt Guidelines for Activity Funds and Gate Receipts per K.S. A. 72-8208a.
The BOE authorizes leaving activity funds at the buildings of their organization. The supervisor of the Elementary School fund is Deena Clark. The supervisor of the VJSHS School fund is Kimberly Woolf.
- m. Establish Petty Cash Limits per K.S. A. 72-8208.

The Victoria #432 BOE approves the establishment of petty cash funds of \$1500 each at the Superintendent's office, the High School Principal's office and the Elementary Principal's office.

- n. Authorize Elementary Principal, Deena Clark, and Middle School/High School Principal, Kim Woolf, to report students truant to proper authorities.
- o. Authorize Elementary Principal, Deena Clark, and Middle School/High School Principal, Kim Woolf, to suspend and expel students; Kim Woolf, Deena Clark or Don Hoffman to act as formal hearing officer for the board.
- p. Authorization for Early Payment of Bills-- K.S. A. 12-105b(e) *Victoria USD #432 BOE approves the paying of bills ahead of board approval for the following reasons: paying utility bills, reimbursing staff for meals and/or transportation on activity trips and when paying the bill early will save a penalty fee or give a reduction in cost.*
- q. Approval of District Homeless Coordinator. *Designate a coordinator for homeless children and foster care children point of contact: Kimberly Woolf, Superintendent.*
- r. Designation of Bank Depository.
Sunflower Bank is the official depository for USD #432. Our funds are secured at 100% except for peak periods. Also, designate The Bank as a depository for idle funds.
- s. Designate BOE Workshop dates.
For the school year 2023-2024, designate Wednesday, November 29, 2023 and Wednesday, March 27, 2024 as Board of Education Workshop dates.
- t. Designate the E-Rate representative.
Kimberly Woolf, Superintendent, is the E- Rate representative.
- u. Kansas Open Records Law/Policy.
The BOE designates Melissa Schmidt as the Freedom of Information Officer for USD #432 and Melissa Schmidt as the Custodian of Records.
- v. Designate a person for asbestos activities.
The Superintendent, Kimberly Woolf, is the person responsible for overseeing asbestos activity in the district.
- w. Appoint a hearing officer for free and reduced price meal application appeals.
The Board of Education President, Tammy Lichter, is the designated hearing officer.
- x. Appoint a food service representative.
Coleen Dickinson, is the designated food service representative.

- y. End of Fiscal Year Bills and July Bills.
- z. Approval to accept all prior Out of District Students from 2022-23 for the 2023-24 school year, who are eligible to attend.
- aa. Approval of Service Agreements:
 - i. KASB Membership and Legal Assistance Renewal
 - ii. WCKSEC FY2024 Contract for Provision of Education Services
 - iii. Smoky Hill Annual Assessments
 - iv. Greenbush Assessments
 - v. Athletic Training Outreach Program w/ Hays Med
- bb. Approve lunch/breakfast prices elementary and JH/ HS.
 - Lunch PK-6 : \$3.00 (no change)
 - 7-12 : \$3.15 (up \$0.05)
 - Breakfast PK-6: \$2.00 (no change)
 - 7-12: 2.00 (no change)
- cc. Resignations and Contracts:
 - Cooperative agreement/contract for Tennis with Russell, USD 407
 - Morgan Dorzweiler from CARE and as PT district paraprofessional

(I) 5. Recognitions/ Announcements

(I) 6. Scheduled and Non-scheduled Audiences.

Public Participation Policy: To foster continued harmony between the Board of Education and patrons of the district, public participation at local board meetings will be granted under the following guidelines:

1. Patrons wishing to address the Board will need to sign the "Request for Addressing the Board form in advance of the board meeting. The request form containing signatures may be given to the board president prior to the board meeting. The board president may allow the patrons to speak by naming them in consecutive order, beginning with the first signature.
2. A maximum of fifteen (15) minutes may be allowed each meeting for the public to express their concerns. No one individual may speak longer than three (3) minutes and may only address the board on time per meeting.
3. If a group of patrons are coming with a common concern, please designate a spokesperson.
4. Patron's comments shall be limited to issues and may not be in reference to personnel. Personnel issues can only be addressed in executive session. A request for an executive session may be made seven (7) days in advance of the meeting and only after following the appropriate chain of command.
5. The intent of the Board to allow patrons to speak at the board meetings is to listen to patron's concerns. No immediate decision(s) or comment(s) from the board members should be expected.

Patrons are respectfully asked to comply with these guidelines. 4-19-2018

B. Business Items:

1. Executive Session: Formal Complaint Appeal
2. Executive Session: OCR Complaint
- (D, A) 3. Approve Student Parent Handbooks for VES and JH/HS (2nd read)
- (D, A) 4. Update CARE Fees
- (A) 5. KASB Policy Updates, second read
6. Executive Session: Negotiations
7. Executive Session: Personnel

C. Additional Agenda Items:

- 1.
2. Action on additional items(s), if needed

D. Communications:

- (I) 1. Principal's Reports
- (I) 2. Superintendent's Report
- (A) 3. Actions Required on Communications, if needed

E. Closing Business Items:

- (I) 1. Next regular meeting is Monday, August 14, 2023 at 7:00 p.m.
- (I) 2. Negotiations meeting
- (A) 3. Adjournment