

The Board of Education of Victoria Unified School District No. 432 met in Regular Session at the high school library on Monday, July 10, 2023 at 7:00 P.M.

MEMBERS PRESENT

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Tammy Lichter

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Ryan Mauch

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Sean Rodger

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Janea Dinkel

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Jacque Schmidt

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Jeanna Wellbrock – Via Zoom

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MEMBERS ABSENT

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Superintendent/JH-HS Principal: Kimberly Woolf

Principal: Deena Clark – Victoria Elementary

Others Present: Kim Nowak, Ashley Urban, Jacob Hunter, Christie Sander, Raina

Huff-Keita, Tammy Schumacher, Jenna Scherrer, Joyce Schmidtberger, Rochelle Orr, Matt Orr,

Shelly Huser

President Tammy Lichter called the Regular Meeting to order at 7:00 P.M.

**APPROVE AGENDA-MOTION**—A motion was made by Jacque Schmidt to approve the agenda as presented, seconded by Sean Rodger. Motion carried 6-0.

**APPROVE CONSENT AGENDA-MOTION** – A motion was made by Ryan Mauch to accept the consent agenda presented below, seconded by Jacque Schmidt. Motion carried 6-0.

Minutes of Meeting on June 12, 2023

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.)

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.

Adopt 1116 Hour School Year and Designate Snow Makeup Day. Recommend Aug. 23, 24, 25, 28, 29

Designation of The Russell County News Legal Newspaper

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.

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.

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.

Designate District KPERS Representatives.

Melissa Schmidt, Clerk is the designated KPERS agent.

Appointment of Authorized representative and Federal Programs Coordinator. Kimberly Woolf, Superintendent.

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.

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.

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.

Authorize Elementary Principal, Deena Clark, and Middle School/High School Principal, Kim Woolf, to report students truant to proper authorities.

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.

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.

Approval of District Homeless Coordinator. Designate a coordinator for homeless children and foster care children point of contact: Kimberly Woolf, Superintendent.

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.

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.

Designate the E-Rate representative.

Kimberly Woolf, Superintendent, is the E- Rate representative.

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.

Designate a person for asbestos activities.

The Superintendent, Kimberly Woolf, is the person responsible for overseeing asbestos activity in the district.

Appoint a hearing officer for free and reduced price meal application appeals. The Board of Education President, Tammy Lichter, is the designated hearing officer.

Appoint a food service representative.

Coleen Dickinson, is the designated food service representative.

End of Fiscal Year Bills and July Bills.

Approval to accept all prior Out of District Students from 2022-23 for the 2023-24 school year, who are eligible to attend.

Approval of Service Agreements:

KASB Membership and Legal Assistance Renewal

WCKSEC FY2024 Contract for Provision of Education Services

Smoky Hill Annual Assessments  
 Greenbush Assessments  
 Athletic Training Outreach Program w/ Hays Med

Approve lunch/breakfast prices elementary and JH/HS:

Lunch PK-6: \$3.00 (no change)

7-12: \$3.15 (up \$.05)

Breakfast PK-6: \$2.00 (no change)

7-12: \$2.00 (no change)

Resignations and Contracts:

Cooperative agreement/contract for Tennis with Russell, USD 407

Morgan Dorzweiler from CARE and as PT district paraprofessional

**RECOGNITIONS/ANNOUNCEMENTS** – Mrs. Clark recognized Pam and Pilar once again

for their hard work this summer. She also recognized the teachers for pursuing great PD

offerings this summer. Mrs. Woolf thanked Bruce Bolen, her second-year mentor for his support

this past year. She also recognized the sponsors and students who attended FCCLA Nationals.

**SCHEDULED AND NON-SCHEDULED AUDIENCES**—Tammy Schumacher addressed the

Board with some concerns about the Board receiving their agenda info in a timely manner and

some concerns in the lunch room. Jenna Scherrer asked the Board for some clarification on the

cell phone policy.

**FORMAL COMPLAINT APPEAL – MOTION 7:09 P.M.** – A motion was made Jacque

Schmidt to go into executive session to discuss potential litigation with David Cunningham, the

exception for matters which would be deemed privileged in the attorney-client relationship under

KOMA and the open meeting will resume in the library at 7:29 P.M., seconded by Ryan Mauch.

Motion carried 6-0.

The Board returned at 7:29 P.M.

No action was taken in executive session.

**MOTION**—After considering complainants’ appeal, Janea Dinkel moved the board of education

reaffirm the investigator’s findings and conclusions and deny the appeal, seconded by Ryan

Mauch. Motion carried 6-0.

**OCR COMPLAINT – MOTION 7:31 P.M.** – A motion was made by Ryan Mauch to go into executive session to discuss potential litigation with Attorney Ryan Meyer (Fleeson, Goong, Coulson and Kitch LLC), and Mrs. Woolf, the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA and the open meeting will resume in the library at 7:41 P.M., seconded by Janea Dinkel. Motion carried 6-0.

The Board returned at 7:41 P.M.

**MOTION – 7:41 P.M.** – A motion was made by Janea Dinkel to return to executive session for 10 more minutes, seconded by Sean Rodger. Motion carried 4-0.

The Board and Mrs. Woolf returned at 7:53 P.M.

No action was taken in executive session.

**APPROVE STUDENT/PARENT HANDBOOKS FOR VES AND JH/HS (2<sup>ND</sup> READ) --**

Recommendations included to approve the name changes. The Class Rankings; Valedictorian/Salutatorian suggestions, attendance updates and Dual Credit/Online Classes suggestions from pages 1-18 were reviewed. And Pages 18-36 were also reviewed.

**MOTION** – A motion was made by Jacque Schmidt to approve pages 18 – 36 of the Student Parent Handbook, seconded by Ryan Mauch. Motion carried 6-0. A motion was made by Jeanna Wellbrock to approve the addressed changes to pages 1-18, seconded by Ryan Mauch. Motion carried 6-0.

**UPDATE CARE FEES - MOTION**—Mrs. Woolf recommended that CARE fees be increased to a rate of \$8.00/day and \$10.00/day for early release days and a \$10.00/child registration fee. Jeanna Wellbrock reminded the Board that the \$200/month for project supplies that was approved in April only included the remainder of last school year. A motion was made by Ryan Mauch to approve the CARE handbook with the suggested fee changes and approve up to \$200/month for supplies needed for projects, seconded by Sean Rodger. Motion carried 6-0.

**KASB POLICY, SECOND READ – MOTION**—A motion was made by Ryan Mauch to approve the KASB policy updates for June 2023 with the recommended suggestions, seconded by Jacque Schmidt. Motion carried 6-0.

**NEGOTIATIONS – MOTION 8:08 P.M.**— A motion was made by Ryan Mauch to go into executive session with Mrs. Woolf to discuss the latest proposal for increasing the base pay rate, supplemental salary, and fringe benefits, the exception for employer-employee negotiations under KOMA, and the open meeting will resume in the library at 8:18 P.M. Motion carried 6-0. The Board and Mrs. Woolf returned at 8:19 P.M.

No action was taken in executive session.

**PERSONNEL - MOTION – 8:20 P.M.** – A motion was made by Jacque Schmidt to go into executive session with Mrs. Woolf and Mrs. Clark to discuss personnel matters of non-elected personnel, exception under KOMA, pursuant to protecting the privacy interests of the individuals to be discussed, and the open meeting will resume in the library at 8:35 P.M., seconded by Ryan Mauch. Motion carried 6-0.

The Board returned at 8:36 P.M.

**MOTION – 8:36 P.M.** – A motion was made by Janea Dinkel to return to executive session for 10 more minutes, seconded by Sean Rodger. Motion carried 4-0.

The Board returned at 8:48 P.M.

**MOTION – 8:48 P.M.** – A motion was made by Jacque Schmidt to return to executive session for 5 more minutes, seconded by Janea Dinkel. Motion carried 4-0.

The Board and administration returned at 8:54 P.M.

No action was taken in executive session.

Jeanna Wellbrock exited the meeting (zoom).

**PRINCIPAL’S REPORT**—Mrs. Clark reported that her and Mrs. Woolf submitted the Patterson Family Rural Education Development Grant for \$20,000 and hope to hear something by the time school starts. The VES schedule is almost complete and are waiting on sped times before sending

it out to all staff. Mrs. Clark and Mrs. Woolf are preparing for back-to-school inservice agendas as well as new teacher orientation.

**SUPERINTENDENT'S REPORT**—Mrs. Woolf updated the Board on the 2023-24 valuation figures we received from the county. The unencumbered cash balance report for July 1 was given to each board member. The KASB annual conference registration is now open. Board members who would like to attend are to get with Tammy Lichter or Mrs. Woolf. Mrs. Woolf also reported that new certified evaluation tools are being considered for next year. Bus drivers are needed and Mrs. Woolf is hoping that upon successful completion and with an agreement in place that the district could cover the cost for the tests needed. A STUCO sponsor is still needed as well.

**MEETING** – The next regular meeting is Monday, August 14, 2023 at 7:00 P.M.

The next negotiations meeting will be July 11.

**ADJOURN** – A motion was made by Jacque Schmidt to adjourn the meeting, seconded by Ryan Mauch. Motion carried 5-0.

The meeting adjourned at 9:07 P.M.

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Melissa Schmidt, Clerk