

CHEYLIN USD 103  
REGULAR MEETING OF THE BOARD OF EDUCATION  
Tuesday, July 18, 2017

The Regular Meeting of the Board of Education was called to order at 7:00 p.m. on July 18, 2017, in the Board Conference Room.

PRESENT:

Kelly Leach, Member  
Nick Ketzner, Member  
Anita Pochop, Member  
Brian Miller, Member  
Clayton Janicke, Member  
Kasey Sabatka, Member  
Jared Sowers, Member

Steve Raymer, Superintendent/Principal  
Jane Young, Clerk

**APPROVE AGENDA – Carried 7-0**

Motion was made and seconded to approve the agenda with the following agenda:

playground equipment grant (discussion item)

**ELECT BOARD PRESIDENT – Carried 7-0**

It was moved and seconded to elect Kelly Leach as Board President for the 2017-2018 school year.

**ELECT VICE-PRESIDENT – Carried 7-0**

It was moved and seconded to elect Nick Ketzner as Vice-President for the 2017-2018 school year.

**RECOGNITIONS/COMMENDATIONS**

None

## **OPEN FORUM**

None

## **APPROVE CONSENT AGENDA – CARRIED 7-0**

Motion was made and seconded to approve the following items on the Consent Agenda:

- A. Minutes of May 8, 2017, Board of Education Meeting
- B. Minutes of May 22, 2017, Special Board of Education Meeting
- C. Minutes of May 31, 2017, Special Board of Education Meeting
- D. Minutes of June 19, 2017, Board of Education Meeting
- E. Minutes of June 21, 2017, Special Board of Education Meeting
- F. Minutes of July 3, 2017, Special Board of Educaiton Meeting
- G. Approval of Financial Reports
  - 1. June 2017 Cash Summary Report
  - 2. July 2017 Treasurer’s Report
  - 3. June 2017 Budget Summary of Funds
  - 4. June 2017 Gifts/Grants Report
- H. Approval of bills as follows:

Type	Check Numbers	Amount
June Budget Checks	17621 to 17652	\$ 54,500.36
June Budget Checks	17653 to 17654	12,195.35
June Budget Checks	17655 to 17656	1,400.28
June Budget Check	17619	4,617.50
June Budget Checks	17605 to 17606	29,190.80
Total		\$101,904.29

## **SITE COUNCIL REPORT**

Dan Carson gave an overview of the projects/programs that Site Council had administered the past school year. He stated that they are always looking for more members.

## **SUPERINTENDENT’S REPORT**

Mr. Raymer updated the board on the current projects. Rich Epp, Open Spaces Sports, notified Mr. Raymer that he would be taking legal action against the Freedom From Religion organization due to the fact they used a photograph from his website without permission. The new music teacher, Rachel Byarlay, and her husband have moved into the district house. She is planning a band camp for August 7-11.

## **DISCUSSION/ACTION ITEMS**

### **APPROVE STUDENT HANDBOOK - CARRIED 7-0**

It was moved and seconded to approve the Cheylin Student Handbook for the 2017-2018 school year.

### **APPROVE STAFF HANDBOOK - CARRIED 7-0**

It was moved and seconded to approve the Cheylin Staff Handbook for the 2017-2018 school year.

### **BOARD APPOINTMENTS FOR 2017-2018 - CARRIED 7-0**

It was moved and seconded to approve the following committee appointments:

#### **NKESC Representative**

Kelly Leach

#### **Building Committee**

Brian Miller  
Anita Pochop  
Kasey Sabatka

#### **Policy Committee**

Anita Pochop  
Clayton Janicke  
Brian Miller

#### **NWKTC Representative**

Jared Sowers

#### **KASB Governmental Relations**

Kelly Leach

#### **PDC Representative**

Kasey Sabatka

#### **Negotiations Representatives**

Nick Ketzner  
Brian Miller  
Kelly Leach

#### **Calendar Committee**

Clayton Janicke  
Anita Pochop

#### **Technology Committee**

Clayton Janicke  
Kelly Leach

**APPROVE ORGANIZATIONAL MATTERS - CARRIED 7-0**

It was moved and seconded to approve the Organizational Matters (Reference A).

**APPROVE BOOK FEES - CARRIED 7-0**

It was moved and seconded to set book fees for the 2017-2018 school year as follows: K-6 Book Fee \$30.00; 7-12 Book Fee \$50.00; K-12 Book Fee Family Limit \$90.00.

**APPROVE TECHNOLOGY FEES - CARRIED 7-0**

It was moved and seconded to approve the technology fees for the 2017-2018 school year for students in grades 7-12 at \$50.00 per chromebook.

**APPROVE CLASS FEES – CARRIED 7-0**

It was moved and seconded to set activity fees for the 2017-2018 school year as follows:

Vo-Ag	\$30.00 + cost of project above that amount
Wood Shop	\$15.00 + cost of project above that amount
Band	\$15.00

**RESOLUTION AUTHORIZING K.S.A. 72-8208a – Carried 7-0**

It was moved and seconded to authorize Steve Raymer to oversee 2017-2018 school year gate receipts as authorized by K.S.A. 72-8208a.

**APPROVE EMERGENCY TRANSPORTATION PROCEDURE POLICY - Carried 7-0**

It was moved and seconded to approve the Emergency Transportation Procedure Policy for the 2017-2018 school year.

**SET SUBSTITUTE TEACHERS’ PAY – Carried 7-0**

It was moved and seconded to approve substitute pay at \$90.00 per day for the 2017-2018 school year.

**AUTHORIZE OLD RECORDS DESTROYED – Carried 7-0**

It was moved and seconded to approve the destruction of old school records as authorized by K.S.A. 72-5369.

**APPROVE CHILD NUTRITION SERVICES AGREEMENT – Carried 7-0**

It was moved and seconded to approve the Child Nutrition Services Agreement for the school lunch program for 2017-2018.

**APPROVE MEAL PRICES – Carried 7-0**

It was moved and seconded to establish meal prices for the 2017-2018 school year as follows:

	Breakfast	Lunch
Reduced	\$ .30	\$ .40
Elementary	\$1.75	\$2.65
Jr/Sr High	\$1.85	\$2.85
Adult	\$2.15	\$3.70
Guest	\$3.15	\$4.70

**GAAP WAIVER RESOLUTION – Carried 7-0**

It was moved and seconded to approve the GAAP Waiver Resolution pursuant to K.S.A. 75-1120a for the 2017-2018 school year.

**RESCIND ACTIONS AND ADOPT POLICIES – Carried 7-0**

It was moved and seconded to rescind all policy actions from the 2016-2017 school year and adopt current written policies as those that will govern for the 2017-2018 school year.

**ADOPT POLICY – Carried 7-0**

It was moved and seconded to adopt the early payment request policy pursuant to K.S.A. 12-105b(e) for the 2017-2018 school year and designate the District Clerk to make such payments.

**APPROVE MEMBERSHIP - Carried 7-0**

It was moved and seconded to approve membership dues in the amount of \$350.00 to join Schools for quality Education, Inc. for the 2017-2018 school year.

**APPROVE FALL SPORTS' RULES – Carried 7-0**

It was moved and seconded to approve the fall sports' rules for High School Football, High School Volleyball, Junior High Football and Junior High Volleyball for the 2017-2018 school year.

**APPROVE JUNIOR HIGH/HIGH SCHOOL SCHEDULE – Carried 7-0**

It was moved and seconded to approve the Junior High/High School Class Schedule for the 2017-2018 school year.

The board adjourned to take a tour of the ongoing and completed summer projects.

Superintendent Raymer reviewed the assessed valuations for Cheyenne and Rawlins County.

**ACCEPT BID - CARRIED 7-0**

It was moved and seconded to accept the bid from Wieck Electric LLC in the amount of \$2,105.00 for four 6-lamp T-5 fluorescent fixtures to be installed in the Bird City High School Gym.

The drainage issue on the north side of the high school by the bathroom windows was discussed. It was the consensus of the board to have Shaw Construction pour a new sidewalk in that area to keep the water from leaking into the building.

**EXECUTIVE SESSION - Carried 7-0**

It was moved and seconded to go into Executive Session for 5 minutes for negotiations at 9:15 p.m. Superintendent Homburg and Jane Young were asked to remain.

**APPROVE CONTRACT - CARRIED 7-0**

It was moved and seconded to accept the recommendation of Superintendent Raymer as outlined in the letter to the Board of Education to

hire Melissa Dart as 7-12 Cheylin Secretary/Registrar for the 2017-2018 school year.

### **APPROVE SUPPLEMENTAL CONTRACTS - CARRIED 7-0**

It was moved and seconded to accept the recommendation of Superintendent Raymer as outlined in the letter to the Board of Education to offer supplemental contracts as follows:

Max Keltz - Head High School Track  
Forrest Burr - Assistant High School Track  
Kody Tegtmeier - Head Junior High Track  
Cristen Black - Head Junior High Volleyball  
Whitney Frewen - Assistant High School Volleyball  
Kody Tegtmeier - Head Junior High Football  
Brad Porubsky - Assistant Junior High Football  
Chris Walden - Head Junior High Boys Basketball  
Rusty Porubsky - Assitant Junior High Boys Basketball  
Brad Porubsky - Head Junior High Girls Basketball

The BOE was reminded of the upcoming events/meetings:

- Mike Lucas, McPherson and Jacobson, will conduct a goal setting session with the board and Superintendent Raymer on Tuesday, July 25, 5:30 p.m.
- The 2017-2018 Budget Review will be held on August 8, 7:00 a.m. The budget will be published in the newspaper on August 10.
- Enrollment will be held on Wednesday, August 9, 2017.
- Back-to-School Community/Staff bbq has been set for Monday, August 14, at 6:00 p.m. at the Bird City Park. The District will provide the paper goods, baked beans, buns, chips, condiments and drinks. Cheylin Booster Club will donate the hamburger and hot dogs. The BOE members will cook and serve the meal. The BOE agreed to meet at 4:30 that day to prepare for the event.
- The regular August board meeting will be moved to Tuesday, August 22, 7:00 p.m. due to a conflict with the back-to-school bbq The budget hearing will be held at the beginning of the meeting. The deadline to certify the budget is August 25.

Anita Pochop discussed applying for a Hansen Foundation Community Grant to upgrade the playground equipment.

**ADJOURN MEETING – Carried 7-0**

It was moved and seconded to adjourn the meeting at 9:45 p.m.

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President

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Clerk



**REFERENCE A  
ORGANIZATION OF THE CHEYLIN BOARD OF EDUCATION  
2017-2018**

Clerk	Jane E. Young
Deputy Clerk	Melissa Dart
Treasurer	Bridget Pochop
Regular Board Meetings	<b>Second</b> Monday each Month 7:00 p.m. August, Sept, October, April, May, July 6:00 p.m. November, December, January, February, March <b>Third</b> Monday of the Month 7:00 p.m. June
KPERS Designated Agent	Jane E. Young
Freedom of Information Officer	Jane E. Young
Social Rehab Service Truancy Officer	Steve A. Raymer
Food Service Representative	Jane E. Young
Food Service Hearing Officer	Steve A. Raymer
Compliance Coordinator for Federal Laws	Steve A. Raymer
Compliance Coordinator for Federal Programs	Steve A. Raymer
Coordinator for Homeless Children Duties	Steve A. Raymer
Purchasing Agent (Board Policy DJE)	Steve A. Raymer
Auditor of Record	Adams, Brown, Beran & Ball
District Asbestos Control Agent	Randy Miller
Workers' Compensation Agent	KASB
School Treasurer's Bond	EMC Insurance Companies
Official School Depositories	The Bank Peoples' State Bank
Official District Publication	Bird City Times
School District Attorney	Lauren Reyelts

Authorize the Superintendent to notify the State Department of Education (KSDE) of the District's acceptance of the 1,116 hour calendar for 2017-2018.

Authorize the paying of mileage reimbursement concurrent with the rate of the State of Kansas (53.5 center per mile for 2017-2018).

Continue direct affiliate membership in KASB and Legal Assistance Fund Membership in KASB.