

**B.O.E. Regular Meeting Minutes**

**July 12, 2021**

The Board of Education of Pratt Unified School District 382 met in regular session on Monday, July 12, 2021 in room 203 in the Administrative Center at 401 S. Hamilton. President Bill Bergner called the meeting to order at 7:00 p.m.

Jeremy Demuth  
Chris Drake  
Michelle Ferbert  
Mark Fincham  
Donna Hoener-Queal  
Jennifer Hopkins

SPECIAL  
SESSION

MEMBERS  
PRESENT

Administration present:  
Tony Helfrich, Superintendent of Schools  
David Schmidt, Assistant Superintendent/Curriculum Director  
Steve Blankenship, Pratt High School Principal/Assistant Supt. of CTE  
David Swank, Pratt High School Activities Director/Assistant Principal  
David Inslee, District Maintenance Director  
Clint Jones, Transportation Director

OTHERS  
ATTENDING

News Media:

Guests:

GUESTS

Jeremy Demuth moved and Michelle Ferbert seconded to appoint Linda Kumberg as board clerk and Sheila Lunsford as board treasurer. Action 7-0.

**MOTION**  
APPOINT  
CLERK & TREAS

Chris Drake moved and Jennifer Hopkins seconded to appoint Socorro Acosta as deputy board clerk. Action 7-0.

**MOTION**  
APPOINT  
DEPUTY  
CLERK

In compliance with KSA 72-8205, the official meeting dates and times were established per Resolution 21/22-1 (as attached to the official minutes) by a motion from Mark Fincham and second by Jennifer Hopkins. Action 7-0. The resolution calls for at least one meeting per month to be held on the second Monday at 7:00 p.m. in room 203 in the Administrative Center for Excellence at 401 S. Hamilton.

**MOTION**  
MEETING  
DATE/TIME

Mark Fincham moved and Donna Hoener-Queal seconded to amend the agenda with the correction to the resignation of Sarah Navarro as Title I Para instead of Teacher, the addition of Jill Nech and Cindy Ibarra to the personnel updates and remove the student presentation from the agenda. Action 7-0

**MOTION**  
AMEND/  
APPROVE  
AGENDA

Michelle Ferbert moved and Donna Hoener-Queal seconded to approve the minutes of the June 7, 2021 regular meeting. Action 7-0.

**MOTION**  
APPROVE  
MINUTES

Donna Hoener-Queal moved and Michelle Ferbert seconded to approve the payment of bills, treasurer and financial reports. Action 7-0.

**MOTION**  
APPROVE  
FINAN. RPTS.

Chris Drake reported on the June 21, 2021 SCKSEC board meeting.

**REPORTS**  
SCKSEC

Mark Fincham encouraged the board to stay up to date on issues relating to the Critical Race Theory and Black Lives Matter.

GOVTL REL

David Inslee discussed various maintenance projects reporting on the inspection of fire extinguishers, the rewiring of the welding shop, installation of a washer and dryer at Southwest, annual maintenance on the generator and pumping of the grease trap. He also reported the delivery of the floor scrubbers was delayed.

FACILITIES

David Schmidt reported on PreK enrollment and the plans for all day attendance and the serving of lunch.

CURRICULUM

During the superintendent’s report Tony Helfrich:

SUPT.

1. discussed COVID planning for the upcoming school year regarding lunch, sports, and masking;
2. heard updates from David Swank on the Hall of Fame and weight room project;
3. reviewed the Revenue Neutral Rate, LOB rate & overall mill rates, and;
4. reported on the scheduling of a BOE work session/retreat possibly in September.

KSA 9-1401 provides that any state or national bank located in a county or counties in which a municipality is located, shall be designated as the official depository in the minutes of the sub-division.

Donna Hoener-Queal moved and Jeremy Demuth seconded to approve the official depositories as listed. Action 7-0.

**MOTION**  
DEPOSITORIES  
DESIGNATE  
OFFICIAL

Legacy Bank in Pratt:	General & All Revolving Funds LMS & Southwest Activity Bond & Interest
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The Peoples Bank in Pratt:	PHS Activity Pratt Elementary Memorial McCaslin Savings & CD Payroll Account
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First State Bank in Pratt:	Invested Funds
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Michelle Ferbert moved and Jennifer Hopkins seconded to approve The Pratt Tribune as the official publication for general circulation. Action 7-0.

**MOTION**  
DESIGNATE  
OFFICIAL  
NEWSPAPER

Donna Hoener-Queal moved and Chris Drake seconded to approve the following appointments: Action 7-0.

**MOTION**  
APPT.'S

Heather Van Slyke	Authorized Food Service Representative
Tony Helfrich	Hearing Official - Free/Reduced Price Meals
David Schmidt or designee	Hearing Official - Suspensions & Expulsions
Donna Whiteman and KASB legal team	School Attorneys
Socorro Acosta	District KPERs agent
Building Principals	Reporting Authorities for cases of truancy
Tony Helfrich	Freedom of Information Officer
David Schmidt or designee	Title VI, VII, IX and 504(ADA) Coordinator
Tony Helfrich	Title IX decision maker
Kirsten Blankenship	Title IX investigator
David Schmidt	Homeless Coordinator

Jeremy Demuth moved and Mark Fincham seconded to appoint Chris Drake as the board’s representative to South Central Kansas Special Education Coop. Action 7-0.

**MOTION**  
APPOINT  
SCKSEC REP

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Mark Fincham moved and Chris Drake seconded to appoint Michelle Ferbert as the governmental relations representative. Action 7-0.

**MOTION**  
APPOINT  
GOVT'L REL  
REP.

Donna Hoener-Queal moved and Jeremy Demuth seconded to approve the mileage rate for reimbursements at a rate consistent with the state mileage rate of 0.56¢ per mile, (per KSA 75-3203) and to approve resolutions establishing and setting limits to petty cash and activity funds as listed. Action 7-0

**MOTION**  
ESTABLISH  
MILEAGE RATE/  
PETTY CASH  
AND ACTIVITY  
FUND  
RESOLUTIONS

		Resolution #'s
Southwest Elementary School	\$ 500.00	21/22-2 & 10
Liberty Middle School Instructional	\$ 500.00	21/22-3
Liberty Middle School Activity	\$1,500.00	21/22-6 & 11
Pratt High School Instructional	\$ 500.00	21/22-4
Pratt High School Activity	\$1,500.00	21/22-7 & 12
U.S.D. 382 Central Office	\$1,500.00	21/22-5

Chris Drake moved and Jennifer Hopkins seconded to approve the fiscal year adoptions as listed. Action 6-0. (Mark Fincham was absent from the room during the vote.)

**MOTION**  
ADOPT  
RESOLUTIONS  
8, 9, 13, 14 and  
GUIDELINES  
FOR RECORDS  
DESTRUCTION  
AND EARLY  
PAYMENT OF  
BILLS

Resolution 21/22-8	GAAP Waiver
Resolution 21/22-9	Record Destruction Guidelines
DJEJ Policy	Guidelines for Early Payment of Bills
Per KSA 72-1106 -	1116 hour Calendar
Resolution 21/22-13	BOE Policies
Resolution 21/22-14	Home Rule Policy

Jeremy Demuth moved and Michelle Ferbert seconded to approve membership in ESSDACK. Action 6-0. (Mark Fincham was absent from the room during the vote.)

**MOTION**  
APPROVE  
ESSDACK  
MEMBERSHIP

Meal prices were reviewed. It was recommended to maintain current prices

MEAL PRICE  
REVIEW

Donna Hoener-Queal moved and Chris Drake seconded to approve USD 382 participation in Federal and Title programs for 2021-22. Action 7-0.

**MOTION**  
APPROVE  
PARTICIPATION  
IN FEDERAL &  
TITLE PROGRAMS

Mark Fincham moved and Jeremy Demuth seconded to approve the substitute pay rate of \$110.00/day. Action 7-0.

**MOTION**  
APPROVE SUB  
PAY

Donna Hoener-Queal moved and Jennifer Hopkins seconded to approve the early graduation requests as presented. Action 7-0.

**MOTION**  
APPROVE EARLY  
GRADUATION  
REQUESTS

Jennifer Hopkins moved and Michelle Ferbert seconded to approve the school fees as presented for the 2021-22 school year. Action 7-0.

**MOTION**  
APPROVE  
21-22 SCHOOL  
FEES

Jeremy Demuth moved and Mark Fincham seconded to approve the bid from J. A. Knight for the replacement of the LMS gym doors. Action 7-0.

**MOTION**  
APPROVE  
BID TO REPLACE  
LMS GYM DOORS

Mark Fincham moved and Jennifer Hopkins seconded to approve the Emergency Operations Plan as presented. Action 7-0.

**MOTION**  
APPROVE  
EMERGENCY  
OPERATIONS  
PLAN

Options for the purchase of an activity bus were discussed.

Bill Bergner moved that the board and superintendent recess into executive session at 9:15 p.m. to discuss personnel pursuant to the non-elected personnel exception under KOMA and that open meeting shall resume at 9:45 p.m. in the board room. Jeremy Demuth seconded. Action 7-0.

**MOTION**  
EXECUTIVE  
SESSION -  
PERSONNEL

OPEN MEETING: 9:45 P.M

Bill Bergner moved that the board and superintendent recess into executive session at 9:45 p.m. to discuss personnel pursuant to the non-elected personnel exception under KOMA and that open meeting shall resume at 10:00 p.m. in the board room. Mark Fincham seconded. Action 7-0.

**MOTION**  
EXECUTIVE  
SESSION -  
PERSONNEL

OPEN MEETING: 10:00 P.M

Bill Bergner moved that the board recess into executive session at 10:00 p.m. to discuss personnel pursuant to the non-elected personnel exception under KOMA and that open meeting shall resume at 10:05 p.m. in the board room. Mark Fincham seconded. Action 7-0. (Tony Helfrich was invited to enter at 10:02 p.m.)

**MOTION**  
EXECUTIVE  
SESSION -  
PERSONNEL

OPEN MEETING: 10:05 P.M

Mark Fincham moved and Michelle Ferbert seconded to approve the personnel changes as listed. Action 7-0.

**MOTION**  
APPROVE  
PERSONNEL  
CHANGES

Stephen Embers	LMS Lead Custodian	Retirement (Oct 1)
Sarah Navarro	SW Title I Para	Resignation
Cindy Dannebohm	LMS Custodian/bus route driver	New Hire
Hannah Ritz	SW Title I Para	New Hire
Cindy Ibarra	LMS Asst Cross Country	New Hire
Jill Nech	LMS Asst. Girls Basketball	New Hire

Mark Fincham moved and Jeremy Demuth seconded to approve listed salary increases for administrators. Action 7-0.

**MOTION**  
APPROVE  
ADMIN SALARY  
INCREASES

Announcements:

Back to School Breakfast and District Inservice – Thursday, August 12<sup>th</sup>, 8:00 a.m. at LMS Auditorium.

Mark Fincham moved for adjournment at 10:08 p.m. Chris Drake seconded. Action 7-0.

**MOTION**  
ADJOURN