

# USD 382 Board Meeting Minutes

Monday, July 14, 2025

7:00 pm

## Board Members Present

Bill Bergner, President	Donna Queal, Vice President - absent	Tim Barker - absent	Chris Drake
Jeremy Demuth	Michelle Ferbert	Jennifer Hopkins	

## Administration Present

Tony Helfrich, Superintendent	Antonia Villa, Assistant Superintendent
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### I. Call to Order

The Board of Education, Pratt Unified School District 382, met in regular session on Monday, July 14 2025, 2025, at 7:00 pm in the BOE Meeting Room in the PAC Building, 401 S Hamilton, Pratt, KS. President Bill Bergner called the meeting to order.

### II. Board Organization for 2025-26

- a. Appointment of board clerk and treasurer: Lori Girard, Sheila Lunsford (AI)  
Moved Demuth Second Drake Vote 5/0
- b. Appointment of deputy board clerk: Meagan Householter (AI)  
Moved Demuth Second Hopkins Vote 5/0
- c. Official Meeting Dates and Times. (AI) (R 26-1)  
Moved Demuth Second Ferbert Vote 5/0

### III. Recognition of Guests: Brandie Osenbaugh and Seth Thibault

### IV. Approved the Agenda (AI)

Moved Demuth Second Hopkins Vote 5/0

### V. Approved the minutes of the June 9, 2025, Regular Meeting.

Moved Ferbert Second Demuth Vote 5/0

### VI. Approved the payment of bills, treasurer, and financial reports. (AI)

Moved Hopkins Second Demuth Vote 5/0

### VII. Reports. (IO)

a. SCKSEC Report – Chris Drake - Year-end, para handbook revisions, policy updates, approved schools of the blind contract, non-KPP MOUs for Pratt, Chapparral. South Barber is going to use their services. Essdack is going to take care of their payroll on an ongoing basis. Approved Part B funds - IDEA, Renewed CD.

b. Governmental Relations – Donna Queal - absent, Tony reported that the state has reported that we would lose around 61,000 dollars in funding

c. Maintenance/Facility Report- David Inslee(absent) - reported through email - questions on LMS roof repairs

d. Asst Superintendent/Curriculum Report—Antonia Villa - renewing licenses for all software that the district uses and make sure that it is being used.

e. Superintendent Report – Tony Helfrich -

- i. Summer lunches - summer lunch program has concluded
- ii. Revenue Neutral Rate, LOB rate, & overall mill rate - Valuation went from 115 to 125. Northern Natural gas moved out of the country and hurt us.
- iii. Budget Process & timeline - We could potentially Exceed Revenue Neutral. Hearings in August/September
- iv. Bond Project Update - Bus Barn has been turned over and we are now under maintenance.
- v. PD plan for August - Breakfast 8:00 on August 7th then the trainer from Essdack that morning. Grades 6-12 will attend Dr. McDowell in Maize and PreK-5 will have the first structured literacy session.

VIII. Approved the Appointments and Other Official Designations for 2025-26. (AI)

a. Designation of Depository.

- i. The Legacy Bank
  - 1. *General and all revolving*
  - 2. *LMS and Southwest Activity*
  - 3. *Bond and Interest*
- ii. The Peoples Bank
  - 1. *PHS Activity*
  - 2. *Pratt Elementary Memorial*
  - 3. *McCaslin Savings and CD*
  - 4. *Payroll*
- iii. First State Bank
  - 1. *Invested Funds*

Moved                  Demuth                  Second                  Vote 5/0

b. Approved the Designated Official Publication for General Circulation as the Pratt Tribune. (AI)

Moved                  Hopkins                  Second                  Ferbert                  Vote 5/0

c. Other Appointments: Approved the following appointments with one motion as recommended. (AI)

- i. Food Service Representative – Heather Van Slyke
- ii. Hearing Officer for Free and Reduced Meals – Tony Helfrich
- iii. Hearing Officer for Suspension and Expulsion –Antonia Villa
- iv. School Attorneys – KASB legal team
- v. District KPERS Agent – Meagan Householter
- vi. District Truancy Officers – Building Principals for their attendance center.
- vii. Freedom of Information Officer – Tony Helfrich
- viii. Title VI, VII, IX and 504 (ADA) Coordinator- Antonia Villa
- ix. Title IX decision maker—Tony Helfrich
- x. Title IX investigator—Kirsten Blankenship
- xi. Homeless Coordinator – Antonia Villa
- xii. Asbestos Manager—David Inslee

Moved                  Drake                  Second                  Demuth                  Vote 5/0

d. Chris Drake appointed as the SCKSEC representative.

Moved                  Hopkins                  Second                  Ferbert                  Vote 5/0

e. Donna Hoener Queal appointed as the Governmental Relations representative

Moved                  Demuth                  Second                  Ferbert                  Vote 5/0

IX. Rate Fees and Petty Cash: Approved the following adoptions with one motion as recommended.

- a. Approve the Mileage Rate for Reimbursement as presented (AI)
    - i. State rate set at .50 cents/mile
  - b. Approve the Establish Petty Cash and Activity Fund Limits as presented (AI)
    - i. Southwest Elementary \$500 R 26-2 & R 26-10
    - ii. Pratt Academic Center \$500 R 26-2 & R 26-13
    - iii. Liberty Middle School Inst. \$500 R 26-3
    - iv. LMS Activity \$1500 R 26-6 & R 26-11
    - v. Pratt High Instructional \$500 R 25-4
    - vi. PHS Activity \$1500 R 26-7 & R 26-12
    - vii. Central Office \$1500 R 26-5
- Moved Demuth Second Ferbert Vote 5/0

X. New Fiscal Year Adoptions: Approved the following adoptions with one motion as recommended. (AI)

- a. Adopt annual waiver of GAAP Resolution 26-8
  - b. Adopt Record Destruction Guidelines Resolution 26-9
  - c. Adopt Guidelines for Early Payment of Bills.
  - d. Adopt 1116 Hour Calendar
  - e. Adopt Home Rule Policy Resolution 26-14
- Moved Drake Second Hopkins Vote 5/0

XI. Business

- a. BOE policy updates (KASB recommendations) first read. (IO) - Open meetings, if you stream them live, you have to keep them public forever. Records request fee for open records requests has been restricted by the state via policy. Board committees: If you have a committee named by the board, you are required to issue notifications and record minutes in open meetings.
- b. Approved USD 382's participation in federal programs as presented. (AI)
 

Moved Demuth Second Drake Vote 5/0
- c. Approved the SCKSEC Pre-K MOU as presented. (AI)
 

Moved Hopkins Second Demuth Vote 5/0
- d. Approved the Pratt City MOU for SRO as presented for the 2025-26 school year.(AI)
 

Moved Hopkins Second Drake Vote 4/1
- e. Approved the Fundraising coordination with SCCF as presented. (AI)
 

Moved Drake Second Hopkins Vote 5/0
- f. Substitute Pay Rate for 2025-26 as presented at \$125.00 per day . (IO)
 

Moved Demuth Second Hopkins Vote 5/0
- g. Approved the updated Lunch Prices for 2025-26 as presented. (AI)
 

Moved Demuth Second Hopkins Vote 5/0
- h. Approved the MHIT grant for the 2025-26 school year as presented. (AI)
 

Moved Drake Second Hopkins Vote 5/0

## XII. Executive Session: Negotiations

I, Bill Bergner, move that the board and Superintendent Tony Helfrich, recess into executive session at 8:13 for 30 minutes to discuss negotiations pursuant to the non-elected personnel exemption under KOMA, and that the open meeting shall resume at 8:43 in the boardroom. Antonia Villa was asked to stay.

Resumed regular meeting at 8:33

Moved Bergner Second Hopkins Vote 5/0  
a. Approved the 2025-26 Teacher Negotiated Agreement as presented. (AI)

Moved Demuth Second Drake Vote 5/0

b. Approved the 2025-26 Classified pay raise as presented 3.1%. (AI)

Moved Hopkins Second Drake Vote 5/0

c. Approved the 2025-26 Administrator pay raise as presented, which will be an overall 2.4% increase.(AI)

Moved Hopkins Second Drake Vote 5/0

## XIII. Executive Session Personnel

I, Bill Bergner, move that the board and Superintendent Tony Helfrich, recess into executive session at 8:45 for 5 minutes to discuss personnel pursuant to the non-elected personnel exemption under KOMA, and that the open meeting shall resume at 8:50 in the boardroom.

Heather Teasley	PAC KESA Chair	Replaces Leighton Rudd
Jake Eisenhauer	PHS Assistant Golf	Resignation
Jake Eisenhauer	PHS Assistant Track	Replaces Ryan Creadick
Terri Liggett	LMS Assistant Track	Replaces Bryce Stegman
Alicia Pitman	PAC MTSS/Data Coordinator/Testing Coordinator	Replaces .5 Leighton Rudd
Erika Householter	LMS MTSS/Data Coordinator	Replaces .5 Leighton Rudd
Lindsey Boone	BTB sub	
Elizabeth Holloway	CCR Assistant	Resignation
Melissa Rector	NHS Co-Sponsor (1/2 stipend)	Replaces Lori Myers
Kari Eastes	NHS Co-Sponsor (1/2 stipend)	Replaces Lori Myers
Taylor Willard	PAC Para	Replaces Haley Spitzer
Brooke Barrett	LMS Asst Volleyball	Replaces Jady Thompson
Dalten Schultz	SW Custodian (moves to full-time)	Replaces .5 FTE lost
Eric Thompson	LMS MS Boys Assistant Boys BB	Replaces Ryan Schmidt
Autumn Jackson	SW Title I Para	Resignation

Resumed regular meeting at 8:50

## XIV. Approval of personnel updates. (AI)

a. Approval of listed personnel changes as presented. (AI)

Moved Demuth Second Hopkins Vote 5/0

## XV. Other: Monday, August 7<sup>th</sup> at 8:00 am Back-to-School Breakfast and District

Inservice at LMS Auditorium.

## XVI. Adjournment. (AI)

Moved and seconded to adjourn the meeting at 9:10

Moved Demuth Second Ferbert Vote 5/0

*Lori Gerard*

BOE Clerk