

**Rawlins County Unified School District # 105**  
**Board of Education Meeting Minutes**  
**6:30 p.m., July 17th, 2023**  
**Rawlins County Elementary Gym**

Board Members Present: Megan Rippe, Terry Ballard, Matt Finley, Amber Timm, Jordan Dunker (via phone), David Horinek

Others Present: Eric Stoddard, Jeff Samson, Lacy Sramek, Emily Green, Darrel Kohlman, Kati Latulip, Dale Luedke, Kyle Grafel, Cindi Grafel, Rob Beckman, Suzanne Koel, Susan Brenn

**24-001 Approval of Agenda**

Motion by Terry Ballard second by Matt Finley to approve the agenda as presented. Motion carried 5-0.

**24-002 Open Forum**

**24-003 Discussion/Action Consent Agenda**

**Approval of Minutes of the June 19th, 2023 Regular Meeting and June 27th, 2023 Special Meeting**  
**Payment of Claims**

Motion by Matt Finley second by Amber Timm to accept the minutes of the June 19th, 2023 Regular Meeting and June 27th, 2023 Special Meeting as presented. Motion carried 5-0.

Motion by Amber Timm second by Terry Ballard to approve the payment of claims as presented. Motion carried 5-0.

**24-004 Discussion/Action Approval of Content Fire Mitigation**

**DCS Services will be in attendance to discuss the fire mitigation of contents. This approval is first to complete so the contents are ready for the beginning of the school year. The cost is not to exceed \$396,732 for contents.**

DCS was in attendance to discuss the fire mitigation of contents proposal.

Motion by Matt Finley second by Amber Timm to approve the contents cleaning proposal from Service Masters with the understanding that the gymnasium and locker rooms are included in the quote and not exceed the quoted price of \$396,732 as presented. Motion carried 5-0.

Jordan Dunker left the meeting.

Motion by Amber Timm second by Matt Finley to approve the band room and commons area mitigation not to exceed \$44,659. Motion carried 4-0.

Motion by Terry Ballard second by Amber Timm to approve the mitigation of the gym, locker rooms, and classrooms on the south end, not to exceed \$161,910. Motion carried 4-0.

**24-005 Discussion/Action Approval Location for Modulars At Elementary Campus**

Administration and DCS Services discussed our options and recommendation of placing modular classrooms at the elementary campus. I recommend the Board approves the elementary campus.

David Horinek entered the meeting.

Motion by Terry Ballard second by Matt Finley to recess for 5 minutes and return to regular session at 8:15pm. Motion carried 5-0.

The board returned to regular session at 8:15pm.

Motion by Matt Finley to make the site for the modular units at the high school (northeast side/parking lot). Motion died due to no second.

Motion by Matt Finley second by Terry Ballard to put the modular units at the high school grounds on the northeast side and parking lot with the option to add a 4 modular unit to help unify the junior high and high school.

Matt Finley amended his motion to include the site on the northeast corner with the 4 classroom modular unit.

Matt Finley amended his motion to place the modular units in the northeast corner with approval of getting the extra 4 classroom unit pending insurance approval. Second by Terry Ballard. Motion failed 2-3 (A. Timm, M. Rippe; D. Horinek abstained).

Motion by Matt Finley second by Terry Ballard to put the location of the modular classrooms in the northeast area of the HS property with the addition of 4 plus units, as required, pending insurance approval. Motion carried 4-1 (A. Timm).

Motion by David Horinek second by Matt Finley to hire a mechanical engineer for the modular units not to exceed \$20,000. Motion carried 5-0.

**24-006 Discussion/Action Reorganization Appointments:**

- a) Superintendent of Schools – Eric Stoddard
- b) Clerk of the Board Emily Green
- c) Deputy Clerk – Chandler Pettibone
- d) Treasurer of Board –Susan McCain
- e) Food Service Representative – Emily Green
- f) Hearing Officer for Lunch Applications – Eric Stoddard
- g) KPERS Designated Agent – Emily Green
- h) Truancy Officers, Prior Enrolled Students – Bldg. Principals
- i) Truancy Officers, Non-Enrolled Students – Eric Stoddard
- j) Section 504 Coordinator – Eric Stoddard
- k) Title VI Coordinator – Eric Stoddard
- l) Title VII Coordinator – Eric Stoddard
- m) Title IX Coordinator – Eric Stoddard
- n) Homeless Coordinator – Eric Stoddard
- o) Freedom of Information Officer – Eric Stoddard
- p) District Custodian of Records – Emily Green
- q) RCHS Custodian of Records – Jeff Samson
- r) RCES Custodian of Records – Lacy Sramek
- s) School Attorney – KASB Legal Department
- t) Petty Cash Limits:
  - i. USD Office \$500 ii. RCHS \$300 iii. RCES \$300
- u) Employee Bonds: i. Clerk \$25,000 ii. Treasurer \$25,000 iii. Superintendent \$25,000
- v) Official Newspaper of Legal Publications: Rawlins County Square Deal
- w) Designating The Bank as the official depository of funds for the district.
- x) Adoption of 1,116 Hour Calendar
- y) Adopt GAAP Waiver Resolution
- z) Adopt Mileage Payment Amount at the state rate of \$0.655
- a1) Adopt an early payment request policy per K.S.A 12-105b(e) and designate the clerk to

make such payments

a2) Designate building principals and secretaries to be responsible for gate receipts following K.S.A. 72-8202d

a3) Designate March 8, 2024 and April 1, 2024 as inclement weather make-up days.

a4) Insurance coverage- Herndon Insurance Agency, agents for EMC Insurance

Motion by David Horinek second by Matt Finley to accept the appointments as presented. Motion carried 5-0.

**24-007 Discussion/Action Appointment of NKESC Board Representative**

Motion by David Horinek second by Amber Timm to appoint Tim McFee to the NKESC Board as our USD 105 rep. Motion carried 5-0.

**24-008 Discussion/Action Appointment of Northwest Tech Board Representative**

Motion by Amber Timm second by David Horinek to appoint Jordan Dunker as our Northwest Tech Board Representative. Motion carried 5-0.

**24-009 Discussion/Action Handbook Updates-First Reading**

First reading of the handbooks. No action taken.

**24-010 Action/Discussion Lunch/Textbook Fees**

Motion by Matt Finley second by David Horinek to accept the 2023-2024 student fees as presented. Motion carried 5-0.

**24-011 Action/Discussion Approval of Fire Related Purchases**

**a. Social Studies Curriculum/Textbooks: \$23,882.04**

Motion by Matt Finley second by Terry Ballard to purchase the social studies textbooks for \$23,882.04. Motion carried 5-0.

**24-012 Discussion/Action Preliminary Budget Figures**

Motion by Amber Timm second by David Horinek to move forward with allowing the district to exceed the revenue neutral rate. Motion carried 5-0.

Motion by Amber Timm second by Terry Ballard to recess for 5 minutes and return to regular session at 9:49pm. Motion carried 5-0.

The board returned to regular session at 9:49pm.

**24-013 Executive Session**

**a. Non-Elected Personnel: Hires, Resignations, Retirements, Transfers**

Motion by David Horinek second by Matt Finley to go into executive session for non-elected personnel to protect the privacy of the individuals involved for 10 minutes and return to regular session at 10:00p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 10:00pm.

Motion by Amber Timm second by Matt Finley to go into executive session for non-elected personnel to protect the privacy of the individuals involved for 5 minutes and return to regular session at 10:07p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 10:07p.m.

**b. Negotiations**

Motion by Amber Timm second by Matt Finley to go into executive session for negotiations to protect the privacy of the individuals involved for 10 minutes and return to regular session at 10:19p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 10:19p.m.

Motion by Amber Timm second by Matt Finley to go into executive session for negotiations to protect the privacy of the individuals involved for 10 minutes and return to regular session at 10:30p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 10:30p.m.

**c. Non-Elected Personnel: Classified Staff Salaries**

Motion by Amber Timm second by Matt Finley to go into executive session for non-elected personnel for classified staff salaries to protect the privacy of the individuals involved for 15 minutes and return to regular session at 10:47p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 10:47p.m.

Motion by Amber Timm second by David Horinek to go into executive session for non-elected personnel for classified staff salaries to protect the privacy of the individuals involved for 15 minutes and return to regular session at 11:03p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 11:03p.m.

**d. Non-Elected Personnel: Administrative Staff Salaries**

Motion by Amber Timm second by Terry Ballard to go into executive session for non-elected personnel for administration salaries to protect the privacy of the individuals involved for 15 minutes and return to regular session at 11:21p.m. Executive session shall include the board and Mr. Stoddard. Motion carried 5-0.

Mr. Stoddard came out of executive session at 11:14p.m.

The board returned to regular session at 11:21p.m.

**e. Preliminary discussion of the acquisition of real property**

Motion by Amber Timm second David Horinek to go into executive session for preliminary discussion of the acquisition of real estate property to protect the privacy of the individuals involved for 2 minutes and return to regular session at 11:26p.m. Executive session shall include the board and administration. Motion carried 5-0.

The board returned to regular session at 11:26p.m.

**24-014 Action on Executive Session**

**a. Approval of any Hires, Resignations, Retirements, Transfers**

Motion by David Horinek second by Matt Finley to hire Jackie Van Loggerenberg as RCES Elementary Teacher, Rhonda Higley as RCHS Vocal Teacher/Consort, Erin Ginther as RCJHS ELA Teacher and accept the resignation of Lyn Reeves as elementary cook with much appreciation for her service. Motion carried 5-0.

**b. Negotiations: Approval of 2023-24 Certified Staff Negotiated Agreement**

Motion by Matt Finley second by Terry Ballard to approve the 2023-2024 Negotiated Agreement as presented. Motion carried 5-0.

**c. Approval of 2023-24 Classified Staff Salaries**

Motion by David Horinek second by Amber Timm to give the classified staff a 9% salary increase for the 2023-2024 school year. Motion carried 5-0.

**d. Approval of 2023-24 Administrative Staff Salaries**

Motion by Amber Timm second by David Horinek to approve a 9% raise for administrative salaries. Motion carried 5-0.

**e. Preliminary discussion of the acquisition of real property: None**

No action taken.

**24-015 Adjournment**

Motion by Terry Ballard second by Matt Finley to adjourn the meeting. Motion carried 5-0.

Emily Green  
Board Clerk