

CHILLICOTHE R-II SCHOOL DISTRICT

Members:

Robin Westphal - President
Shawn Skoglund - Vice President
Jason Bone - Treasurer

Michael Leamer - Member
Paul Thomas - Member
Brent Turner - Member
Robin Quinn - Member

Regular Open Meeting April 15, 2014

The Board of Education of the Chillicothe R-II School District held a regular open meeting at the Administrative Offices, 1020 Old Highway 36, West, in the City of Chillicothe, state of Missouri on Tuesday, April 15, 2014 at 6:30 p.m.

Members present: Mrs. Westphal, Mr. Skoglund, Mr. Bone, Mr. Leamer, Mr. Thomas, Mr. Turner and Mrs. Quinn.

Also present: Jim Ruse, Jayme Caughron, Abby Smith, Terry Mammen, Brian Sherow, Karie Black, Dan Nagel, Jamie Sullivan, Penny Kennebeck, Susan Finlayson, Shannon Skoglund, Erynn Skoglund, Emily Skoglund, Steve Haley, Adam Wolf, Lee Caughron, Trevor Sherrow, Aaron Roberts, Corey Rapp, Patrik Stufflebean, Philip Pohren, Tim Cool, Cole Nichols, Pam Gabel, Arch Hassler, Connie Jones, Lauren Lee, Melanie Rucker, Donna Good, Stacy Surber, Amanda Sackrey, Mary Turner, Ginger Jones, Hannah Leamer, Kelly Westphal, Brooke Nelseon, Ulises Rojas, Matthew Sturm, Ryan Smith, Talon Henderson, Tom Tingerthal, KCHI; Calli Price, C-T; and Laura Schuler.

WELCOME/PLEDGE OF ALLIEGENCE

Mrs. Westphal welcomed those in attendance and led those gathered in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mrs. Westphal asked for a motion to approve the agenda. Mr. Skoglund moved to approve the agenda as presented. Mr. Thomas second. All were in favor. Motion carries, 6-0.

PUBLIC COMMENT

Mrs. Westphal asked if any in attendance had any public comment to make. Amanda Sackrey, of C2000 spoke about bullying issues among middle school-aged children.

STUDENT RECOGNITION

Grand River Technical School: Jayme Caughron recognized the following adult students for their dedication to their studies and goals: Patrik Stufflebean, Kaleb Gililand, Nick Norman, Trevor Sherrow, Aaron Roberts, Talon Henderson, McKayla Mabery and Corey Rapp. After introducing themselves the students spoke briefly about their goals. Each recognized student present received a certificate from Mrs. Westphal.

High School: Brian Sherrow introduced the following high school students who were chosen during the 2013-24 school year as Students of the Month: Megan Churchill, Cole Nichols, Brooke Nelson, Kyle Ross, Sydnie Whiteside, Cole Disler, Marissa Surber, Ulises Rojas, Claire Chapman, Levi Surber, Erynn Skoglund, Nick Meyers, Kelly Westphal, Kameron Allen, Hannah Leamer and Matt Shaffer. He also recognized Matthew Sturm for being selected an Honorable Mention student in the 2014 Missouri Scholars 100. Dan Nagel then recognized CHS athletes whom have received post season honors for winter sports. They included: Tyler Clampitt, Ryan Smith, Mason Hayward, Maggie Graves, Whitney Clampitt, Hannah Jones and Aaron Baker. Each student recognized and present received a certificate from Mrs. Westphal.

REPORTS TO BOARD

Vocational Programs

Effectiveness/Participation Rates of Student Activities

Behavior Management Program

Support Staff Program Evaluation

Preschool

Parents as Teachers

Mr. Thomas moved to approve the Reports to the Board. Mr. Skoglund second. All were in favor. Motion carries, 6-0.

OLD BUSINESS

Consider Board Policies – Third (and final) Reading: Mrs. Westphal asked the Board for any discussion regarding the MSBA-suggested policy updates slated for Board action. Mr. Leamer moved to approve the

MSTA-suggested policy updates, subject to suggestions, corrections and additions mentioned in previous meetings. Mr. Thomas second. All were in favor. Motion carries, 6-0. Policies receiving Board-approval for MSBA-suggested updates were:

- BDA – Board Meetings
- BDC – Closed Meetings, Records and Votes
- BDDF – Voting Method
- DB – Annual Budget
- DFA – Revenues From Investments/Use of Surplus Funds
- EBC – Emergency Drills
- EBCA – Crisis Intervention Plan
- ECA – Building and Grounds Security
- FEB – Selection of Architectural, Engineering and Land Surveying Services
- GBBDA – Family and Medical Leave
- GBCC – Staff use of Communication Devices
- GBLB – References
- GCBDA – Professional Staff Sick Leave Pool *(For a complete listing of edits on this policy, please see the Custodian of Records).*
- IGAC – Teaching About Religion
- IL – Assessment Program
- JEA – Compulsory and Part-Time Attendance
- JEC – School Admissions
- JECA – Admission of Students
- JECA-AP Admission of Students (formerly JECB-AP)
(Board-Approved additions to Section 5 are as follows):
 - **G.** The student must be eligible for enrollment in grades 11 or 12 and be between the ages of 16 and 19 years old.
 - **H.** Foreign exchange students will be accepted for a yearlong course of study or a first semester course of study only. No second semester placements will be made.
- JGF – Discipline Reporting and Records
- JHCD – Administration of Medications to Students

REORGANIZATION OF THE BOARD

Certify Election Results: Mr. Leamer moved to certify the results from the April 8, 2014 School Board election. Mr. Thomas second. All were in favor. Motion carries, 6-0. The results of the election were:

Michael R. Leamer – 623
Noel Gott – 364

Jason Bone – 516
Pat Jones – 421

(To view the Certification of Election Results, see Attachment).

Mr. Leamer made a motion to “Sie Die”. Mr. Thomas second. All were in favor. Motion carries, 6-0.

Mrs. Westphal presented Mr. Skoglund with a plaque of appreciation for his years of service on the Board and wished him well.

Administer Oath of Office: Laura Schuler, administered the Oath of Office to Michael Leamer, Jason Bone and Pat Jones.

Election of Officers: Mr. Ruse asked for a nomination for Board President. Mr. Thomas nominated **Robin Westphal** for **Board President**. Mr. Leamer second. Jim Ruse asked for any other nominations. Seeing none, he called for a vote. All were in favor. Motion carries, 6-0

Mrs. Westphal asked if there was a nomination for Board Vice President. Mr. Thomas nominated **Mr. Bone** for **Board Vice President**. Mr. Leamer second. Mrs. Westphal asked if there were any other nominations. Seeing none, she called for a vote. All were in favor. Motion carries, 6-0.

Mrs. Westphal asked if there was a nomination for Board Treasurer. Mr. Thomas moved to elect **Brent Turner** as **Board Treasurer**. Mr. Leamer second. Mrs. Westphal asked if there were any other nominations. Seeing none, she called for a vote. All were in favor. Motion carries, 6-0.

Mrs. Westphal asked if there was a nomination for Board Secretary. Mr. Thomas moved to elect **Laura**

Schuler as Board Secretary. Mr. Leamer second. Mrs. Westphal asked if there were any other nominations. Seeing none, she called for a vote. All were in favor. Motion carries, 6-0.

Members of the reorganized Board are:

Robin Westphal - President	Paul Thomas - Member
Jason Bone – Vice President	Robin Quinn – Member
Brent Turner - Treasurer	Pat Jones - Member
Michael Leamer - Member	

Election of Officers – New Procedure: Mrs. Westphal stated that, starting in 2015, a new procedure would be put into effect regarding the number of years Board officers would keep their positions. She explained that following the reorganization of the Board in April 2015, each officer would keep their respective positions for two consecutive years before new officers will be elected.

NEW BUSINESS

Consent Agenda: Mr. Bone moved to approve the Consent Agenda. Mr. Skoglund second. All were in favor. Motion carries, 6-0. Items on the Consent Agenda were:

- Minutes of the March 18, 2014 regular meeting; and minutes of the April 9, 2014 Special Meeting.
- Payment of Bills totaling \$302,350.32
- Fund II Transfer in the amount of \$407,765.24

Finance Report: Mr. Ruse presented the Board the General Ledger and Monthly Finance Report for the month ending March 2014. Also included for comparison was the Monthly Finance Statement from March 2013. Ending balances for each fund as of March 2014 were as follows:

Fund 1	\$7,689,009.25
Fund 2	\$0.00
Fund 3	\$30,318.56
Fund 4	<u>\$235,141.93</u>
Total:	\$8,154,469.74

The Chillicothe R-II Investments and bank accounts balances as of March 31, 2014, were shown as follows:

- Now Checking Account - \$8,260,879.88 (*Total All General Funds*)
- Employee Health Care and Flex Care Funds \$189,177.92.

Mr. Leamer moved to approve the Consent Agenda. Mr. Thomas second. All were in favor. Motion carries, 6-0.

Mr. Ruse gave the Board an update on the District's financial progress. He advised that exact funding from the state is still not determined, although it does look like schools will receive more funds this fiscal year than last year. However, he cautioned that the District's decreasing enrollment will temper that financial gain.

Mr. Ruse also advised the Board that the District's Employee Health Care Fund saw a substantial gain in fund balance in March 2014. He told the Board that Dr. Barnes is anticipating another noticeable gain in April 2014. However, Jim Ruse said that balance is not yet as high as Dr. Barnes would like it to be.

Chillicothe Salary and Welfare Committee Report: Pam Gabel, of the Chillicothe R-II Salary and Welfare Committee gave a brief, informal presentation. She noted that the committee realizes that decisions regarding salary increases need to be delayed due to so many variables involving future state funds. However, she said, on behalf of the Committee, she appreciates the Board's consideration of allowing vertical and horizontal movement on the District's salary schedule for 2014-2015. Mr. Leamer thanked the committee for conducting the "legwork" in gathering cost estimates for the proposal.

Review of Board Policies: Mr. Ruse told the Board that, as a formality, the following Board Policies need to be reviewed:

- IGBC – Parent/Family Involvement in Instructional and Other Programs
- IGBCA – Programs for Homeless Students
- IGBCB – Programs for Migrant Students
- IGBH – Programs for English Language Learners

Mrs. Westphal advised the Board to review the policies and the Board will discuss them as a group during the next meeting.

Consider Job Descriptions: The Board reviewed the job descriptions for Registrar/Secretary to Counselors; GRTS Administrative Assistant/Secretary; GRTS Office Manager/Finance Assistant; Transportation Director/Maintenance; Paraprofessional – Special Ed Classroom, Title I, and Personal Care; Teacher Aide/Library Clerk; PAT Educator; and Library Media Specialist. Mrs. Westphal asked for a motion regarding the job descriptions. Mr. Turner moved to approve the job descriptions. Mr. Thomas second. All were in favor. Motion carries, 6-0.

Consider Investment Portfolio Management: Mr. Ruse told the Board that bids had been requested and submitted for consideration of a portfolio manager for the Robert A. and Helen R. Smith Trust of which the District is the Trustee. The fund is for post-secondary scholarships at GRTS. As of March 27, 2014 the Trust had a balance of \$236,087.56. Mr. Ruse told the Board that the following bids were submitted:

- Stifel Nicolaus (vendor), Kyle and John Marcolla (broker) – 0.926 percent;
- Edward Jones (vendor), Jim Bonderer (broker) – One time sale charge, then less than 1 percent annually; or no one-time sales charge and 1.75 percent average annually;
- LPL Financial (vendor), Ed Robertson (broker) – 1.4 percent annually;
- USB Financial Service (vendor), Michael Jeffries (broker) – 1.5 percent annually;

Mr. Ruse told the Board that Dr. Barnes is recommending the Board approve the bid submitted by Stifel Nicolaus. Mrs. Westphal asked for a motion regarding the bids for investment portfolio management for the Robert A. and Helen R. Smith Trust. Mr. Bone moved to approve the bid submitted by Stifel Nicolaus for investment portfolio management for the Robert A. and Helen R. Smith Trust. Mr. Thomas second. All were in favor. Motion carries, 6-0.

Consider Employee Benefits: Mr. Ruse advised the Board that a recommendation has not yet been made regarding the bids submitted for the Board-paid life insurance for full time employees. Mrs. Westphal asked for a motion to table the issue. Mr. Thomas moved to table the issue. Mr. Leamer second. All were in favor. Motion carries, 6-0.

Special Meeting Date Consideration: Mr. Ruse told the Board that a special meeting will need to be held to approve graduates, finalize hires and address other miscellaneous issues. Mrs. Westphal asked for a motion to set a date for a special Board meeting. Mr. Bone moved to set a special Board meeting for Wednesday, May 14, 2014 at 1 p.m. Mr. Thomas second. All were in favor. Motion carries, 6-0.

Consider Middle School Athletics: Mr. Ruse asked Mr. Haley to speak to the Board regarding a proposal involving creating a middle school softball program. There was a discussion. Mrs. Westphal asked for a motion regarding the consideration of creating a softball program at the middle school. Mr. Thomas moved to add girls' softball to the CMS athletic program. Mr. Turner second. All were in favor. Motion carries, 6-0.

Administrative/BOE Committee Reports: Mrs. Westphal advised the Board of the various reports submitted in the Board packet and upcoming dates of notice.

CORRESPONDENCE

Building Trades: Mrs. Westphal told those gathered that the Board has received a letter of appreciation from Mitchell and Katie Cooper, expressing their gratitude to the instructors of the Building Trades class for their hard work and dedication during the construction of the Coopers' home.

CHS Student Council: Mrs. Westphal also read a notification from the Karen Haak chairman of the Honor Council Committee of Missouri Association of Student Councils. The letter said that the Chillicothe High School Student Council has met the criteria to be designated a Gold Award Honor Council by the Missouri Association of Student Councils.

PUBLIC COMMENT

Mrs. Westphal asked if there was any Public Comment. There was no public comment.

MOTION TO ENTER EXECUTIVE SESSION

Mrs. Quinn moved to enter executive session as provided under Missouri Revised Statute, 610.021 for the purpose of employing, discussing and evaluating personnel, discussing real estate, legal and student matters. Mr. Bone second. There was a roll call vote. Mrs. Westphal, yea; Mr. Bone, yea; Mr. Turner, yea; Mr. Leamer, yea; Mr. Thomas, yea. Mrs. Quinn, yea. Mr. Jones, yea. Motion carries, 7-0.

Robin Westphal, President

Laura Schuler, Secretary