

## 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

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### Regular Meeting May 21, 2013

The Board of Education of the Chillicothe R-II School District held a regular open meeting at the Administrative Office, 1020 Old Highway 36, West, in the City of Chillicothe, state of Missouri on Tuesday, May 21, 2013 at 6:30 p.m.

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

Also present: Dr. Roger Barnes, Jim Ruse, Ron Wolf, Roger Wolf, Linda Wolf, Jayme Caughron, Dan Nagel, Susan Norris and husband, Tim and Tami Riekema, Terri Figg, Tammy Price, Donna Good, Pam Gabel, Joyce Mollohan, Vickie Garrett, Karie Black, Steve Haley, Abby Smith, Philip Pohren, Mike and Jeanne Lair, Mary Pauley, Melanie Rucker, Laurie Hardie and husband, Deanna Morgan and husband, Cecil Samm, Brian Sherrow, Pam Brobst, Anne Jeschke, Lindsey Cranmer, Tom Tingerthal, KCHI; Austin Buckner, C-T; and Kristi Newlin.

### **CALL TO ORDER/PLEDGE OF ALLIGIANCE**

Mrs. Westphal called the meeting to order at 6:31 p.m. She asked for a moment of silence for the victims of the tornado in Moore, Oklahoma. She then led those present in the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Mrs. Westphal recommended the Board amend the agenda by adding: A. Cops Grant, as an action item under Old Business; and identify item M, 2013-14 Calendar under New Business as a Discussion/Action item. Mr. Skoglund mad a motion to approve the amended agenda as recommended. Mr. Bone second. All were in favor. Motion carries 6-0.

### **WELCOME**

Mrs. Westphal welcomed all in attendance. She asked for Public Comments. Hearing none, she proceeded to the Retiree Recognition. Those retiring from the District at the conclusion of the 2012-13 school year were honored with a plaque from the Chillicothe R-II School District and a House Resolution Certificate from Missouri Rep. Mike Lair. Those receiving plaques and certificates were: Terri Fig, 26 years; Laurie Hardie, 18 years; Deanna Morgan, 19 years; Susan Norris, 32 years; Mary Pauley, 15 years; Tami Riekema, 30 years; Tim Riekema, 29 years; Cecil Samm, 5 years; Linda Wolf, 19 years; Roger Wolf, 36 years; Ron Wolf, 42 years.

The Board also recognized a CHS student, Lane Clark, for receiving Honorable Mention in the 2013 Missouri Scholars 100 List. Missouri Scholars 100 is a statewide program that honors 100 of the top academic students. It is sponsored by MASSP.

### **REPORT TO BOARD**

Dual Enrollment

Health Services Program

There was a brief discussion. Mr. Skoglund made a motion to approve the Dual Credit and Health Services Program evaluations. Mr. Thomas second. Motion carries, 6-0.

Technology Report

Anne Jeschke discussed with the Board the evaluation of the Technology Program. She covered replacing computers with iPads in several areas and upgrading bandwidth and wireless access points and switches. She also reported that the Technology Committee will also revise the AUP to reflect use of wireless technologies. Mr. Skoglund made a motion to approve the Technology Program evaluation. Mr. Thomas second. Motion carried 6-0.

**OLD BUSINESS**

Cops Grant: Dr. Barnes discussed the COPS grant, which is a three-year grant that would allow a second School Resource Officer for the District. The District would be responsible for 25 percent of the salary and benefits package if the grant was approved. The grant is being submitted by the Livingston County Sheriff’s Department. It will be awarded in September 2013. After the completion of the three-year grant, the District would have to decide if it wants to keep the program for one year and then decide if it wants to employ the second School Resource Officer full time.. Dr. Barnes recommended that the Board allow the Livingston County Sheriff’s Department to pursue the COPS Grant. Mr. Turner moved to allow the Livingston County Sheriff’s Department to pursue the COPS Grant. Mr. Skoglund second. All were in favor. Motion carries, 6-0.

**NEW BUSINESS**

Consent Agenda: Mrs. Quinn recommended that the **Minutes** from the May 13, 2013 special meeting be amended to show that Mrs. Westphal called the meeting to order and asked that the meeting’s agenda be approved. Mr. Skoglund moved to approve the Consent Agenda with the recommended change to the May 13, 2013 special meeting minutes. Mr. Bone second. All were in favor. Motion carries, 6-0. Other items on the Consent Agenda were:

- **Payment of Bills** for April 2013 totaling: \$442,427.97;
- **Fund II Transfer** - \$262,437.61

Finance Report: Dr. Barnes presented the Board the General Ledger and Monthly Finance Report for the month ending April 2013. Also included for comparison was the Monthly Finance Statement from April 2012. Ending balances for each fund are as follows:

Fund 1	\$7,422,838.94
Fund 2	\$0.00
Fund 3	\$230,704.00
Fund 4	<u>\$62,584.94</u>
Total:	\$7,716,127.88

The Chillicothe R-II Investments and bank accounts balances as of April 30, 2013, were shown as follows:

- Now Checking Account - \$7,658,042.37 (*Total All General Funds*)
- Employee Health Care and Flex Care Funds \$192,059.28

Dr. Barnes told the Board that the balances are good both in the health insurance fund and the District's bank account. He reported that the health care fund is improving and with the new insurance rates, the rate should continue to improve. The end of month bank balance is greater than last year at this time and he predicted that the District is on track to end the fiscal year slightly above the projected ending balance.

Budget Update: Dr. Barnes discussed the 2013-14 Budget. He reported that Preliminary Title I and IIA funds sequestered for FY14 are approximately \$22,000.

Building Trades Construction Bid: Ron Wolf presented the Construction Trades project for 2013-14. There was one bid for \$10,000 over the construction cost submitted by Mitchell and Katie Cooper. Dr. Barnes recommended the Board approve the bid. The Board then held a discussion regarding the possibility of going back to building spec houses rather than bidding out the construction project.

*Mr. Bone exits the meeting at 7:14 p.m.*

Mr. Skoglund made a motion to accept the bid to construct a home through the GRTS Building Trades class for Mitchell and Katie Cooper for \$10,000 over the construction cost of the project. Mr. Thomas second. All were in favor. Motion carries 5-0.

Declaration of Surplus: Dr. Barnes recommended the Board add an additional item as surplus property for the GRTS Auction on June 4, 2013 – an Allis Chalmers Tractor, AC 200, which was given to GRTS. The tractor, Dr. Barnes said, has been overhauled by the Diesel Mechanics class and the tractor is not needed by the District. Mr. Leamer moved to declare the Allis Chalmers Tractor, AC 200 as surplus. Mr. Thomas second. All were in favor. Motion carries 5-0.

Consider District Health Insurance: Dr. Barnes recommended that the District stay with its current broker and carrier, Cigna, for 2013-14 health insurance. Insurance premiums will increase by 5.48 percent for Employee, Employee and Spouse (from \$1,066 to \$1,124), and Employee and Child (from \$1,066 to \$1,124). The Family rate will increase by 10 percent (from \$1,316 to \$1,447). The proposed premium will be \$520/month for the base plan; the only plan offered. With the proposed plan, the District will pay \$420/month toward the premium and the employee will pay \$100, compared to the present rate of \$410 and \$83 Employee.

Mr. Skoglund made a motion to accept the accept the employee health and benefits bid from Cigna – FBS Inc., as Broker for 2013-14 health insurance and to stay with the current plan, with an increase in the premium to \$520/month. Mr. Turner second. All were in favor. Motion carries 5-0.

Consider Teacher Salary Schedule: Dr. Barnes presented the Board with four scenarios based on the assumptions of Board-paid employee health insurance of \$420, and increases to Base A of the salary schedule of \$500; \$600; \$750; and \$1,000. He said that at this point, it appears sequestered Title I and IIA funds will amount to approximately \$22,000. The \$1,000 raise to the base, he said, would be a stretch if the Board wishes to keep the District's reserve near the mid-20s percent mark. He recommended increasing Base A by \$750. Base B would stay at \$4,000 and a step increase would be allowed. Dr. Barnes said that this would leave a fund balance of 25.91 percent. He also said that the plan would allow a 4.481 percent increase overall which would be applied to the administrators and support staff pay schedules. After a brief discussion, Mr. Skoglund made a motion to approve the recommended increase to the salary schedule of \$750 to Base A; Base B stays at \$4,000, allowing a step increase as summarized on scenario VI-G (7/9), amounting to a 4.481 percent increase overall which would also be applied to the administrators and support staff pay schedules (*See Attachment A*). Mr. Leamer second. Motion carries, 4-0-1 with Mr. Turner abstaining.

Consider Board Policies: Dr. Barnes noted that since the District is moving to a full policy service, MSBA recommended the District halt the updating process until the policies brought to the Board accurately reflect the revisions made to policies over the past few years that the District was without the service. Dr. Barnes presented the Board with an updated list of policies to be reviewed and considered by the Board. He recommended the Board start over with the three reading process and divide the policies up among the Board.

Consider FY14 Copy Paper Bids: Jim Ruse presented the Board with a list of bids submitted for copy paper for 2013-14 school year. (*For a list of bids received, please see the Custodian of Records*). He recommended the Board approve the bid submitted by Paper 101, Ankeny, IA - \$19,202.40. Mr. Skoglund moved to accept the bid from Paper 101, Ankeny, IA for \$19,202.40. Mr. Turner second. All were in favor. Motion carries 5-0.

GRTS Concrete Bids: Dr. Barnes told the Board that the District would like to replace the broken asphalt portion of the GRTS driveway with concrete. This project, he said, will finish out the driveway with a complete concrete drive. Funds for the project would come from the remaining funds in the vocational budget and the District's Capital Improvement Fund. He recommended the bid from Lauhoff Construction for both Area 1 and 2 for a projected cost of \$24,189 (*To view the submitted bids, see the Custodian of Records*). Mr. Turner moved to accept the bid of \$24,189 submitted by Lauhoff Construction. Mr. Skoglund second. All were in favor. Motion carries 5-0.

CMS Security Cameras: Dr. Barnes told the Board that the District has received bids from two security camera firms that can meet the District's needs at the Middle School. He said that the cameras would be IP rather than the District's current (and only partially working) analog cameras and will allow administrators to view the campus from a remote location. He recommended the Board approve the bid of \$29,700 submitted by SMC Electric, which would cover both the east and west campus. He said funds for the project would come from the Capital Improvement budget on this budget year. Mr. Turner moved to accept the \$29,700 bid submitted by SMC Electric. Mr. Skoglund second. All were in favor. Motion carries 5-0.

Contracted Food Service: Dr. Barnes told the Board that Oppa was the only Contracted Food Service Company that submitted a bid. He said that after analyzing the data, the District's food cost and labor will be less is the district stays as it is, rather than if the District goes with Contracted Food Service. However, Dr. Barnes said that the District should check this every year against the five year fixed cost pricing supplied by Opaa. If, at a later date, the district discovers that it is financially beneficial to consider Contracted Food Service, then he will suggest the District goes through the bid process again at that time. (*To view the fixed price meal schedule by Opaa!, please see the Custodian of Records.*)

2013-14 School Calendar Amendment: Dr. Barnes told the Board that, given the amount of snow days the District experienced this year, and the fact that the start date and Christmas break for 2013-14 is similar to the current calendar, some Board members have expressed interest in discussing and/or revising the 2013-14 school calendar. Dr. Barnes said that if the Board wished to amend the calendar, he advised that, if the District experiences snow days before Christmas break, then classes will resume on Thursday, January 2, 2014 and Friday, January 3, 2014 rather than waiting for the Monday, January 6, 2014 planned resume date. There was a discussion. Mr. Turner recommended amending the 2013-14 calendar to reflect the resumption of classes on Thursday, January 2, 2014 and Friday, January 3, 2014, regardless of snow days, with the last day of school as May 20, 2014. Mr. Skoglund second. All were in favor. Motion carries 5-0.

Consider Co-Op Fee: Dr. Barnes told the Board that during the 2012-13 school year, the District charged a fee for students from Bishop Hogan to participate in the Co-Op'ed activities. Fees for the year were \$350 per student. Dr. Barnes says he has calculated the fees based on information provided from the Middle School and the fee, if using last year as a model, will become \$290 or \$226 per student (depending on if the District spreads uniform and start-up costs of the seventh grade program over five years). The District only had one student participate from Bishop Hogan this year in activities. The fee, he said, was determined because the District does not receive state aid from Bishop Hogan students, only local taxes. He asked if the District needs a fee. There was a discussion. Mr. Turner moved to suspend indefinitely, the coop fee assessed to students from Bishop Hogan. Mr. Thomas second. Motion carries 4-0-1, with Mr. Skoglund abstaining.

Consider Grant Application: Dr. Barnes told the Board that Kristi Christy would like to apply for a FACS Equipment Grant, which calls for a 50/50 District match for iPads to be used in the Family and Consumer Science Department. The District would be responsible for paying \$4,500. He recommended the Board approve the grant. Mr. Turner moved to approve the grant application. Mr. Skoglund second. All were in favor. Motion carries 5-0.

#### **ADMINISTRATIVE/BOE COMMITTEE REPORTS**

The Board reviewed the submitted reports by district administrators and was advised of the following dates: CMS Music Concert at 7 p.m. on May 23; CACE Graduation cookout at CACE at 12 p.m. on May 29; GRTS Graduation at 7:30 p.m. at the Litton Agri Science Learning Center – Jenkins Building, May 31; and GRTS surplus Car and tractor auction online with Rafter C, June 4.

#### **CORRESPONDENCE**

The Board viewed a thank you card sent by Diana Lawson, thanking the District for the flowers sent after the death of her mother.

#### **PUBLIC COMMENT**

Pam Gabel thanked the Board for the increase to the salary schedules for the 2013-14 school year.

Pam Brobst thanked the Board for waiving the fee for Bishop Hogan Memorial School student participants of CMS athletics.

#### **MOTION TO ENTER EXECUTIVE SESSION**

Mr. Turner made a motion to enter into executive session as provided under Missouri Revised Statute, 610.021.03 for the purpose of employing, discussing and evaluating personnel, discussing real estate, student and legal matters. Mr. Skoglund second. A roll call vote was held. Mrs. Westphal – yea. Mr. Skoglund – yea. Mr. Leamer – yea. Mr. Thomas – yea. Mr. Turner – yea. Mrs. Quinn – yea. Motion carries 6-0. Meeting adjourned at 7:58 p.m.

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Robin Westphal, President

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Laura Schuler, Secretary

