

## 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 June 18, 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, June 18, 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, Karie Black, Jayme Caughron, Ron Wolf, Roger Wolf, Brian Sherrow, Amanda Sackrey, Penny Kennebeck, Abby Smith, Steve Haley, Terry Mammen, Melanie Rucker, Hope Peters, Tom Tingerthal, KCHI; Austin Buckner, C-T; and Laura Schuler.

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

Mrs. Westphal called the meeting to order at 6:33 p.m. She led the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Mrs. Westphal recommended the Board approve the agenda as presented. Mr. Skoglund moved to approve the agenda as presented. Mr. Leamer second. All were in favor. Motion carries 6-0.

### **WELCOME & PUBLIC COMMENT**

Mrs. Westphal welcomed those in attendance and asked if there was anyone wanting to make a public comment. There was no public comment.

### **REPORT TO BOARD**

Library Reports – Elementary, Middle School and High School;

Retention and Attendance Data Reports – Elementary, Middle School, High School;

Assessment of Student Attitudes and Interests – Middle School, High School, GRTS;

At-Risk/Gifted Programs – Elementary, Middle School, High School;

Follow-Up Studies of Graduates – High School, GRTS;

Suspension and Expulsion Data – Elementary, Middle School, High School;

Drop Out and Recovery Program – High School;

Mrs. Westphal asked if any Board member had questions or comments regarding the Reports. There were no questions or comments.

### **OLD BUSINESS**

Consider Board Policies – 2<sup>nd</sup> Reading: Dr. Barnes noted that the 2012C MSBA suggested policy updates needed to be reviewed. During the next regular meeting in July, the Board will take action on those policies. The Board then reviewed the following suggested MSBA Policy Updates: BBBB, DLB, EBBA, ECG, FEF, GBCC, GCBC, GCBDA, GDBDA, IGBE, IGC, IGCE, IKF, IND, JECC, JG-R, JHCD, JHCF, JHG and JO. There was a discussion.

## NEW BUSINESS

Consent Agenda: Mrs. Westphal asked if there was a motion to approve the Consent Agenda. Mr. Skoglund moved to approve the Consent Agenda. Mr. Thomas second. All were in favor. Motion carries, 6-0. Items on the Consent Agenda were:

- **Minutes** from the May 21, 2013 regular meeting;
- **Payment of Bills** for May 2013 totaling: \$295,989.78
- **Fund II Transfer** - \$281,981.82

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

Fund 1	\$7,340,579.75
Fund 2	\$0.00
Fund 3	\$237,523.83
Fund 4	<u>\$4,562.88</u>
Total:	\$7,582,66.46

The Chillicothe R-II Investments and bank accounts balances as of May 31, 2013, were shown as follows:

- Now Checking Account - \$7,604,181.67 (*Total All General Funds*)
- Employee Health Care and Flex Care Funds \$223,501.23

Dr. Barnes noted that the Monthly Finance Report for the month ending May 2013 reflects approximately a \$1 million gain from the month ending May 2012. He credited the financial gain to a conservative approach to budgeting over the past two fiscal years. Current State Foundation Formula payment is at 93.56 percent. The District's budget reflects a payment of 88 percent state funds so there will be some end-of-year gain that is not currently reflected and will cause some increase on next year's budget. He noted that currently, with all staff, coaching areas assigned and federal dollars sequestered, the 2013-14 budget is reflecting a 25.2 percent ending balance. However, he noted that adjustments are yet to be made to student activities, food service and professional development, which are all three major account players in the District budget.

Dr. Barnes told the Board that the Capital Improvements Fund was reflecting an end of the month balance in May 2013 of \$4,562.88. He explained that the District transfers money from Fund 1 into that fund during the year to pay for improvement projects which are approved by the Board. During the next fiscal year, the Capital Improvements Fund will be built back up with the transfer of funds from Fund 1, as is District practice.

Dr. Barnes also noted that the District should receive its last Vocational State Revenue payment on or around June 21, 2013, which should be a sizeable amount.

Dr. Barnes also stated that the employee health care fund continues to show some improvement. The current balance is \$223,501 and new insurance rates will begin in July 2013. Dr. Barnes told the Board that, while the health care fund is showing improvement, there are likely some bills which will come through over the summer as staff members address medical needs.

2013-14 Professional Development Calendar: Dr. Barnes told the Board that the Professional Development Executive Committee met June 10 along with administrative representative Philip Pohren and himself. The group finalized the 2013-14 PD calendar. Dr. Barnes said that, each year prior to FY 2011, Missouri School Boards were required to earmark 1 percent of state aid toward professional development. However, since the Foundation Formula was not fully funded in FY 2011, 2012 and 2013, the state had relaxed that rule. However, this year (2013-14), the House voted to extend the waiver, but the Senate did not, which put the requirement of earmarking 1 percent of state aid toward Professional Development back in force. He recommended the approval of the enclosed PD Calendar. The amount of funds that must be budgeted for the Professional Development fund will total just over \$60,000 during FY 2013-14. Those funds, Dr. Barnes said, will be primarily focused on a poverty study, Common Core and changes to the teacher evaluation system. Mr. Skoglund moved to approve the Professional Development Calendar for 2013-14. Mr. Leamer second. All were in favor. Motion carries 6-0.

School Handbooks 2013-14: Dr. Barnes presented the proposed 2013-14 student handbooks for Board consideration.

The **elementary handbooks** had very few changes as they were overhauled just prior to the 2012-13 school year.

The 2013-14 **CMS student handbook** was revamped to reflect school policies in line with the high school's policies – primarily involving discipline and dress codes.

The **CHS handbook** for 2013-14 had very small changes made dealing with the school's athletic policies. Those were changed to match MSHSAA policies. Other small changes made in the 2013-14 CHS student handbook dealt with chronic discipline referrals, the age of student visitors and the addition of a Rotary Interact club.

The **CACE/BMP handbooks** for 2013-14 had a variety of changes. The CACE handbook for 2013-14 included a points system to help staff better collect data with the purpose of sending students back to their regular schools.

The **GRTS 2013-14 student handbook** was revised somewhat in areas such as chronic discipline and attendance policy.

Mrs. Westphal noted that Board approval on the proposed handbooks should be contingent upon correction of grammatical and spelling errors. Mr. Turner moved to approve the 2013-14 student handbooks, contingent upon correction of grammatical and spelling errors. Mr. Skoglund second. All were in favor. Motion carries 6-0.

Dewey School Roof Bid: Dr. Barnes said that the District accepted one bid for roof repair to Dewey School. Dean Peyton Contracting Company, Inc., of Chillicothe submitted the sole bid of \$49,184 to complete the project. Dr. Barnes recommended Board approval of the roof bid. Mr. Skoglund moved to approve the bid from Dean Peyton Contracting Company, Inc. of \$49,184. Mr. Turner second. All were in favor. Motion carries 6-0.

Extra Duty Salary Schedule: Dr. Barnes presented the Board with the proposed 2013-14 Extra Duty Salary Schedule (*Attachment A*). He explained that the Extra Duty Salary Schedule is indexed off of the Base Teacher Salary. The percentages have not changed. The only change was to the amounts due to the base change. He recommended Board approval of the Extra Duty Salary Schedule. Mr. Leamer moved to approve the 2013-14 Extra Duty Salary Schedule. Mr. Thomas second. All were in favor. Motion carries 6-0.

Consider Grant Applications: Dr. Barnes presented the Board with two requests for Board approval to apply for non-matching District grants. The grant applications were:

- \$250 Missouri Farm Bureau mini-grant: "Does Milk Come from Cows?", submitted by Angela Cook, first grade.
- \$250 Missouri Farm Bureau mini-grant "What Do You Know About Dairy Cows?" Submitted by Linda Hauck, first grade.

Dr. Barnes recommended Board approval for both grant application requests. Mr. Turner moved to approve both of the above grant application requests. Mr. Thomas second. All were in favor. Motion carries 6-0.

Consider Educator's Liability Insurance: Dr. Barnes recommended the bid submitted by Naught-Naught Agency for Educator's Liability (errors and omissions) Insurance. The bid underwritten by Indian Harbor Insurance Co., was for \$5,712 annual premium. The other bid submitted by Naught-Naught Agency was for \$17,000. Mr. Turner moved to approve the \$5,712 bid from Naught-Naught Agency. Mr. Thomas second. All were in favor. Motion carries 6-0.

Set June Special Meeting Date – 2013-14 Budget Adoption: Dr. Barnes noted that the Board needs to set a date and time for the 2013-14 budget adoption. He said the District should receive its final state aid payment on or about June 21, 2013. There was a discussion. Mr. Skoglund moved to set a special meeting date for the 2013-14 budget adoption and amend the 2012-13 budget to actual amounts of June 27, 2013 at noon. Mr. Turner second. All were in favor. Motion carries 6-0.

Administrative/BOE Committee Reports: Dr. Barnes suggested the Board set District goals in July and asked what date in July would work for a special workshop for that purpose. There was a discussion. The board agreed upon meeting on July 23, 2013 at 11:30 a.m.

#### **CORRESPONDENCE**

There was no correspondence.

#### **PUBLIC COMMENT**

Mrs. Westphal asked if any of those gathered had any public comment to make. There was no public comment.

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

Mr. Skoglund 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. Bone 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.

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Robin Westphal, President

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Laura Schuler, Secretary

