

BREWSTER UNIFIED SCHOOL DISTRICT NO. 314

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BREWSTER UNIFIED SCHOOL DISTRICT #314 SCHOOL LIBRARY/ZOOM MONDAY, JULY 17, 2023

Roll Call to Establish Quorum:

The Board President called the July 17, 2023, regular meeting of the Brewster Board of Education to order at 6:00 p.m. in the school library and via ZOOM.

Board Members:

Robert Lehman, Member	<u> x </u>
Heather McDonald, Member	<u> x </u>
Mike Palmer, Member	<u> x </u>
Shalah Rall, President	<u> x </u> Zoom
Nicolas Schroeder, Member	<u> </u>
Kassie Selby, Member	<u> x </u>
Sarah Starns, Vice President	<u> x </u>

Others Present:

Clark Coco, Superintendent	<u> x </u>
Jessica McCoy, Principal	<u> x </u>
Tarra Baumfalk, Board Clerk	<u> x </u>
Michael Pettibone, Transportation Director	<u> x </u>

Approval of Agenda with the following Additions/Changes to the Agenda:

Motion was made by McDonald and seconded by Palmer to adopt the agenda as presented. Motion Carried: 6 for, 0 opposed.

Due to hearing issues, President Shalah Rall asked Vice President Sarah Starns to lead the meeting.

Election of Board Officers:

The Board Vice President opened the floor for nominations for president. Rall nominated Sarah Starns as president. Motion was made by Rall and seconded by Selby to elect Sarah Starns as board president for the 2023/2024 term. Motion Carried: 6 for; 0 opposed.

The Board President opened the floor for nominations for vice president. McDonald nominated Kassie Selby as vice president. Motion was made by McDonald and seconded by Palmer to elect Kassie Selby as board vice president for the 2023/2024 term. Motion Carried: 6 for, 0 opposed.

Recognitions/Commendations/Presentations/Praises:

Board president Sarah Starns asked the board to begin thinking about their board vision for the next meeting. She asked what the board thought about her putting together cooperative meetings with Winona before every season consisting of the Superintendent, Board President, Vice Present and Athletic Directors. The board was in agreement for the Board President to organize those meetings.

Open Forum:

No one was present to speak under public forum.

Consent Agenda:

- A. Approval of Minutes: June 19, 2023, Budget Hearing; June 19, 2023, Regular Meeting.
- B. Approval of Financial Reports
 - 1. June 2023 Cash Summary Report
 - 2. June 2023 Budget Summary of Funds
 - 3. Activity Reports
- C. Approval of Transfers –

Year-End Transfers -

General Fund to Special Education: \$6,530.44

Supplemental General to Special Education: \$12,585.50

Interest on Idle Funds to Special Education: \$9,429.34

*Contingent upon audit review

- D. Approval of Bills –

Type	Check Numbers	Amount
August Teacher Summer Payroll (Paid 6/23/23)	50926 to 50942	\$62,568.16
July Classified Summer Payroll (Paid 6/23/23)	50943 to 50955	\$37,732.01
June Year-End Bills	50924 to 50925, 50958 to 50978	\$84,138.68

July Bills	50979, 50980 to 50999	\$197,781.74
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Motion was made by Lehman and seconded by McDonald to approve the consent agenda items. Motion Carried: 6 for; 0 opposed.

Reports:

NKESC Report – Robert Lehman

- The Northwest Kansas Educational Service Center report was shared in their board folder.

NWKTC Report – Heather McDonald

- There was no Northwest Kansas Technical College Report

Board President Report –

- There was no Board President Report.

Superintendent's Report – Clark Coco

- Clark and Jessica have spoken with Northwest Tech and the opportunities available to our district.
- Clark attended a meet and greet with the staff today.
- In our meeting in August we will discuss the board vision in where we want our district to go and declining enrollment.
- Jessica McCoy, Michael Pettibone and Tarra Baumfalk have been great to work with so far.
- He asked the board to check emails from him.
- He would like to meet with the Board President and Vice President prior to each meeting.

Discussion/Action Matters:

Transportation Director Michael Pettibone presented on the recommendation of a WEX Fuel Card for the district.

Motion was made by Selby and seconded by Palmer to approve the WEX Fuel Card for the district. Motion Carried: 6 for, 0 opposed.

Motion was made by McDonald and seconded by Rall to accept the beef donations from local families for the 2023-2024 school year. Motion Carried: 6 for, 0 opposed.

The board was informed we have not received the June 2023 KASB Policy Updates at this time.

Motion was made by Lehman and seconded by Selby to give notice of intent to exceed the Revenue Neutral Rate for 2023-2024. Motion Carried: 6 for, 0 opposed

Principal Jessica McCoy shared a draft schedule based upon the expectation that the open positions will be filled. Discussion was held regarding the 2023-2024 school schedule and it was the consensus of the board to allow Jessica to share the schedule with them when it is complete and will approve in the August meeting.

Motion was made by McDonald and seconded by Palmer to approve the student handbook for the 2023-2024 school year. Motion Carried: 6 for, 0 opposed.

Motion was made by McDonald and seconded by Selby to approve the Triplains/Brewster Cooperative Handbook with the addition of KSHSAA House Sub SB 113 for the 2023-2024 school year.

Motion was made by Palmer to set the fees for the 2023-2024 school year as follows:

Kindergarten Textbook Fee \$10.00
Grades 1-12 Textbook Fee \$15.00
Yearbook Fee \$30
HS Art Fees \$25
JH iPad/Chrome Book Fees \$10
HS iPad/Chrome Book Fees \$25
Preschool Snack Fee \$50/yr.
Kindergarten Milk Fee \$50/yr.

Breakfast Fees:
Reduced: \$.30
PK-5: \$1.75
6-12: \$2.00
Adults Paid \$2.55

Lunch Fees:
Reduced: \$.40
PK-5: \$2.85
6-12: \$3.10
Adults Paid \$4.35
Extra Milk: \$0.45/carton
Extra Juice: \$0.35/carton

Seconded by Lehman. Motion Carried: 6 for, 0 opposed.

Motion was made by Lehman and seconded by Rall to approve the board appointments for 2023-2024. Motion Carried: 6 for, 0 opposed.

NKESC Representative: Robert Lehman
NWKTC Representative: Heather McDonald
Government Relations: Sarah Starns
PDC Representative: Shalah Rall
Negotiations Representative: Robert Lehman & Heather McDonald

Calendar Committee: Shalah Rall & Sarah Starns
Technology Committee: Heather McDonald & Sarah Starns
Building Committee: Mike Palmer & Nicolas Schroeder
Transportation Committee: Mike Palmer & Nicolas Schroeder
KESA Representative: Kassie Selby
Board Policy: Kassie Selby & Sarah Starns
Staff Appreciation Committee: Sarah Starns, Kassie Selby & Heather McDonald

Motion was made by McDonald and seconded by Palmer to adopt the following for 2023-2024. Motion Carried: 6 for, 0 opposed.

Appoint Truancy Officer – Clark Coco
Appoint KPERS Representative – Tarra Baumfalk
Appoint School Attorney – Heather Alwin (Alwin Legal Services, Colby, KS)
Appoint District Clerk – Tarra Baumfalk
Appoint Deputy Clerk – Jeanie Johnson
Appoint District Treasurer – Sandra Bear
Appoint Representative for State & Federal Programs – Clark Coco
Appoint Freedom of Information Officer – Clark Coco
Appoint Food Service Authorized Representative – Nancy Mills
Appoint Food Service Determining/Verification Official – Sandra Bear
Appoint Hearing Officer for free & reduced meal application appeals – Jessica McCoy
Appoint Compliance Coordinator – Jessica McCoy
Appoint Homeless Coordinator – Jessica McCoy
Adopt Organization Chart – Policy CC
Adopt Official Depository for School District Funds – Farmers Bank & Trust
Adopt Official Newspaper for School Notices – Colby Free Press
Adopt 1116 Hour Requirement
Adopt the Mileage Rate for Reimbursement at the State Rate of \$.655
Adopt Resolution to Establish Petty Cash Fund Limits, District \$1500.00 and Activities \$1500.00

Motion was made by Rall and seconded by Selby to approve old school records to be destroyed as authorized by K.S.A. 72-5369. Motion Carried: 6 for, 0 opposed.

Motion was made by Lehman and seconded by Palmer to approve the GAAP Waiver Resolution pursuant to K.S.A. 75-1120a for the 2023-2024 school year. Motion Carried: 6 for, 0 opposed.

Motion was made by Selby and seconded by Rall to rescind all policy actions from 2022-2023 school year and adopt current written policies as those that will govern for the 2023-2024 school year. Motion Carried: 6 for, 0 opposed.

Motion was made by McDonald and seconded by Palmer to adopt the early payment request policy pursuant to K.S.A. 12-105b (e) for the 2023-2024 school year and designate the District Clerk to make such payments. Motion Carried: 6 for, 0 opposed.

Those members who can attend will be present for the back to school breakfast on August 9th.

Motion was made by Palmer to accept the Diane Roulier Memorial funds in the amount of \$525.00. Motion Carried: 6 for, 0 opposed.

Future Agenda Items

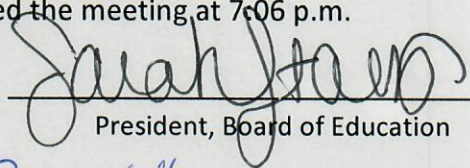
1. 2023-2024 Budget Hearing, Budget Details & Revenue Neutral Rate Hearing Sept 18th.

Upcoming Events/Meetings:

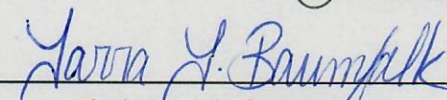
1. Enrollment will be held online, but the school will be open August 1st and 2nd for those that wish to enroll in person.
2. Back to School Breakfast for all staff on August 9th at 8 a.m. in the cafeteria
3. First day of school is Monday, August 14th
4. Regular board meeting August 21, 2023 @ 6pm
5. Hot Dog and Watermelon Feed will be Thursday, August 17th at 6pm at the Brewster Park.
6. Car wash for cheerleaders on Wednesday, July 19th.

Adjournment:

The Board President adjourned the meeting at 7:06 p.m.



President, Board of Education

Attest: 

Clerk, Board of Education