

**MINUTES OF THE BOARD OF EDUCATION  
COFFEYVILLE UNIFIED SCHOOL DISTRICT 445**

**July 12, 2021**

**Regular Meeting 5:00 p.m.**

**Board of Education Office**

*"Building on a culturally diverse community, USD 445 will prepare all students for life-long learning by providing resources for a comprehensive quality education in a safe environment that promotes high academic achievement and responsible citizenship in a global society." – Mission Statement*

*"Valuing individuals, Celebrating Learning, Improving Life! USD 445 will provide a happy, caring, hopeful environment that will empower children to achieve their greatest potential." – Vision Statement*

The Board of Education of Coffeyville USD 445 met Monday, July 12, 2021 at 5:00 p.m. at the Board of Education Office, 615 Ellis, Coffeyville, KS 67337. President, Darrel Harbaugh called the meeting to order at 5:00 p.m.

**Roll Call:**

<b>Board Members Present</b>	<b>Others Present</b>
Gail Misch Darrel Harbaugh Karen Rittenhouse Robert Roesky Jason Barnett Dr. Jerry Hamm LaKisha Johnson	Dr. Craig Correll...Superintendent Lora Stalford...Curriculum Director Michael Speer...Asst. Sup./Bus. Manager. (via Zoom) Travis Stalford...Principal, FKHS Angela Linthacum...Principal, 3-6 Matt Jordan...KGGF Radio Andy Taylor...Montgomery County Chronicle Josh Conrad, Mike Brown...InCite Design Studios (via Zoom) Matt Baker, Kyle Tedlock...Crossland Construction Danny Largent...Crossland Construction (via Zoom)

**Adoption of Agenda:**

Motion made by Jason Barnett to adopt the agenda, second by LaKisha Johnson. Motion carried 7-0.

**Adoption of Consent Agenda:**

Motion made by Robert Roesky to adopt the consent agenda, second by Gail Misch.  
Motion carried 7-0.

- A. Acceptance of Resignations/Retirement
  1. Resignation – Abby Nation, Teacher Assistant, CES
- B. Approval of Minutes of Regular Meeting, June 14 and June 28, 2021
- C. Approval of Bills and Treasurer's Report

<b>Payroll</b>	\$ 624,417.16	<b>Special Ed.</b>	\$ 518,186.37	<b>Title I</b>	\$ -
<b>General Fund</b>	\$ 131,792.41	<b>Vocational</b>	\$ 2,323.61	<b>Title II-A</b>	\$ -
<b>LOB</b>	\$ 47,806.17	<b>Indian Ed.</b>	\$ 922.34	<b>Title I-C Mig.</b>	\$ -
<b>4 Yr old AR</b>	\$ 4,802.17	<b>JOM</b>	\$ 580.00	<b>Title IV</b>	\$ -
<b>At-Risk</b>	\$ -	<b>KPERS</b>	\$ -	<b>Title VI-B</b>	\$ 75.00
<b>Bilingual</b>	\$ 2,741.32	<b>Textbook</b>	\$ -	<b>21st CCLC-CES</b>	\$ 22,559.58
<b>Virtual</b>	\$ -	<b>Activity</b>	\$ 8,157.55	<b>21st CCLC-ELC</b>	\$ 3,949.68
<b>Capital Outlay</b>	\$ 9,024.42	<b>Bond &amp; Int.</b>	\$ -	<b>ECBG Grant</b>	\$ 19,732.75
<b>Driver's Ed.</b>	\$ 321.41	<b>Rec. Comm.</b>	\$ 147,199.72	<b>PAT MEICHV I</b>	\$ 366.94
<b>Food Service</b>	\$ 16,906.79	<b>Rec. Benefits</b>	\$ 43,149.48	<b>PAT MEICHV II</b>	\$ 1,600.99
<b>In-Service</b>	\$ -	<b>Misc Gifts/Grar</b>	\$ 67,905.12	<b>Afterschool</b>	\$ 209.83
<b>Parent Ed.</b>	\$ 222.76	<b>FKHS Pool</b>	\$ 278.58	<b>ESSER/SPARKS</b>	\$ -

- D. Designation of Bank for Active Accounts for 2021-2022
- E. Designation of Depository Banks for 2021-2022
- F. Designation of Official Newspaper for 2021-2022
- G. Designation of Official Radio Station for 2021-2022
- H. Appointment of Treasurer and Deputy Treasurer for 2021-2022
- I. Appointment of Clerk and Deputy Clerk for 2021-2022
- J. Designation of KPERS Authorized Representative for 2021-2022
- K. Renewal of Agreements with Federal Government and State of Kansas to Continue Child Nutrition Programs and Appointments of Hearing Officer for Free and Reduced-Priced Meal Application Appeals for 2021-2022
- L. Designation of Title I Authorized Representative for 2021-2022
- M. Designation of Title IX Authorized Representative for 2021-2022
- N. Designation of 504 Coordinator for 2021-2022
- O. Designation of Freedom of Information Officer for 2021-2022
- P. Designation of Homeless Coordinator for 2021-2022
- Q. Adoption of 1,116 Hour Calendar
- R. Approval of Participation in Federal Programs for 2021-2022 and Authorization to Sign Grant Applications
- S. Approval of Section 125 Flex Benefits Administrators: NueSynergy
- T. Adoption of Resolutions 20210712-01, Authorizing Petty Cash Fund Accounts
- U. Adoption of Resolution 20210712-02, Authorizing Early Payment of Claims
- V. Adoption of Resolution 20210712-03, Waiving the Annual Requirement of Generally Accepted Accounting Principles and Fixed Asset Accounting
- W. Adoption of Resolution 20210712-04, Rescinding Policy Statements and the Board of Education Adopt the Policy Manual as Presented
- X. Designation of School Attendance Officers for 2021-2022
- Y. Designation of School Board Meeting Dates for 2021-2022
- Z. Approval of Adoption Rates and Fees for 2021-2022
- AA. Approval of Holy Name Lunch Agreement for 2021-2022

### Miscellaneous Reports and Discussion:

#### Positive Comments:

- Dr. Jerry Hamm commented on how the district campuses have been well maintained during the summer. Dr. Hamm also commented on the Imagination Library meeting he recently attended. Over 51,990 books have been given to students in USD 445.
- LaKisha Johnson commented on the football team selling NADO Football Cards.
- Dr. Correll commented on the almost 98% attendance of the teaching staff at the Professional Learning Communities training that took place late June, early July.

**Central Office Reports:**

1. Business Manager/Clerk of the Board
  - a. Phase I Facility Update
    - (i) Michael Speer, Business Manager, presented information to the board regarding the current facilities Phase I update.
      1. Due to the high prices of material currently, the decision has been made to approve some bids from the bid opening so that materials, such as steel for the gym, can be purchased and started. There is roughly an 18-week lead-time just to get the steel here. Many of the contractors bid both the remodel and the gym as a complete project at the same time. With that lead time, it will cause the project to be split, which will increase time.
      2. Matt Baker (Crossland Construction) and Josh Conrad (Incite Design) also answered questions regarding the remodel and gym portions that make up Phase I of the facility plan.
      3. Some items will be purchased now to get started, while others will be rebid due to the extension of time. The project will now have a planned start date of November instead of June. The anticipated end date for phase I will be July 15<sup>th</sup>.
      4. Due to the high costs, the district will have to put in some of its own money out of Capital Outlay. The district will need to put in about \$1.3 million dollars. The overall cost projection of the project is \$5.25 million with approximately \$4 million being done with the lease-purchase agreement and the remainder from Capital Outlay fund.
    - (ii) Michael also visited with the board concerning Resolution 20210712-05, a resolution to adopt the statewide LOB percentage which is now 31 percent of the general fund. Currently the max LOB percentage is 30%.
    - (iii) The Revenue Neutral Rate budget is part of SB-13 that was passed by the legislature. The process required for the RNR was explained to the board by Michael.
  - a. Student Achievement Update
    - (i) Lora Stalford, Curriculum Director, reviewed assessment data for each of the grade levels at the buildings. Information was passed out to the board members showing the various levels of math and reading.
    - (ii) State Assessment data as well as MAPP data from each grade level was reviewed.
    - (iii) Copies of the handouts showing the data is included in the documentation.

**Tri-County Special Education Report**

Tri-County Special Education Report was made verbally by Robert Roesky

All remaining reports as printed on the agenda and in the Board Booklet

**Action Items:**

**Board action to approve the Superintendent's recommendation of district funds to be used to complete Phase 1 of the Master Plan.**

Motion made by Robert Roesky to approve the Superintendent's recommendation of district funds to be used to complete Phase 1 of the Master Plan. Seconded by Karen Rittenhouse. Motion carried 7-0.

**Board action to approve the Superintendent’s recommendation of adopting Resolution 20210712-05, a resolution to adopt the statewide LOB percentage.**

Motion made by Jason Barnett to approve the Superintendent’s recommendation of adopting Resolution 20210712-05, a resolution to adopt the statewide LOB percentage. Seconded by Gail Misch. Motion carried 7-0.

**Board action to approve the Superintendent’s recommendation of exceeding the Revenue Neutral Rate for the 2021-2022 school year.**

Motion made by Robert Roesky to approve the Superintendent’s recommendation of exceeding the Revenue Neutral Rate for the 2021-2022 school year. Seconded by Karen Rittenhouse. Motion carried 7-0.

**Adjournment:**

Motion made by Jason Barnett to adjourn the USD 445 Board of Education meeting. Seconded by LaKisha Johnson. Motion carried 7-0.

At 6:45 p.m., President, Darrel Harbaugh adjourned this July 12, 2021 regular session of the governing Board of Education for Coffeyville Unified Schools District 445.

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Clerk of the Board

# USD 445 Coffeyville

Board of Education  
July 12, 2021

## Consent Agenda

- Acceptance of Resignations/Retirement
- Approval of Minutes of Regular Meeting, June 14 and June 28, 2021 (pg. 3)
- Approval of Bills and Treasurer's Report (pg. 16)
- Designation of Bank for Active Accounts for 2021-2022 (page 33)
- Designation of Depository Banks for 2021-2022 (page 33)
- Designation of Official Newspaper for 2021-2022 (page 33)
- Designation of Official Radio Station for 2021-2022 (page 33)
- Appointment of Treasurer and Deputy Treasurer for 2021-2022 (page 33)
- Appointment of Clerk and Deputy Clerk for 2021-2022 (page 33)
- Designation of KPERS Authorized Representative for 2021-2022 (page 33)
- Renewal of Agreements with Federal Government and State of Kansas to Continue Child Nutrition Programs and Appointments of Hearing Officer for Free and Reduced-Priced Meal Application Appeals for 2021-2022 (page 33)
- Designation of Title I Authorized Representative for 2021-2022 (page 34)
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- Adoption of 1,116 Hour Calendar
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- Adoption of Resolutions 20210712-01, Authorizing Petty Cash Fund Accounts (page 35)
- Adoption of Resolution 20210712-02, Authorizing Early Payment of Claims (page 37)
- Adoption of Resolution 20210712-03, Waiving the Annual Requirement of Generally Accepted Accounting Principles and Fixed Asset Accounting (page 38)
- Adoption of Resolution 20210712-04, Rescinding Policy Statements and the Board of Education Adopt the Policy Manual as Presented (page 39)
- Designation of School Attendance Officers for 2021-2022 (page 40)
- Designation of School Board Meeting Dates for 2021-2022 (page 41)
- Approval of Adoption Rates and Fees for 2021-2022 (page 42)
- Approval of Holy Name Lunch Agreement for 2021-2022

## Phase I Facility Plan Update

- Construction costs are considerably currently higher than what was originally expected.
  - Steel, sheetrock, paint, conduit, etc. All are up 25%-40%
- Two essential portions:
  - Remodeling RMS/FKHS safe entrances, store NADO, restrooms
  - New physical education/auxiliary gym
- Total cost of the project is approximately \$5.2 million.
- Original anticipated start date was June 25<sup>th</sup>.
- Original anticipated completion date was December 31<sup>st</sup>, 2021
- Steel currently has an approx. 40 week lead time.
- Lease purchase \$3.96 million.
- Possibly accept bids for some areas and rebid other areas for a better price.
  - Lead time for the steel for the new gym is approximately 18 weeks.
  - Several contractors had planned on doing both the remodel and the gym at the same time. If they are split, then costs will go increase.
- Wait for a few months to start the whole project all at one time.

3

## Resolution 20210712-05 – Statewide LOB Percentage

- Local Option Budget authority is granted in K.S.A. 72-5143
- In each school year, the board of education of a school district shall adopt, by resolution, a local option budget equal to 15% of the school district's total foundation aid.
- The board of education of a school district may adopt, by resolution, a local option budget in an amount that does not exceed the statewide average for the preceding school year as determined by the state board.
- The adoption of a resolution pursuant to this section shall require a majority vote of the members of the board. Such resolution shall be effective upon adoption and shall require no other procedure, authorization or approval.

4

**RESOLUTION 20210712-05**  
**A Resolution Adopting the Statewide LOB Percentage**

Unified School District No. 445, Montgomery County, State of Kansas

**RESOLUTION**

Be It Resolved that:  
 The above-name school board shall be authorized to make a Local Option Percentage in an amount of 31 percent for the 2021-2022 school year.

**CERTIFICATE**

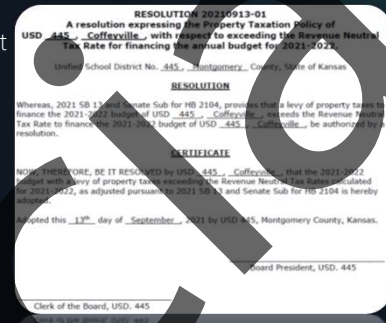
THIS IS TO CERTIFY that the above Resolution was duly adopted by the Board of Education of Unified School District No. 445, Montgomery County, Kansas, on the 12<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
 Clerk of the Board, USD. 445

CLERK OF THE BOARD, USD. 445

## Revenue Neutral Tax Rate – 2021-2022 Budget

- SB-13 and Senate Sub for HB 2104
- With normal increases in local assessed valuation, this new process and procedure will likely apply to all USDs.
- Revenue Neutral Rate tries to keep the revenues collected by the taxing entity at the same amount as the previous tax year.
- Applies to all taxing entities, local and county.
- Timeline for this has changed.
- If the district does not notify the county clerk they are exceeding the Revenue Neutral Rate, then they will be fixed at that determined rate for the school year.
- Action Item:
  - Board action to approve the Superintendent's recommendation of exceeding the Revenue Neutral Rate for the 2021-2022 school year.
- Resolution (later date):
  - Board will actually adopt the official resolution exceeding the Revenue Neutral Rate for the 2021-2022 school year.



5

## Budget Timeline Differences

### SB-13 and Senate Sub HB 2104

- County Clerk notifies district by June 15<sup>th</sup> of Revenue Neutral Rate (incl. assessed val.)
- USD notifies County Clerk of intent to exceed the Revenue Neutral Rate by July 20<sup>th</sup>.
- County clerk will notify taxpayers of new tax levy. Board approves publication of the notice to exceed the Revenue Neutral Rate.
- Board approves the publication of the district budget.
- Hearing must be scheduled between Aug 20<sup>th</sup> and September 20<sup>th</sup>.
- Minimum of 10 days between publication and hearing dates for Notice and Budget and hearing.
- Hearing for the notice of intent to exceed the Revenue Neutral rate is held.
- Hearing for the district budget is held.
- Board adopts by resolution to exceed the Revenue Neutral Budget.
- Board adopts the district budget.
- Budget is submitted to KSDE by Sept. 20<sup>th</sup>.
- Budget certified by County Clerk on or before Oct. 1

### Original Budget Timeline

- Assessed Valuation mailed by County Clerk by June 15<sup>th</sup>.
- Board approved publication of budget in district paper of time and date of hearing.
- Minimum of 10 days between publication and hearing date.
- Budget Hearing is held as published place and time prior to Aug. 25<sup>th</sup>.
- Board adopts published budget.
- Budget submitted to KSDE by Aug 25<sup>th</sup>.
- Budget certified by County Clerk by Aug 25<sup>th</sup>.

If the district does not exceed the Revenue Neutral Budget, then it follows the original budget timeline.

# Budget and Revenue Neutral Rate Hearings

State of Kansas  
Budget Form USD-A  
USD # 2021-2022

**Notice of Hearing 2021-2022 Budget**

The governing body of Unified School District will meet on the day of 2021 at ... KS for the purpose of hearing and answering objections of taxpayers relating to the proposed rate of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available as and will be available at this hearing.

The Amount 2021 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2021-2022 Budget. The "Tax Rate" (column 7), shown for comparative purposes, is subject to slight change depending on final assessed valuation.

Code Line	2019-2020 Actual		2020-2021 Actual		2021-2022 Proposed Budget	
	Expenditures (1)	Tax Rate (2)	Expenditures (3)	Tax Rate (4)	Expenditures (5)	Tax Rate (6)
<b>OPERATING</b>						
General	58					20.000
Supplemental General LOBE	58					
<b>SPECIAL REVENUE</b>						
Federal Funds	107					
Adult Education	10					
Professional-Aged At-Risk	11					
Adult Supplemental Education	12					
At-Risk (K-12)	13					
Biological Education	14					
Whole Education	15					
Capital Outlay	16					
Driver Training	18					
Reading Enrichment	19		0.000	0.000		
Enrichment School Program	20					
Food Service	24					
Professional Development	25					
Parent Education Program	26					
Summer School	28					
Special Education	30					
Career and Postsecondary Education	34					
Gifts and Grants	35					
Special Liability Expense Fund	42					
School Retirement	44		0.000	0.000		
Expenditures Growth Facilities	48					
Special Reserve Fund	47					
WSEED Special Assessment Contribution	51					
Contingency Reserve	53					
Transport & Student Material Hearing	55					
Activity Fund	56					
<b>DEBT SERVICE</b>						
Bond and Interest #1	62					
Bond and Interest #2	63					
Non-Fund Interest	68					
Special Assessment	67					
Temporary Note	69					
<b>COOPERATIVES</b>						
General	88					
<b>TOTAL USES/EXPENDITURES</b>	106					
Less: Transfers	105					
<b>NET USES/EXPENDITURES</b>	101					
<b>TOTAL TAXES LEVIED</b>	119					

State of Kansas  
Budget Form USD-A  
USD # 2021-2022

Code Line	2019-2020 Actual		2020-2021 Actual		2021-2022 Proposed Budget		Amount of Tax to be Levied (8)	Exc Tax Rate (7)
	Expenditures (1)	Tax Rate (2)	Expenditures (3)	Tax Rate (4)	Expenditures (5)	Tax Rate (6)		
<b>OTHER</b>								
Historical Missouri	80							
Public Library Board	82							
Public Library Board Employee Benefits	83							
Integration Commission	84							
New Center Emp. Benefits & Open Lab	86							
<b>TOTAL OTHER</b>	125							
<b>TOTAL TAXES LEVIED</b>	125							
Assessed Valuation - General Fund	125							
Assessed Valuation - All Other Funds	130							
Assessed Valuation - Capital Outlay	129							
<b>Outstanding Indebtedness, July 1</b>								
General Obligation Bonds	128	2019		2020		2021		
Capital Outlay Bonds	140							
Temporary Note	142							
Non-Fund Borrowing	150							
Lease Purchase Principal	153							
<b>TOTAL USES/DEBT</b>	156							

Board President \_\_\_\_\_ Clerk of the Board \_\_\_\_\_

Exceeding the Revenue Neutral Tax Rate for the 2021-2022 School Year

The governing body of Unified School District will meet on the day of 2021 at ... KS for the purpose of hearing and answering objections of taxpayers relating to the proposed rate of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at, and will be available at this hearing.

Code Line	Actual Total Expenditures	Proposed Tax Rate	Revenue Amt.	Excess
General	58	20.000	2,383,826.56	1,000
Capital Outlay	16	24.466	3,197,462.42	0.000
Bond and Interest #1	62			0.000
Bond and Interest #2	63			0.000
Non-Fund Interest	68			0.000
Special Assessment	67			0.000
Temporary Note	69			0.000
<b>ALL OTHER FUNDS</b>				
Assessed Valuation - General Fund	125		2,383,826.56	1,000
Assessed Valuation - All Other Funds	130		3,197,462.42	0.000
Cost of Living	18		141,000.00	0.000
Special Liability Expense Fund	42		141,000.00	0.000
Expenditures Growth Facilities	48		141,000.00	0.000
Assessed Valuation - Capital Outlay	129		141,000.00	0.000
Lease Purchase Principal	153		141,000.00	0.000
Outstanding Indebtedness, July 1	128		141,000.00	0.000
General Obligation Bonds	128		141,000.00	0.000
Capital Outlay Bonds	140		141,000.00	0.000
Temporary Note	142		141,000.00	0.000
Non-Fund Borrowing	150		141,000.00	0.000
Lease Purchase Principal	153		141,000.00	0.000
<b>TOTAL USES/DEBT</b>	156		3,163,667.91	0.000

# Revenue Neutral Rate

**F22 Revenue Neutral Rate Budget Information**

Set Rate	Mill Rate	Revenue Amt.
<b>General Fund</b>	19.982	2,383,826.56
<b>All "Other" Funds</b>	24.466	3,197,462.42
<b>Proposed Rates</b>		
<b>General Fund</b>	20.000	2,385,970.58
<b>All "Other" Funds</b>	24.181	3,163,667.91

Exceeds RNB

- With the regular increase in assessed valuation, most districts, ours included, will exceed the Revenue Neutral Rate in the general fund. This will automatically trigger the notification and resolution to exceed the Revenue Neutral Rate.
- LOB will depend on enrollment trends, and cash balances from the previous year.