

**MINUTES OF THE BOARD OF EDUCATION MEETING
JULY 30, 2019
12:00 P.M.**

The Board of Education of Unified School District 234, Fort Scott, Kansas, met in special session at the Fort Scott Middle School Community Room, 1105 E 12th Street, at 12:00 p.m.

PRESENT: Jamie Armstrong, Gary Billionis, Janet Braun, Michelle Hudiburg, David Stewart, Jordan Witt, James Wood

ALSO PRESENT: Superintendent Ted Hessong, Clerk Gina Shelton, Amber Toth, Stephanie Witt

OTHERS PRESENT: Connie Billionis, Mitch Quick, Jason Silvers

FLAG SALUTE

OPEN THE MEETING – 12:00 P.M.

President Stewart opened the meeting at 12:00 p.m.

BUDGET INFORMATION

Gina Shelton, Business Manager, presented on the 2019-20 budget.

CONSIDER EARLY RETIREMENT AND 403(b) EMPLOYER MATCH PLAN PROVISIONS AND GROUPS FOR LICENSED EMPLOYEES AND MATCH PLAN PROVISIONS AND GROUPS FOR CLASSIFIED EMPLOYEES FOR THE 2019-20 SCHOOL YEAR

It was moved by Mrs. Armstrong, seconded by Mr. Witt, and carried by unanimous vote that the board approve the adoption of a 403(b) Employer Match Plan:

MATCH PLAN PROVISIONS AND GROUPS

USD 234 will provide a match plan for the employees who are eligible for the district’s benefits. The match plan will be provided in a salary deducted 403(b) retirement plan offered through USD 234. All employees will fall into one of four employee groups.

Group 1: Those employees eligible for early retirement in 5 years or less. This includes those employees eligible for early retirement no later than June 30, 2024.

Employees in Group 1 may stay on the early retirement plan. Employees in Group 1 may choose to opt into Group 2. To be eligible for the provisions of Group 2, employees must opt in no later than January 1, 2020. The employee will not receive the match until they have opted in. Once an employee has opted into Group 2, they are no longer eligible for the early retirement plan. Should the employee not opt into Group 2 and then become ineligible for the early retirement plan, the employee may opt into Group 3 and receive a 1:1 match.

Group 2: Those eligible for early retirement in 6 to 10 years. This would be those employees eligible for early retirement no later than June 30, 2029.

Employees in Group 2 are allowed a 3:1 match. The employee contributes a minimum of \$25 per month and then USD 234 will contribute \$75 per month.

Group 3: All other certified staff.

Employees in Group 3 are allowed a 1:1 match. The employee contributes a minimum of \$25 per month and then USD 234 will contribute \$25 per month.

Group 4: All classified staff.

Employees in Group 4 are allowed a 1:1 match. The employee contributes a minimum of \$25 per month and then USD 234 will contribute \$25 per month.

VESTING SCHEDULE

The employee’s 403(b) money in the account will always belong to the employee. The below vesting schedule is only for USD 234’s matching 403(b) portion and is based on continuous years of service for USD 234. Employees will continue to earn a percentage of USD 234’s match money based on the schedule below as the employee continues to work for USD 234. Employees currently with 10 years of continuous service to USD 234 will be 100% vested immediately upon participation.

<u>Continuous Years Worked for USD 234</u>	<u>USD 234’s Match Money</u>
0 to 5 years	0%
Completion of 6 years	25%
Completion of 8 years	50%
Completion of 10 years	100%

If an employee leaves the district before being 100% vested, the portion of the school's match money that is not vested will be retained by the district to be put towards future matches.

ENROLLMENT IN 403(b) MATCH PLAN

- (A) The Match Plan will become available October 1, 2019.
- (B) Employees from group 2, 3, and 4 may opt into the match during the year, not just during open enrollment.
- (C) If the employee already has a Security Benefit SFR 403(b) account, the employee will not need to do anything; the employer match money will be put into the existing account.
- (D) If an employee has an existing 403(b) account with another approved plan provider, the employee will be able to continue to invest into that account, but the employee will need to set up a Security Benefit 403(b) account for the district's portion.
- (E) Employees may elect to put in more than the minimum match money.

CONSIDER REVISED 2019-20 SCHOOL CALENDAR

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board approve revisions to the 2019-20 school calendar as follows:

2019-20 CALENDAR

UNIFIED SCHOOL DISTRICT 234 – FORT SCOTT, KANSAS

Enrollment

August 1 – 7:00 a.m. to 6:00 p.m.

JULY 2019				
M	T	W	T	F
1	2	3	(4)	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2020				
M	T	W	T	F
		(1)	(2)	3
(6)	7	8	9	10
13	14	15	16	(17)
(20)	21	22	23	24
27	28	29	30c	31

AUGUST 2019				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
(19)	(20a)	(21)	22b	23
26	27	28	29	30

FEBRUARY 2020				
M	T	W	T	F
3	4	(5)	6	7
10	11	12	13	14
(17)	18	19	20	21
24	25	26	27	28

SEPTEMBER 2019				
M	T	W	T	F
(2)	3	4	5	6
9	10	11	12	13c
16	17	18	19	20
23	24	25	26	27
30				

MARCH 2020				
M	T	W	T	F
2	3	(A)	5*	(6)
9d	10d	11	12	13
(16)	17	18	19	20
23	24	25	26	27
30	31			

OCTOBER 2019				
M	T	W	T	F
	1	(2)	3	4
7	8	9	10	11
14	15	16	17*	(18)
21d	22d	23	24	25
28	29	30	31	

APRIL 2020				
M	T	W	T	F
		(1)	2	3
6	7c	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

NOVEMBER 2019				
M	T	W	T	F
				1
4	5	(6)	7	8
11	12c	13	14	15
18	19	20	21	22
25	26	(27)	28	29

MAY 2020				
M	T	W	T	F
				1
4	5	(6)	7	8
11	12	13	14	15e*
(18f)	19	20	21	22
(25)	26	27	28	29

DECEMBER 2019				
M	T	W	T	F
2	3	(4)	5	6
9	10	11	12	13
16	17	18*	(19)	20
(23)	24	25	26	27
30	(31)			

JUNE 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

School Quarters End	Student Contact Days
Oct. 17	40
Dec. 18	39
Mar. 5	40
May 15	43

No School	
Professional Development Days	Aug. 19-20
Work/Plan Day	Aug. 21
Labor Day	Sept. 2
Work/Plan Day	Oct. 18
No School	Oct. 25
Thanksgiving	Nov. 27-29
Christmas Vacation	Dec. 19-Jan. 3
Work/Plan Day	Dec. 19
Professional Development Day	Jan. 6
Professional Development Day	Jan. 17
No School	Jan. 20
Professional Development Day	Feb. 17
Work/Plan Day	Mar. 6
No School	Mar. 13
Spring Break	Mar. 16-20
Good Friday	Apr. 10
Work/Plan Day	May 18

Early Release Days- Oct. 2, Nov. 6,
Dec. 4, Feb. 5, Mar. 4, Apr. 1, May 6

- a. Evening open house-Aug. 20
- b. First day of school - full day-Aug. 22
- c. Progress reports computed
- d. Parent-teacher conferences in evening
- e. Last day – full day
- f. Last day if 3rd snow day is used

- School not in session
- () Administrative offices closed
- Professional Development Day – No School
- Work/Plan Day
- △ Early Release (2 hours)
- * End of quarterly school period

Certified staff duty days – 174.5
 Student contact days – 162
 Early Release/Collaborative Time – 14 hrs.
 Professional Development Days – 5
 Work/Plan Days – 5
 Flex/Work Day - .5

CONSIDER RATIFICATION OF THE 2019-20 NEGOTIATED AGREEMENT

It was moved by Mrs. Armstrong, seconded by Mrs. Braun, and carried by unanimous vote that the board ratify the 2019-20 negotiated agreement.

CONSIDER SEALED BIDS FOR THE SALE OF THE PROPERTY AT 213 SCOTT AVE.

No action was taken as no bids were received.

EXECUTIVE SESSION – 12:52 P.M.

It was moved by Mr. Stewart, seconded by Mrs. Armstrong, and carried by unanimous vote that the board go into executive session to discuss the employment of personnel for the 2019-20 school year pursuant to the non-elected personnel exception under KOMA and to discuss potential litigation with our legal counsel under the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA and that the open meeting resumes in the community room at 1:15 p.m.

The executive session was required to protect the privacy rights of an identifiable individual and to protect the district's right under the attorney-client relationship.

The board invited Superintendent Ted Hessong; Gina Shelton, Board Clerk; and KASB legal counsel to attend the executive session.

OPEN SESSION – 1:15 P.M.

CONSIDER EMPLOYMENT

It was moved by Mrs. Hudiburg, seconded by Mr. Wood, and carried by unanimous vote that the board approve the following employment items:

- A. Resignation of Curt Toll, high school teacher aide, effective at the end of the 2018-19 school year



Connie Billionis <connie.billionis@usd234.org>

Fwd: Resignation

Ted Hessong <ted.hessong@usd234.org>

Tue, Jul 16, 2019 at 9:33 AM

To: Connie Billionis <connie.billionis@usd234.org>, Gina Shelton <gina.shelton@usd234.org>

----- Forwarded message -----

From: Curt Toll <curt.toll@usd234.org>

Date: Tue, Jul 16, 2019 at 8:40 AM

Subject: Resignation

To: <atoth@usd234.org>

To Amber Toth,

Please accept this email as formal notification that I am resigning my position as a Teacher Aide at Fort Scott High School at the completion of my responsibilities for the 2018-19 school year. I am thankful to USD 234 for allowing me to be an influence on its students for the last 17 years. I am especially grateful to Jim Barrows for teaching me so much about education and also for being an amazing friend. I have really enjoyed working with so many great people who truly mean so much to me.

I would respectfully request to continue as Fort Scott High School Assistant Track Coach. I have received permission from my future employer to stay in this role. I have communicated with Mr. DeLaTorre, Coach Armstrong, and Coach Bogina concerning staying in this position. They are all supportive of me continuing in this role.

Thank you for your consideration in this matter.

Sincerely,

Curt Toll

Sent from my iPad

--

Amber Toth
Fort Scott High School, Principal
620-223-0600
1005 S. Main Street
Fort Scott, KS 66701

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Be Connected...

Ted Hessong
Superintendent
Fort Scott School District
TIGER PRIDE!!!
620-223-0800

"The best kind of PRIDE is that which compels a person to do their best when no one is watching."

B. Resignation of Debra Baimi, middle school paraprofessional, effective August 16, 2019



Connie Billionis <connie.billionis@usd234.org>

Fwd: Resignation

Ted Hessong <ted.hessong@usd234.org>

Thu, Jul 18, 2019 at 9:56 AM

To: Connie Billionis <connie.billionis@usd234.org>, Gina Shelton <gina.shelton@usd234.org>

FYI

----- Forwarded message -----

From: Debra Baima <debra.baima@usd234.org>

Date: Thu, Jul 18, 2019 at 6:29 AM

Subject: Resignation

To: Ted Hessong <ted.hessong@usd234.org>, Nicki Traul <nicki.traul@usd234.org>

Mr. Hessong and Ms. Traul;

I would like to thank the Fort Scott School District for the chance that you have given me to work with a great bunch of teacher's and para's. I have enjoyed working at the Middle School and the students that I had the pleasure of getting to know. I have learned a lot from everyone that I have worked side by side with or help teach. I will miss the staff at Fort Scott Middle School.

Sincerely,

Debra Baima



Connie Billionis <connie.billionis@usd234.org>

Fwd: Resignation

Ted Hessong <ted.hessong@usd234.org>

Thu, Jul 18, 2019 at 9:56 AM

To: Connie Billionis <connie.billionis@usd234.org>, Gina Shelton <gina.shelton@usd234.org>

FYI

----- Forwarded message -----

From: Debra Baima <debra.baima@usd234.org>

Date: Thu, Jul 18, 2019 at 6:45 AM

Subject: Resignation

To: Ted Hessong <ted.hessong@usd234.org>, Nicki Traul <nicki.traul@usd234.org>

I am sorry I forgot to include my final date of employment will be August 16, 2019
thank you again.

Sincerely,

Debra Baima

--

C. Resignation of Gary Floyd, high school paraprofessional, effective at the end of the 2018-19 school year

7/23/2019

USD 234 Fort Scott Mail - Fwd: Schooling



Connie Billionis <connie.billionis@usd234.org>

Fwd: Schooling

Nicki Traul <nicki.traul@usd234.org>
To: Connie Billionis <cbillionis@usd234.org>

Tue, Jul 23, 2019 at 3:49 PM

----- Forwarded message -----

From: Gary Floyd <gary.floyd@usd234.org>
Date: Thu, Jul 18, 2019 at 10:23 AM
Subject: Schooling
To: Nicki Traul <nicki.traul@usd234.org>

Hey Nicki, sorry for the late notice. I will be resigning from being a para. I got enrolled at PSU and the classes I need aren't offered online this semester. So I'll have to take classes on campus. Then next semester I'll be able to take the ones I need online. Thank you for allowing me to be a para. I enjoyed being around the kids and great staff. Also, thank you for pointing me in the right direction for schooling.

--
G.Floyd

D. Resignation of Alyssa Park, high school cook, effective July 24, 2019

To whom it may concern

As of July 24th, 2019 I Allysa A. Park
officially resign from my position as cook
at Fort Scott High School.

Allysa Anne Park

- E. Transfer of Brenda Hill, Eugene Ware instructional coach, to elementary instructional coach for the 2019-20 school year

Unified School District 234

424 South Main
Fort Scott, KS 66701-2697
www.usd234.org
620-223-0800 Fax 620-223-2760

TED HESSONG
Superintendent

NICKI TRAU
Assistant Superintendent



DATE: July 25, 2019

TO: Board of Education

FROM: Ted Hessong, Superintendent of Schools

I would like to recommend the transfer of Brenda Hill, Eugene Ware instructional coach, to elementary instructional coach for the 2019-20 school year.

F. Contract extension for Josh Messer, high school counselor, for the 2019-20 school year

July 19, 2019

Mr. Hessong,

I am writing to request an extended contract for Josh Messer. I would like his contract to be extended to match the current number of days for other counselors in our building. Mr. Messer is instrumental in the end of the year wrap up and currently does the work without being compensated. He has worked very hard this last school year to institute a variety of systems and processes in the counseling department and we would find it valuable to have this extra time.

Thank you,

Amber Toth
Fort Scott High School Principal

- G. Appointment of Robyn Kelso as the high school attendance officer for the 2019-20 school year
- H. Employment of Emily Elliott for high school vocal presentations and musical music director/middle school vocal presentations for the 2019-20 school year
- I. Employment of Delynn Abati as high school play assistant for the 2019-20 school year
- J. Employment of Taylor Qualls as high school play assistant for the 2019-20 school year
- K. Resignation of Stewart Guss, Eugene Ware custodian/bus driver, from his bus driver duties only, for the 2019-20 school year

7-10-19

I Stewart Guss resign from my
1 hr bus driving. I would like to
resume my 8 hr custodian position.

Thank You
Stewart Guss

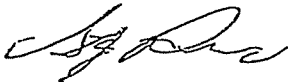
- L. Employment of Amy Harper as high school sophomore sponsor for the 2019-20 school year
- M. Resignation of Stacey Dawson, high school custodian, effective at the end of the 2018-19 school year

July 27, 2019

Daniel,

After much thought, I have decided to resign from my custodial position at Fort Scott High School at the end of my 2018-2019 contract. I appreciate the opportunity and I am grateful to have worked with such great people.

Sincerely



Stacey Dawson

CONSIDER ADMINISTRATIVE AND CLASSIFIED SALARIES FOR THE 2019-20 SCHOOL YEAR

It was moved by Mrs. Armstrong, seconded by Mrs. Braun, and carried by unanimous vote that the board approve a 5% increase for administrative and classified staff for the 2019-20 school year.

ADJOURN – 1:17 P.M.

ATTEST:

Board President

Board Clerk