

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

November 14, 2022

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, November 14, 2022 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:

Board Members Present	Others Present
Gail Misch Darrel Harbaugh Karen Rittenhouse Robert Roesky Jason Barnett LaKisha Johnson	Dr. Craig Correll...Superintendent Lora Stalford...Curriculum Director Michael Speer...Asst. Sup./Bus. Manager Matt Jordan...KGGF Radio Kris Crane... Dir. Indian Education Erin Lee
Board Members Absent	
Dr. Jerry Hamm	

Adoption of Agenda:

Motion made by Jason Barnett to adopt the agenda, second by LaKisha Johnson.
 Motion carried 6-0.

Adoption of Consent Agenda:

Motion made by Karen Rittenhouse to adopt the consent agenda, second by Robert Roesky.
 Motion carried 6-0.

- A. Approval of Minutes of Regular Meeting, October 10, 2022
- B. Approval of Bills and Treasurer's Report

Payroll/Liabilit	\$ 614,471.64	Vocational	\$ 518.34		\$ -
General Fund	\$ 295,939.57	Indian Ed.	\$ 2,092.42	Title IV	\$ -
LOB	\$ 93,843.49	JOM	\$ 637.42		\$ -
4 Yr old AR	\$ 470.49	KPERS	\$ -	21st CCLC-CES	\$ 34.24
At-Risk	\$ 316.75	Textbook	\$ -	21st CCLC-ELC	\$ -
Bilingual	\$ 89.68	Activity	\$ 4,115.40	ECBG Grant	\$ 14,852.24
Virtual	\$ 3.00	Bond & Int.	\$ -	PAT MEICHV	\$ 7,042.79
Capital Outlay	\$ 27,866.62	Rec. Comm.	\$ -	KU Com. Health	\$ 8.11
Driver's Ed.	\$ 1.25	Rec. Benefits	\$ -	Afterschool	\$ 14.03
Food Service	\$ 107,264.22	Gifts/Grant	\$ 7,657.00	ESSER II	\$ 10,522.50
In-Service	\$ 1,050.95	FKHS Pool	\$ 8,524.93		
Parent Ed.	\$ 322.21	Title I	\$ 235.14		
Special Ed.	\$ 509,107.80	Title II-A	\$ -		

- C. Child Nutrition Report

- D. Travel Report
- E. Acceptance of Resignations/Retirement
 - 1. Resignation - MacKenzie White, Secretary, RMS
 - 2. Resignation - Crockett Ward, Theatre Teacher, RMS/FKHS (12/16/2022)
 - 3. Retirement - Kris Crane, Indian Education Director (12/31/2022)

Miscellaneous Reports and Discussion:

Positive Comments:

- LaKisha Johnson commented on the students earning the EK League nominations for volleyball, football and soccer. Mrs. Johnson also commented on the recent fall sports banquet, and that fall sports officially started today. Mrs. Johnson commented on how the students, staff and community all rallied around the Wade family.
- Karen Rittenhouse commented on the outpouring of the Caney community raising funds for the Wade family.
- Jason Barnet commented on the way the visiting team coach and students acted during the football game in respect of the Wade family.
- Lakisha Johnson gave a shout out to Kimberley Jones for being recognized for her small business in photography and all of the pictures she has taken of the students. She also commented on the CES Boosters having many plans and fundraisers to provide funds for various student activities.

LaKisha Johnson left the meeting at 5:08 pm

LaKisha Johnson returned to the meeting at 5:09 pm

- Darrel Harbaugh congratulated Mr. Wade for being named the SEK Coach of the Year.

Central Office Reports:

- 1. Superintendent
 - A. Kris Crane, Director of Indian Education
 - i. Kris started with the Indian Education program in 1993. During her time with the district she worked many different positions. She left for a couple of years but returned to the district in 2014 as the Director of Indian Education.
 - ii. Erin Lee has been on the parent committee for several years and will be taking over as the Director of Indian Education when Kris retires in December.
 - iii. The district has the Native American Grant (Title VI Program) as well as the Johnson O'Mally (JOM) grant.
 - iv. Title VI is federally funding through the Office of Indian Affairs in Washington. For JOM students must have their Indian card for the Cherokee Nation. The Title VI program is roughly \$100,000 each year. The JOM grant is about \$6,000 per year.
 - v. The goals are similar for both grants, but the JOM funds are given directly to the tribes to determine the best way the funds are to be spent whereas the Title VI grant comes from the Office of Indian Affairs directly to the school district. Both grants require an approved budget submitted for allowable expenses.
 - vi. The Title VI funds help to support the Native American Club at the high school and middle school as well as afterschool tutoring. JOM funds typically help pay for book fees for the students. The budgets are set by parent committees for each grant. Coffeyville is the only Kansas school district in the Cherokee Nation.

- vii. All expenses are centered around Native American culture and heritage, but is available for all students, not just Native American students. Field trips are used as incentives for the students based on grades and attendance.
 - viii. The Annual Native Unity Gathering is an event available for students, parents and the public to attend. This is a great opportunity for people to come and learn about Native American culture and heritage. Each year the attendance has grown with the recent year over 800 people in attendance.
2. Business Manager/Clerk of the Board
- A. Michael Speer reviewed the action items and gave information to the board.
 - i. Panorama Education has already been approved by the board earlier as a district program. This is included on the agenda as the 2022-2023 school year amount is \$20,000 and needs to be approved by the board.
 - ii. Handbook changes included the further separation of employee classifications to better clarify where an employee is located. Most of the changes were made of cleaning up minor language and reorganizing the handbooks to read better.
 - iii. VIRCO classroom furniture will be purchased for the 4th and 5th grade classrooms at CES. This will be done with ESSER II funds. The total cost for the furniture is \$17,168.00.
 - iv. A retention incentive will be processed for all full-time and part-time set hour staff in the district. This will not include substitute teachers or rule 10 coaches. Tri-County staff who work in the district on a permanent basis will be included although the details have yet to be flushed out. Full-time staff will be given \$1,000 incentive and part-time (those less than 6 hours per day) will be given \$500 as a retention incentive for returning in the 2022-2023 school year. The approximate cost of the retention incentive is \$287,000.
 - v. Dr. Correll attended the Superintendent of the Year gala event in Washington D.C. recently. The per diem request is being made to reimburse him for meal expenses that go outside the district's normal meal expense procedure. The per diem amount is what the district is moving towards, but with the summer being extremely busy, the updated plan has not yet been finished. This is planned on being presented to the board along with the internal controls and procedures later in spring 2023.
 - vi. The items listed on the excess equipment list that will be sold will be posted on the district's website and social media pages. Other equipment will be disposed of in various fashions according to what is allowed for the individual item. Individual prices will be assigned to the various items that are being sold. Funds will be deposited into the Capital Outlay fund.

Tri-County Special Education Report

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

- Mr. Roesky gave a report on students and how one specific student is progressing with the use of technology.
- There were two meeting agendas that was covered.
- Maintenance of Effort was discussed and the four different categories. Tri-County makes that maintenance of effort typically in at least one of the four.
- The Job Olympics was held. This has been on hold for a few years due to COVID. The goal is for the students to go through an interview process and work on skills for interviewing. Additional items included stacking and ingredient selections. Sonic donated over 200 hamburgers and fries for the workers and students who participated.

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

Action Items:

Board action to approve the Superintendent's recommendation of Panorama Education platform for 2022-2023 school year.

Motion made by Jason Barnett to approve the Superintendent's recommendation of Panorama Education platform for 2022-2023 school year for \$20,000. Seconded by Robert Roesky. Motion carried 6-0.

Board action to approve the Superintendent's recommendation of the 2022-2023 Employee Handbook District Staff.

Motion made by Karen Rittenhouse to approve the Superintendent's recommendation of the 2022-2023 Employee Handbook District Staff. Seconded by Gail Misch. Motion carried 6-0.

Board action to approve the Superintendent's recommendation of the 2022-2023 Employee Handbook Bargaining Unit.

Motion made by Jason Barnett to approve the Superintendent's recommendation of the 2022-2023 Employee Handbook Bargaining Unit. Seconded by Robert Roesky. Motion carried 6-0.

Board action to approve the Superintendent's recommendation of a retention incentive to be paid to all returning district staff for the 2022-2023 school year out of the ESSER III funds.

Motion made by LaKisha Johnson to approve the Superintendent's recommendation of a retention incentive to be paid to all returning district staff for the 2022-2023 school year out of the ESSER III funds. Seconded by Karen Rittenhouse. Motion carried 6-0.

Board action to approve the Superintendent's recommendation and purchase classroom furniture using ESSER II funds from VIRCO for \$17,168.00.

Motion made by LaKisha Johnson to approve the Superintendent's recommendation to purchase classroom furniture using ESSER II funds from VIRCO for \$17,168.00. Seconded by Karen Rittenhouse. Motion carried 6-0.

Board action to approve per diem meal expenses for the Superintendent of the Year conference in Washington D.C.

Motion made by LaKisha Johnson to approve per diem meal expenses for the Superintendent of the Year conference in Washington D.C.. Seconded by Gail Misch. Motion carried 6-0.

Board action to approve the Superintendent's recommendation and dispose of excess equipment.

Motion made by Robert Roesky to approve the Superintendent's recommendation and dispose of excess equipment. Seconded by Jason Barnett. Motion carried 6-0.

Action Items Personnel:

Board action to approve the Superintendent's recommendation of employment

Motion made by LaKisha Johnson to approve superintendent's recommendation for employment of:

Erin Lee, Director of Indian Education
Terry Chew, Maintenance Personnel
Dottie Decker, Building Secretary, RMS
Victoria Barnett, Building Secretary, ELC

Seconded by Karen Rittenhouse. Motion carried 6-0.

Board action to approve the Superintendent's recommendation of supplemental contracts

Motion made by Gail Misch to approve superintendent's recommendation for employment of:

Brittany Stevenot, Assistant Girls Wrestling Coach, FKHS
Deonta Wade, Assistant Boys Wrestling Coach, FKHS (*transfer to open boys' position*)

Seconded by LaKisha Johnson. Motion carried 6-0.

Executive Session:

Motion made by Jason Barnett to move into executive session for 30 minutes to discuss an employee(s) performance pursuant to the nonelected personnel exception under the Kansas Open Meetings Act, and the open meeting will resume in this room at 6:40 pm. Seconded by Karen Rittenhouse. Motion carried 6-0.

Reconvened to Open Session at 6:40 p.m. with no action taken.

Motion made by Karen Rittenhouse to move into executive session for 20 minutes to discuss an employee(s) performance pursuant to the nonelected personnel exception under the Kansas Open Meetings Act, and the open meeting will resume in this room at 7:10 pm. Seconded by Jason Barnett. Motion carried 6-0.

Reconvened to Open Session at 7:05 p.m. with no action taken.

Adjournment:


Motion made by Jason Barnett to adjourn the USD 445 Board of Education meeting. Seconded by LaKisha Johnson. Motion carried 6-0.

At 7:26 p.m., President, Darrel Harbaugh adjourned this November 14, 2022 regular session of the governing Board of Education for Coffeyville Unified Schools District 445.

Monday, November 14, 2022

Coffeyville USD 445 Board of Education Meeting

Coffeyville USD 445 Indian Education Program 2022-23

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- USD 445 Coffeyville administers an Indian Education Program for all Native students, grades PK-12
 - The program is made up of two components; Title VI Program, whose funds come from a grant generated by the Office of Indian Education (\$99,625.00 for 22-23 SY), and Johnson-O'Malley (JOM) whose funds come from a grant generated by the Cherokee Nation JOM Co-Partner Program (\$8,257.42 for 22-23 SY)
 - The enrollment of total students in USD 445 in the second week of October was 1,851; with 389 of those students enrolled in Title VI (21% of students); of those 389 enrolled in Title VI, 154 (40%) were also enrolled in our JOM Program.

What's the difference between Title VI and JOM?



- Title VI is a federally funded program from the Dept. of Education and funded through the Office of Indian Education to address academic and cultural education of American Indian students. Students eligible for Title VI must be a member of a federally recognized tribe and have either their own tribal certification, or a parent or grandparent must have their own certification. A federal form 506 is kept on file in the 445 Indian Education Office.
- JOM (Johnson-O'Malley) is named after the congressmen who proposed the legislation in 1934. It has very much the same goals as Title VI, but is funded by the Bureau of Indian Affairs, which have entered into agreements with tribes. The different tribes determine the guidelines of how the monies are to be spent. Coffeyville's JOM Program is funded through the Cherokee Nation JOM Co-Partner Program.

What Does the Indian Ed Director Do?

- We are a one-person department; working closely with our 445 Deputy Superintendent, Mike Speer. The Director takes care of writing both the Title VI and JOM grants each Spring and the Annual Performance Reports each Fall. The Director is the sponsor of both the FKHS & RMS Native American Clubs and is responsible for the day to day operation of the CE Indian Club; the hiring and supervision of the Indian Ed. Aides (4); the creation and planning for the activities for each week; putting together field trips, public events, working with local area tribes and tribal organizations such as Native American Fellowship, Inc., Oklahoma Union Indian Education, and Cherokee Nation. Coordinating cultural and supportive services for Native students in our district; the enrollment/recruitment of students into both Title VI and JOM; attending professional activities/conferences/events to learn more about Native customs, traditions, heritage in order to be a more effective director and taking care of all the clerical and paperwork for the program.

Components of the USD 445 Indian Education Program

- Elementary Level
- Junior High and High School Level
- Community Outreach

What We Do

- At the elementary level, Title VI funds are used to implement “Indian Club” for grades K-6, which meets three days each week during the school year for two hours each day. The week after school is dismissed in May, the students attend a field trip to Woolaroc as well. The students have the opportunity to learn about the cultural, traditions, and heritage of American Indians through games, crafts, music, storytelling, and presentations. JOM funds are used to help cover book fee costs, and depending on the amount of the grant, we have also given out school supplies.



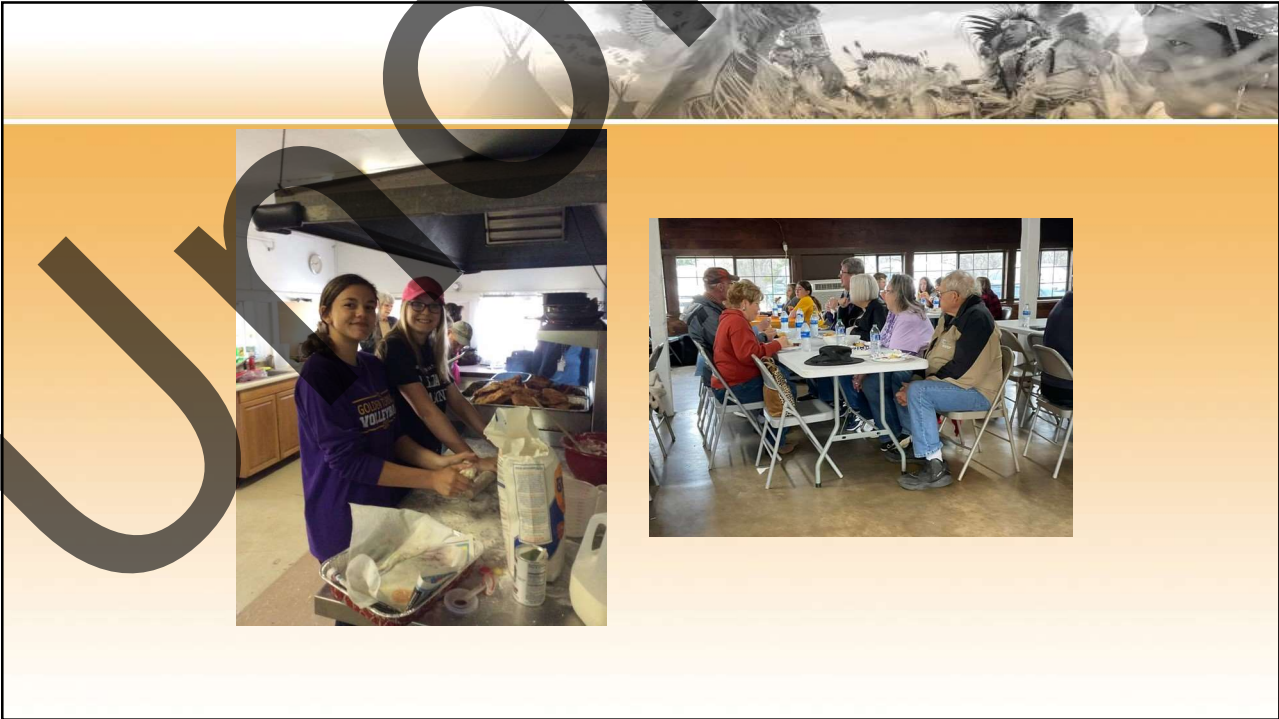
Indian Club students working on Cornhusk Doll craft

Community Elementary



What We Do (cont'd)

- At the junior high and high school levels, Title VI funds are used to pay for costs for Native American Club activities and field trips. Both RMS & FKHS have their own Native American Club, which meets each month. To be eligible to attend field trips, students must be making a "C" or better in all classes. Field trips are culturally relevant as well; we have visited the Will Rogers Museum and Birthplace Ranch, Woolaroc Museum, Bartlesville History Museum, Dalton Defenders Museum, Baxter Springs Museum, Murrell Home, and Cherokee Nation Museum. In April each year, Club members take a field trip to Cedar Bluff Camp for our annual Food & Craft Day; students learn how to make various crafts and frybread and we invite elders to visit and eat with us as well. JOM funds help pay partial book fees, and for FKHS JOM Seniors, \$25.00 towards their cap & gown is paid, and the seniors are invited to a luncheon in February where they are given college resource packets with tribal scholarships/grants information, a JOM Honor Cord to wear at graduation, and are honored with a blanket for this achievement in their life.





What We Do (cont'd)

- **Community Outreach:** Through our Title VI funds, we provided opportunities for the students, parents, and public to attend cultural events such as our Annual Native Unity Gathering held in September; a dance performance at Dalton Days in October; and in November, we provide a dance/flute presentation to the entire Community Elementary population of students/teachers. Our elementary Indian Club sends crafts to the Cherokee Nation Veterans Center twice a year; Veterans Day and Valentines Day. Additionally, our junior high and high school clubs, along with help from our local Native Community Group (NAFI), raised funds to purchase Thanksgiving dinner supplies for two needy families in our community. We also participate in the Downtown Coffeyville Christmas Parade in December.





Conclusion

- Both Title VI and JOM funds have made a huge impact on our Native American student population. These funds allow us to focus exclusively on culture and encourages the students to gain knowledge and appreciation of their Native ancestry.



11/14/2022

Business Manager / Clerk of the Board Action Item Information

2022-2023 Employee Handbook Changes

- Employee Handbook Names:
 - Bargaining Unit
 - District Staff
- Each contain much of the same information for handbooks under HR and Payroll requirements.
- Main reason for the change was to clarify employee types and which handbook to use.
- Bargaining Unit:
 - All licensed teachers covered under the negotiated agreement (teachers, librarians)
- District Staff:
 - Everybody else (administrators, counselors, social workers, hourly staff, rule 10 contracted staff)



CES Furniture Purchase

- All classrooms, 4th and 5th Grades
- Replaces the cloth chairs.
- Helps to reduce the spread of germs that cause illness by being able to be cleaned regularly.

	Qty:	VIRCO Direct Conway, AR Quote #: 8273796		Indoff Coffeyville, KS Quote #: 8595869		Worthington Direct Dallas, TX Quote #: QTE064609		School Outlet Stateline, NV Quote #: G7467015	
		Cost/ea.	Total	Cost/ea.	Total	Cost/ea.	Total	Cost/ea.	Total
VIRCO #N218 Chair	148	59.45	8,798.60	78.40	11,603.20	68.50	10,138.00	68.77	10,177.96
VIRCO #N216 Chair	148	56.55	8,369.40	74.60	11,040.80	72.50	10,730.00	65.42	9,682.16
Shipping							1,192.17		2,453.68
Total Cost	296		17,168.00		22,644.00		22,060.17		22,313.80

ESSER III Retention Incentive

- Retention Incentive to be paid out to district staff
- Allowable use of ESSER III funds
- Employees will be given an incentive for returning to the district for the 2022-2023 school year
- Retention Incentive amount of \$1,000 / \$500 per employee
- Total Cost approximately \$285,000
- Will be a special check written to each employee, so an additional payroll that will appear on the books
- Does not include substitutes or rule 10 coaches

Excess and Old Equipment

Qty	Description	Disposal
2	HVAC unit: TRANE 4-ton package 480-volt units (Used 2 years)	Purple Wave
2	Scoreboards removed from FKHS gym + controllers	Sell / Disposal
1	DC powered paint sprayer	Sell: \$25 / Disposal
1	Pallet of electric disconnects	Sell / Purple Wave
3	Walk-behind floor machines	Disposal
3	Section of 6 lockers from RMS hallway	Sell / Disposal
75	Cloth chairs	Disposal
1	Wall bookcase	Disposal
750	N22 80s6 Lenovo Student Laptops	Sell: \$35 ea.
1	Old computer desk	Disposal
3	Tall kitchen carts (no longer functional)	Disposal
8	Small kitchen carts (no longer functional)	Disposal
1	Mixer	Disposal

Monday, November 14, 2022

Coffeyville USD 445 Board of Education Meeting