

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

**October 9, 2023**

**Regular Meeting 4:00 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, October 9, 2023 at 4:00 p.m. at the Board of Education Office, 615 Ellis, Coffeyville, KS 67337. President, Jason Barnett called the meeting to order at 4:00 p.m.

**Roll Call:**

| <b>Board Members Present</b>   | <b>Others Present</b>   |
|--|---|
| Gail Misch<br>Darrel Harbaugh<br>Karen Rittenhouse<br>Jason Barnett<br>LaKisha Johnson | Dr. Craig Correll...Superintendent<br>Michael Speer...Dep. Sup./Bus. Manager<br>Lora Stalford...Asst. Sup/Curriculum Director<br>Dr. Amanda Cavaness...Principal, ELC<br>Matt Jordan...KGGF Radio<br>Hanna Emberton ...Coffeyville Journal<br>Cindy Price – Community Member<br>Andy Taylor...Montgomery County Chronicle |
| <b>Board Members Absent</b>  |   |
| Robert Roesky  |   |

**Adoption of Agenda:**

Motion made by LaKisha Johnson to adopt the agenda, second by Darrel Harbaugh.  
 Motion carried 5-0.

**Adoption of Consent Agenda:**

Motion made by LaKisha Johnson to adopt the consent agenda, second by Karen Rittenhouse.  
 Motion carried 5-0.

- A. Approval of Minutes of Regular Meeting, September 11, 2022
- B. Approval of Bills and Treasurer's Report

|                         |               |                        |              |                       |              |
|-------------------------|---------------|------------------------|--------------|-----------------------|--------------|
| <b>Payroll/Liabilit</b> | \$ 647,679.03 | <b>Vocational</b>      | \$ 10,956.65 | <b>Title I-C Mig.</b> | \$ -         |
| <b>General Fund</b>     | \$ 221,003.88 | <b>Indian Ed.</b>      | \$ 6,488.33  | <b>Title IV</b>       | \$ -         |
| <b>LOB</b>              | \$ 35,000.92  | <b>JOM</b>             | \$ -         | <b>Title VI-B</b>     | \$ 1,203.70  |
| <b>4 Yr old AR</b>      | \$ 34.54      | <b>KPERS</b>           | \$ -         | <b>21st CCLC-CES</b>  | \$ 4,762.00  |
| <b>At-Risk</b>          | \$ 449.25     | <b>Textbook</b>        | \$ 8,790.34  | <b>21st CCLC-ELC</b>  | \$ 3,163.95  |
| <b>Bilingual</b>        | \$ 213.56     | <b>Activity</b>        | \$ 7,045.59  | <b>ECBG Grant</b>     | \$ 90.57     |
| <b>Virtual</b>          | \$ 4.14       | <b>Bond &amp; Int.</b> | \$ -         | <b>PAT MEICHV</b>     | \$ 4,074.80  |
| <b>Capital Outlay</b>   | \$ 28,224.75  | <b>Rec. Comm.</b>      | \$ -         | <b>KU Com. Health</b> | \$ 11.56     |
| <b>Driver's Ed.</b>     | \$ 148.78     | <b>Rec. Benefits</b>   | \$ -         | <b>Afterschool</b>    | \$ 13.03     |
| <b>Food Service</b>     | \$ 138,651.13 | <b>Gifts/Grant</b>     | \$ -         | <b>ESSER III</b>      | \$ 66,466.37 |
| <b>In-Service</b>       | \$ 116.00     | <b>FKHS Pool</b>       | \$ -         | <b>KDHE COVID</b>     | \$ 4,939.50  |
| <b>Parent Ed.</b>       | \$ 620.72     | <b>Title I</b>         | \$ 82.09     | <b>ARE-HCY-II</b>     | \$ 1,406.09  |
| <b>Special Ed.</b>      | \$ 79,709.96  | <b>Title II-A</b>      | \$ 36.96     |                       |              |

- C. Child Nutrition Report

- D. Travel Report
- E. Coffeyville Recreation Commission (CRC) Report
- F. Acceptance of Resignations/Retirement
  - 1. Resignation – Kelsea Watkins, Asst. Girls Basketball Coach, RMS
  - 2. Resignation – Naomi Wallis, Transition Liaison, ELC *(October 5, 2023)*

**Miscellaneous Reports and Discussion:**

**Positive Comments:**

- Gail Misch commented on the FKHS NADO Marching Band receiving a 1 rating at Emporia in a recent band competition and on the Cross Country team placing 3<sup>rd</sup> at a meet in Independence. Mrs. Misch also commented on the homecoming festivities that were held recently.
- Darrel Harbaugh commented on the upcoming CCC Marching Band festival at VMS and the FKHS Drama play “The Stinky Cheese Man” being held Thursday, Friday and Saturday at 7:00 pm. Mr. Harbaugh also commented on the class reunions that recently toured through the high school, all saying they enjoyed the tour and like the improvements that have been made to the facility.
- LaKisha Johnson commented on the first ever FKHS Girls Golf tournament and how well it went. Mrs. Johnson also gave a big thank you to all the local businesses that have supported student activities, especially SONIC that has been a tremendous supporter of student activities.

**Central Office Reports:**

- 1. Superintendent
  - A. Kansas Can Star Recognition
    - i. USD 445 Coffeyville received the following Kansas Can Star Recognition Awards:
      - a. Social-Emotional – Silver
      - b. Kindergarten Readiness – Bronze
      - c. Graduation - Gold
  - B. Kindergarten Readiness
    - i. Dr. Cavaness Principal at the Dr. Jerry Hamm Early Learning Center, presented information to the school board for the 3 and 4-year old students at the ELC
    - ii. The report is presented and data gathered by WSU. The report generated is only for the students of Coffeyville and not the entire state as other reports. This report is generated for ECBG and WSU.
    - iii. Students with Risk factors – 50% of the students have at least 3 risk factors. Only 6% of the students do not have any risk factors.
    - iv. Families – 171 families served in 2022-2023. The ELC had 77% qualify for free or reduced lunch compared to the county at 66%. 25% of the students did not have English as their primary language compared to the county with only 4%.
    - v. CLASS Observation tool – The ELC received a score of 73% high quality PreK classrooms.
    - vi. On two of the three literacy areas, the percentage of students qualifying as proficient increased significantly. The third area is a challenge especially with the transient students in/out of the ELC. Historically the number of students in the spring is higher than the actual enrollment in the fall.
    - vii. Students have individualized education programs implemented based on their individual needs. Growth is taking place at the lower end, and at the same time with the higher achieving students.

- viii. The ELC has the top learning environment in the entire state according to the ECBG/WSU report.
- C. Out of District Procedures
  - i. A mandate that was implemented by the Kansas Legislature for each school district in the state to adopt.
  - ii. Typically, we enroll every student who wishes to come, unless they are serving an expulsion. Tonight's will be the first read of the policy. This needs to be in place by January 1. The policy basically says you cannot deny a student unless they have met a certain threshold, such as an expulsion.
  - iii. Darrel Harbaugh read the proposed policy to the board and those in attendance at the meeting.
  - iv. Proposed policy will be posted on the district's website for review.
  - v. Hearing information will be published in the newspaper for two consecutive weeks prior to the hearing being held in November at the regular board meeting.
- 2. Curriculum Director
  - A. Teacher Licensure
    - i. Lora Stalford presented information to the Board on Teacher Licensure and current teachers in the district.
    - ii. 2.5% of the current teachers are enrolled in an Alternative Program to get their actual teaching license.
      - a. Those is the WSU TAP program or the Transition to Teaching program, the teacher holds a specific teaching license for that program from KSDE.
    - iii. 6.2% of the teachers are on a substitute license.
    - iv. Also presented to the board was a handout list of items that will be required for all teachers who do not yet have an actual teaching license.
- 3. Business Manager/Clerk of the Board
  - A. Preliminary Enrollment Information
    - i. Preliminary enrollment numbers and totals were presented to the Board
    - ii. Information is what is currently being reported on the Superintendent's Organization report (SO66).
  - B. School Accounting Software
    - i. Information regarding two accounting software programs were presented to the school board.
    - ii. The finance team reviewed demos and saw the systems in use.
    - iii. Skyward is a robust system with many different additional options that may be purchased. Cost is approximately \$70,000 to implement.
    - iv. Software Unlimited is focused on accounting and does not go into student systems. Cost is approximately \$10,000 to implement.

**Tri-County Special Education Report**

No Tri-County report was available

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

**Action Items:**

**Board action to approve the Superintendent's recommendation and publish the "Out of District Hearing" information in the newspaper.**

Motion made by Darrel Harbaugh to approve the Superintendent's recommendation and publish the "Out of District Hearing" information in the newspaper. Seconded by Karen Rittenhouse. Motion carried 5-0.

**Board action to approve the Superintendent's recommendation of purchase of Wonders Science Curriculum for Community Elementary from McGraw Hill for \$71,346.78.**

Motion made by Gail Misch to approve the Superintendent's recommendation of purchase of Wonders Science Curriculum for Community Elementary from McGraw Hill for \$71,346.78. Seconded by Karen Rittenhouse. Motion carried 5-0.

**Board action to approve the Superintendent's recommendation and purchase Software Unlimited as the district's new school accounting software.**

Motion made by LaKisha Johnson to approve the Superintendent's recommendation and purchase Software Unlimited as the district's new school accounting software. Seconded by Darrel Harbaugh. Motion carried 5-0.

**Board action to approve the Superintendent's recommendation for and RFP for HVAC system and installation at the Dr. Jerry Hamm Early Learning Center gymnasium area.**

Motion made by Darrel Harbaugh to approve the Superintendent's recommendation for and RFP for HVAC system and installation at the Dr. Jerry Hamm Early Learning Center gymnasium area. Seconded by LaKisha Johnson. Motion carried 5-0.

**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:

Paul Austin, Child Nutrition Cook  
Brynn Barron, Teacher Assistant P/T, ELC  
Terry Chew, Maintenance, District  
Jared Chastain, Maintenance Director, District

Seconded by Darrel Harbaugh. Motion carried 5-0.

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

Motion made by Karen Rittenhouse to approve superintendent's recommendation for employment of:

Kelsea Watkins, Head Girls Basketball Coach, RMS  
Alex Dodsworth, Assistant Basketball Coach – Boys, RMS  
Alex Dodsworth, Assistant Basketball Coach – Girls, RMS

Seconded by Gail Misch. Motion carried 5-0.

**Board action to approve the Superintendent’s recommendation for employee termination:**

Motion made by Darrel Harbaugh to approve superintendent’s recommendation to terminate the employment of:

Marcia Egermeier, Child Nutrition Floor Manager

Seconded by Karen Rittenhouse. Motion carried 5-0.

**Adjournment:**

At 5:58 p.m., President, Jason Barnett adjourned this October 9, 2023 regular session of the governing Board of Education for Coffeyville Unified Schools District 445.

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Clerk of the Board

Unofficial

# USD 445

Board of Education  
October 9, 2023

# Superintendent's Report

October 9, 2023

# Kansas Can Star Recognition Program

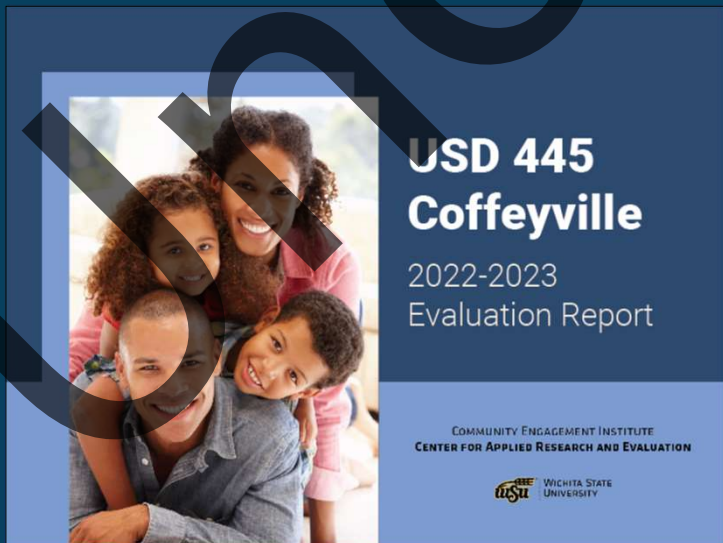
The Kansas Can Star Recognition Program recognizes district success in the outcome measures Kansans told us they value, and it is clear that Coffeyville and other Kansas districts like yours are moving us closer to achieving the state's vision.

KSDE and the State Board are pleased to present Coffeyville the following recognition for 2023:

- **Social-Emotional Growth**      **SILVER**
- **Kindergarten Readiness**      **BRONZE**
- **Graduation**      **GOLD**



# Kindergarten Readiness



2022-2023  
Evaluation Report  
USD 445Coffeyville  
Wichita State University

# Out of District Procedure - First Read



1. Posted on the USD website under Board policies \ updated
2. Published in the newspaper two consecutive weeks prior to adoption by the Board.
3. Hold public hearing for comment

# Curriculum Report

October 9, 2023



## Teacher Licensure

**2.5% of Current teachers enrolled in an Alternative Program**

### **6.2% of Teachers on Emergency Sub License**

- 2 teachers have finished a state program but awaiting testing
- 1 teacher is not enrolled and has been placed on substitute pay
- 1 teacher is currently enrolled but being watched closely regarding good standing
- All have provided required documentation on enrollment status, grades, & plan of study

### **1 of 3 teachers on a Sub license have BS in areas they are teaching**

- 1 is currently enrolled for Spring 2024 Semester
- 1 has applied but awaiting passing Praxis required for final acceptance
- 1 has not applied but all information has been shared regarding programs

## Business/Clerk's Report

October 9, 2023

## Preliminary Enrollment Numbers

### Total Headcount

- Pub: 1,722
- Enroll: 1,722

### Preschool At-Risk

- Pub: 120
- Enroll: 116

### Transportation

- Pub: 301
- Enroll: 373

### General Fund\*\*

- Pub: 12,889,449
- Enroll: 12,777,494

### F24 FTE\*

- Pub: 1,567
- Enroll: 1,606

### Bilingual FTE

- Pub: 43.5
- Enroll: 50.1

### CTE FTE

- Pub: 25.3
- Enroll: 21.0

### F24 Adjusted FTE\*

- Pub: 1,621.7
- Enroll: 1,621.7

### At-Risk

- Pub: 1,132
- Enroll: 1,074

### Weighted Enroll\*\*

- Pub: 2,554.6
- Enroll: 2,511.3

\* Excludes virtual, Preschool At-Risk

\*\* Excludes Special Ed, Virtual

## School Accounting Software

### Skyward

#### Setup & Initial Costs

- \$55,650 – initial setup
- \$12,393 – data conversion
- \$68,043 – Total initial cost
- Annual License Fee
  - \$15,536 – maintenance, support (student enrollment)
  - \$1,000 – cloud based service
  - \$398 – time card import
  - \$16,934 – Annual reoccurring cost

#### Additional Options

- SIS
- Time Clock
- Prof. Dev.



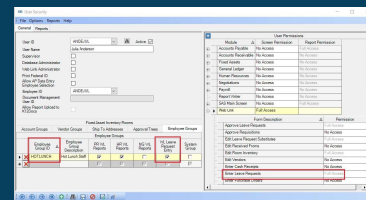
### Software Unlimited

#### Setup & Initial Costs

- \$4,995 – initial SAS setup
- \$3,435 – Additional Modules
- \$8,430 – Total initial cost
- Annual License Fee
  - \$4,300 – maintenance, support (student enrollment)
  - \$2,700 – cloud based service
  - \$1,600 – WebLink, HR, Report Writer
  - \$8,600 – Annual reoccurring cost

#### Additional Options

- K12Docs
  - \$1,550 – initial
  - \$5,550 – annual



## RFP - HVAC System Installation

- HVAC system installation at ELC
  - Four separate units to heat/cool the gym area
  - Lowered ceiling
  - New lighting
  - Remove old windows and replace with concrete block, seal and paint.
- Project is being funded through the Patterson Grant that was written by Dr. Cavaness and awarded to the CCEE.
  - USD will purchase the items. CCEE will reimburse the district.

**USD 445  
Coffeyville  
Board of Education**