

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

July 10, 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, July 10, 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:

Board Members Present	Others Present
Gail Misch Darrel Harbaugh Robert Roesky Jason Barnett LaKisha Johnson	Dr. Craig Correll...Superintendent Michael Speer...Dep. Sup./Bus. Manager Hanna Emberton ...Coffeyville Journal Cindy Price...Community Member
Board Members Absent	
Dr. Jerry Hamm Karen Rittenhouse	

Adoption of Agenda:

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

Adoption of Consent Agenda:

Motion made by Robert Roesky to adopt the consent agenda, second by Darrel Harbaugh.
 Motion carried 5-0.

- A. Approval of Minutes of
 - 1. Special meeting, June 12, 2023 (pg. 5)
 - 2. Regular meetings, June 12 and June 26, 2023 (pg. 6)
- B. Approval of Bills and Treasurer's Report

Payroll/Liabilit	\$ 639,404.25	Vocational	\$ 5,346.16	Title III	\$ 1,533.00
General Fund	\$ 187,165.30	Indian Ed.	\$ 1,814.48	Title IV	\$ 1,417.79
LOB	\$ 77,854.16	JOM	\$ -	Title VI-B	\$ -
4 Yr old AR	\$ -	KPERS	\$ -	21st CCLC-CES	\$ 984.36
At-Risk	\$ -	Textbook	\$ 4,380.45	21st CCLC-ELC	\$ 115.58
Bilingual	\$ -	Activity	\$ -	ECBG Grant	\$ 9,521.44
Virtual	\$ -	Bond & Int.	\$ -	PAT MEICHV	\$ 1,902.31
Capital Outlay	\$ 69,020.67	Rec. Comm.	\$ 188,408.50	KU Com. Health	\$ -
Driver's Ed.	\$ -	Rec. Benefits	\$ 35,485.58	Afterschool	\$ 7.00
Food Service	\$ 48,540.35	Gifts/Grant	\$ -	ESSER II	\$ 4,690.35
In-Service	\$ -	FKHS Pool	\$ -	ESSER III	\$ 16,000.99
Parent Ed.	\$ 294.97	Title I	\$ -	KDHE COVID	\$ 180.00
Special Ed.	\$ 365,699.60	Title II-A	\$ 3,539.00	ARE-HCY-II Grnt	\$ 146.20

- C. Designation of Bank for Active Accounts for 2023-2024 (pg. 3)
- D. Designation of Depository Banks for 2023-2024 (pg. 3)
- E. Designation of Official Newspaper for 2023-2024 (pg. 3)
- F. Designation of Official Radio Station for 2023-2024 (pg. 3)
- G. Appointment of Treasurer and Deputy Treasurer for 2023-2024 (pg. 3)
- H. Appointment of Clerk and Deputy Clerk for 2023-2024 (pg.3)
- I. Designation of KPERS Authorized Representative for 2023-2024 (pg.3)
- J. 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 2023-2024 (pg. 3)
- K. Designation of Title I Authorized Representative for 2023-2024 (pg. 3)
- L. Designation of Title IX Authorized Representative for 2023-2024 (pg. 4)
- M. Designation of 504 Coordinator for 2023-2024 (pg. 4)
- N. Designation of Freedom of Information Officer for 2023-2024 (pg. 4)
- O. Designation of Homeless Coordinator for 2023-2024 (pg. 4)
- P. Adoption of 1,116 Hour Calendar
- Q. Approval of Participation in Federal Programs for 2023-2024 and Authorization to Sign Grant Applications (pg. 4)
- R. Approval of Section 125 Flex Benefits Administrators: NueSynergy
- S. Adoption of Resolution No. 20230710-01, Authorizing Petty Cash Fund Accounts (pg. 49)
- T. Adoption of Resolution No. 20230710-02, Authorizing Early Payment of Claims (pg. 51)
- U. Adoption of Resolution No. 20230710-03, Waiving the Annual Requirement of Generally Accepted Accounting Principles and Fixed Asset Accounting (pg. 52)
- V. Adoption of Resolution No. 20230710-04, Rescinding Policy Statements and the Board of Education Adopt the Policy Manual as Presented (pg. 53)
- W. Designation of School Attendance Officers for 2023-2024 (pg. 54)
- X. Designation of School Board Meeting Dates for 2023-2024 (pg. 55)
- Y. Approval of Adoption Rates and Fees for 2023-2024 (pg. 56)
- Z. Approval of Holy Name Lunch Agreement for 2023-2024
- AA. Child Nutrition Report (pg. 58)

Miscellaneous Reports and Discussion:

Positive Comments:

- Gail Misch commented on the Coffeyville Celebration event recently held and how well the district was represented with Robert Roesky playing in the band, Thomas Mackowitz both playing and directing the band, and with Mark Gard singing "Proud to be an American".
- LaKisha Johnson commented on the number of both male and female athletes that have attended the summer weights program this year.

Central Office Reports:

1. Business Manager/Clerk of the Board

Tri-County Special Education Report

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

- ARP funds need to be spent by September 2023. These remaining funds will be spent on curriculum options.
- Teletherapy teacher was hired for this year which will be cheaper than an onsite teacher.
- Greenbush contracts stayed about the same with the exception of the gifted program that had a sizeable increase.
- Flooring at the TEC building is being replaced.
- Negotiations went very well and were completed in a half day with teachers voting 100% in favor of the agreement.

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

Action Items:

Board action to approve the Superintendent's recommendation and adopt Resolution No. 20230710-05 Local Option Budget Percentage.

Motion made by Darrel Harbaugh to approve the Superintendent's recommendation and adopt Resolution No. 20230710-05 Local Option Budget Percentage. Seconded by Robert Roesky. Motion carried 5-0.

Board action to approve the Superintendent's recommendation of Panorama Education services for FY2024.

Motion made by Gail Misch to approve the Superintendent's recommendation of Panorama Education services for FY2024. Seconded by LaKisha Johnson. Motion carried 5-0.

Board action to approve the Superintendent's recommendation and contract for engineering services from Smith & Boucher.

Motion made by Gail Misch to approve the Superintendent's recommendation and contract for engineering services from Smith & Boucher. Seconded by Robert Roesky. Motion carried 5-0.

Board action to approve the Superintendent's recommendation and hire Navitas as the Energy Savings company for the district.

Motion made by Darrel Harbaugh to approve the Superintendent's recommendation and hire Navitas as the Energy Savings company for the district. Seconded by LaKisha Johnson. Motion carried 5-0.

Board action to approve the Superintendent's recommendation and purchase student laptop computers for grades 4-6 from UV&S for \$149,332.50.

Motion made by Gail Misch to approve the Superintendent's recommendation and purchase student laptop computers for grades 4-6 from UV&S for \$149,332.50. Seconded by LaKisha Johnson. Motion carried 5-0.

Board action to approve the Superintendent's recommendation and purchase teacher laptop computers from UV&S for \$54,543.48.

Motion made by Robert Roesky to approve the Superintendent's recommendation and purchase teacher laptop computers from UV&S for \$54,543.48. Seconded by LaKisha Johnson. Motion carried 5-0.

Action Items Personnel:

Board action to approve the Superintendent's recommendation of employment

Motion made by Darrel Harbaugh to approve superintendent's recommendation for employment of:

Alex Dodsworth, Science Teacher, FKHS

Seconded by Robert Roesky. Motion carried 5-0.

Adjournment:

At 4:42 p.m., President, Jason Barnett adjourned this July 10, 2023 regular session of the governing Board of Education for Coffeyville Unified Schools District 445.

Clerk of the Board

Unofficial

CONSENT AGENDA
Board of Education Meeting July 10, 2023

- A. Approval of Minutes of
Special meeting June 12, 2023 (pg. 5)
Regular meetings, June 12 and June 26, 2023 (pg. 6)
- B. Approval of Bills and Treasurer's Report (pg. 33)
- C. Designation of Bank for Active Accounts for 2023-2024:
Community National Bank shall be designated as bank for the general account for the 2023-2024 school year. Community State Bank shall be designated as the bank for the activity account for the 2023-2024 school year. The general checking account is authorized for computer generated signature.
- D. Designation of Depository Banks:
Community State Bank, Commercial Bank, Equity Bank and Community National Bank shall be designated as depository banks for the 2023-2024 school year; and these banks shall be notified that in accordance with K.S.A. 91401, effective July 1, 1984, we will accept only fair market value for municipal bonds or US government securities, and will not accept home mortgages as securities pledged for depository coverage.
- E. Designation of Official Newspaper:
The Montgomery County Chronicle shall be designated as official newspaper of Coffeyville Unified School District 445 for the 2023-2024 school year.
- F. Designation of Official Radio:
KGGF Radio shall be designated as official radio station of Coffeyville Unified School District 445 for the 2023-2024 school year.
- G. Designation of Treasurer and Deputy Treasurer:
Corrissa Walker shall be appointed Treasurer and Lisa Westervelt as Deputy for the 2023-2024 school year.
- H. Appointment of Clerk and Deputy Clerk:
Michael Speer shall be appointed Clerk of the Board of Education and Halie O'Connor as Deputy Clerk for the 2023-2024 school year.
- I. Designation of KPERS Authorized Representative:
Michael Speer and Corrissa Walker shall be appointed the authorized KPERS representatives for USD 445 for the 2023-2024 school year.
- J. Approval to renew agreements with federal government and State of Kansas to continue child nutrition programs for 2023-2024; and appointment of Hearing Officer for free and reduced-price meal application appeals:
Michael Speer shall be designated the authorized food service representative; and Superintendent, Dr. Craig Correll shall be appointed the hearing officer for free and reduced-price meal application appeals.
- K. Designation of Title I Authorized Representative

CONSENT AGENDA
Board of Education Meeting July 10, 2023

Lora Stalford shall be designated the authorized Title I representative for the 2023-2024 school year.

- L. Designation of Title IX, Discrimination, Sexual Harassment, and Section 504 Authorized Representative

Dr. Craig Correll shall be designated the authorized Title IX representative for the 2023-2024 school year.

- M. Designation of 504 Coordinator

Dr. Craig Correll shall be designated the authorized 504 Coordinator for the 2023-2024 school year.

- N. Designation of Freedom of Information Officer:

Superintendent, Dr. Craig Correll shall be designated the Freedom of Information Officer for the 2023-2024 school year.

- O. Designation of Homeless Coordinator

Lora Stalford shall be designated the Homeless Coordinator for the 2023-2024 school year.

- P. Adoption of 1,116-Hour Calendar for 2023-2024 school year.

- Q. Approval of participation in Federal Programs for 2023-2024 and authorized signature by Michael Speer or Dr. Craig Correll to sign grant application

- R. Approval of Section 125 Flex Benefits Administrators: NueSynergy.

- S. Adoption of Resolution 20230710-01 Authorizing Petty Cash Account for 2023-2024 (pg. 49)

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- X. Approval of School Board Meeting dates for 2023-2024 (pg. 55)

- Y. Adoption of Rates and Fees for 2023-2024 (pg. 56)

- Z. Approval of Holy Name Lunch Agreement

- AA. Child Nutrition Report (pg. 58)

July 10, 2023

USD 445 Board of Education

Consent Agenda

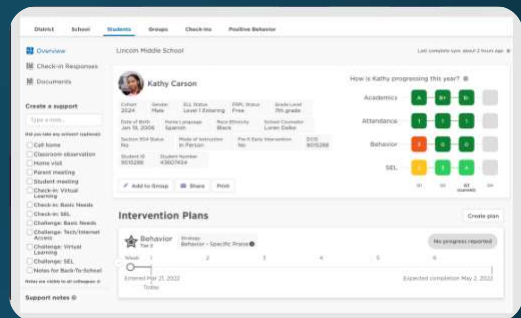
- Long list of routine items.
- Must be approved each school year.
- Some items are simply by declaration while others are actual resolutions:
 - 20230710-01 – Petty Cash Fund Accounts
 - 20230710-02 – Early Payment Claims
 - 20230710-03 – Waiving G.A.A.P
 - 20230710-04 – Rescind Policy Statements and Adopt the Policy Manual

Resolution No. 20230710-05

- Local Option Budget
 - Each year the board must adopt the maximum percentage they will utilize in computing the budget.
 - Each school district may adopt up to the statewide local option budget percentage determined from the previous year.
 - Unless voter approved up to 33%
 - Statewide average is 31.6% for the 2023-2024 school year.
 - Last year we were at 30%

Panorama Education

- Combines multiple factors of student success into one platform for teachers.
 - Includes test scores, attendance, behavior, social-emotional, etc.
- Has already been approved by the USD 445 Board of Education
- 2023-2024 school year cost is \$20,000 and must have board approval.
- This would be an ESSER III purchase. After this year, the cost would have to come out of the general fund if continued.



Engineering Services Qualifications (RFQ) requested

- Engineering Services were requested as we are looking to replace HVAC units in the district based on performance and reliability of the units.
- Although basically replacing units and not placing new ductwork, unit constriction, capabilities and requirements have changed in 20 years.
- Need to have an architect's/engineering services stamped on units as these are for school district buildings for air quality.
- RFQ posted on district website and Facebook

Engineering Services –RFQ Included

- **Project Description:**
 - Engineering firm that works directly with the ESCO.
- **Scope of Services:**
 - MEP Plans and Specifications
 - Construction Administration
- **Selection Process:**
 - Best demonstrates commitment of application of experience, resources and methods to project
 - **Qualifications**
 - History and overview of company
 - History of subconsultants required for project completion
 - Related project experience
 - Organization chart of key personnel
 - Narrative of leading and supportive personnel for each task
 - Schedule for completion of services and milestones with construction completed by summer 2024
 - Information, references
 - Sample contract

Engineering Services

- RFQ sent out to three engineering firms
 - PKMR Engineering – Lenexa, KS
 - Smith and Boucher Engineering – Olathe, KS
 - True Engineering – Springfield, MO
- All three returned proposals

RFQ Engineering Services Scoring Rubric
Scale: (lowest) 1-5 (highest)

Statement of Qualifications Criteria	PKMR Lenexa, KS	True Engineering Springfield, MO	Smith & Boucher Olathe, KS
A Brief history and general overview of your company. Please include the name, address, email and phone number of your primary point of contact.	5	5	5
B Introduction of any and all subconsultants required for the completion of the Project. Clearly define your past history of working together.	4	3	5
C A list of related project experience designing school facilities by the lead firm. Please provide a similar list for each subconsultant. List the project, project description, client, client contact information, date completed, description of project/services completed and who from your proposed project team was involved.	3	4	5
D Organizational Chart of key personnel.	3	3	3
E A narrative describing who will be leading and supporting each major task.	3	3	3
F Resumes describing the experience and capabilities of key personnel involved. Please note that the District is an advocate for sustainable design and construction. Though it is not the District's intent to achieve LEED Certification.	5	2	5
G Provide a management plan that sufficiently defines your project understanding and how you would approach completing the services.	4	3	5
H Provide a schedule for the completion of services and by doing so confirm whether or not you believe in the following "tentative" milestones set by the District.	3	5	3
1 Consultant Selection/Commission Award	7/10/2023	1	1
2 Design Completed (2 months)	9/8/2023	1	1
3 Project Bidding	Sept. 2023	1	0
4 Construction Completed	Summer 2024	1	1
I Provide information, references, reference letters and any other data that substantiates your record of performance.	4	3	3
J Provide a sample contract for the District to review.	3	5	5
Additional Information Included	Bid/Inv. Info	Add. Projects	no
Total Public Score	41	39	46

Energy Savings Company Proposals

- Request for proposals sent out to 5 different ESCO companies.
 - List came from the Department of Energy's Qualified List of Energy Service Companies, updated June 2023.
 - Potential firms selected based on a 3 hour range of the school district.
- Firms contacted:
 - Energy Solutions Professionals, LLC – Overland Park, KS
 - ENGIE Services U.S. Inc. – Overland Park, KS
 - Navitas, LLC – Olathe, KS
 - TL Services, Inc. – Van Buren, AR
 - Wildan Energy Solutions – Lawrence, KS
- Navitas, LLC was the only respondent proposal

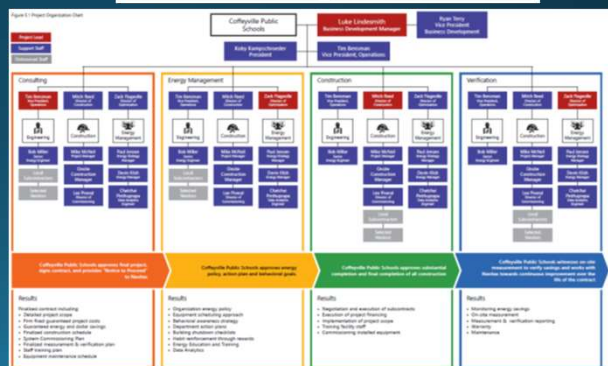
Navitas Proposal

- Been around for 12 years
- ESCO and NAESCO company recognized on the national level
- Average team experience 21 years.
- Does not sell directly equipment or other products
- Services:
 - Engineering
 - Project Management
 - Data Analysis
- Current Projects
 - Washington USD 108 \$2.1 million
 - Wamego, USD 320 \$2.0 million
 - City of Shawnee, KS \$5.6 million

Services Provided	Direct Provider	Third Party	Not Provided
Pre-Construction Services			
Project Energy Study	Yes		
Engineering Design	Yes		
Project Economic Analysis	Yes		
Project Financing		District's Preference*	
Construction Services			
Project Management	Yes		
Construction Management (on-site)	Yes		
Equipment Installation (HVAC, Lighting, etc.)		Competitively Bid with Select Contractors and Vendors	
Local Office Support	Yes		
Post Construction Services			
Measurement & Verification	Yes		
Savings Guarantee	Yes		
Guarantee Monitoring	Yes		
HVAC System Training	Yes	Support from Selected Vendors/Contractors	
Energy Management Training	Yes		
Emergency Services	Yes		
Preventative Maintenance Services		District's Preference	Not Required
HVAC Repair Services		District's Preference	Not Required

Navitas Proposal

- Continued monitoring of the project and savings
- Initial Technical Audit Fee
 - \$19,760
 - \$0.05/sq.ft. for 395,200 sq.ft.
- If approved there would be construction management at-risk fees as they would help with project management, bids, etc. that would be part of the contract.



Student Laptop Purchase

- 6 vendors contacted
- 10 bids received
- Computer brands submitted:
HP, Dell, Acer, Lenovo, Asus

Minimum Specifications	Amount
<ul style="list-style-type: none"> • Delivery must be no later than September 1st, 2023 • Memory: 4GB prefer 8GB • Storage: 64GB SSD prefer 128 GB • Display size: 10.5 inches or larger • Wireless: Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0 • Ports: <ul style="list-style-type: none"> ◦ 1 USB Type-C™ and 2 USB 3 ◦ 1 Headset/Mic Combo Jack • Battery life: 10 hours • Power Adapter: USB C 65 watts • Auto-update expiration Service life: 6 years • Required and must be included in the purchase price: <ul style="list-style-type: none"> ◦ Warranty: Mail in 1 year, prefer up to 6 years. ◦ Google Management licenses. 	450

Student Laptop Purchase

Evaluation Criteria

- Price (40 Points)
- Hardware Specs (25 Points)
- Warranty (10 Points)
- Optional Features or Value Adds (10 Points)
- Availability Date (10 Points)
- Vendor Qualifications (5 Points)

		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
	Pts.	SHI HP Device #1	SHI HP Device #2	UV&S Dell Device #1	UV&S Dell Device #2	Tech to School Acer	Bytespeed Lenovo Device #1	Bytespeed Lenovo Device #2	Bluum Asus Device #1	Bluum Asus Device #2	InAlert HP
Total	100	85	84	80	92	79	Late	Late	Late	Late	Late

Student Laptop Purchase Recommendation

UV&S - Dell Chromebook 3110 - 8GB RAM - Touch Screen

Total Amount: \$149,332.50

Device Features:

- Price
- Better Specifications
- Google Licensing included in Price
- Google's Zero Touch Enrollment
- 3 Year Mail-In Warranty Included



Teacher Laptop Purchase

- 6 vendors contacted
- 11 bids received
- Computer brands submitted:
HP, Cyborg, Dell, Acer, Lenovo

Minimum Specifications	Amount
<ul style="list-style-type: none"> • Delivery must be no later than September 1st, 2023 • Minimum Specifications are: <ul style="list-style-type: none"> ○ Processor: Intel i5 G12 ○ Memory: 8GB prefer 16GB ○ Storage: 256 GB SSD prefer 512 GB or larger onboard is acceptable. ○ Display size: 15 inches or larger ○ Keyboard: must have 10 key attached ○ Wireless: Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0 ○ Ports: <ul style="list-style-type: none"> ■ 1 USB Type-C™ and 2 USB 3 ■ 1 Headset/Mic Combo Jack • Battery life: 6 hours • Windows 11 Pro • Not Required but will not be excluded: <ul style="list-style-type: none"> • Touch screen • World Camera • Tablet mode • DVD Drive 	68

Teacher Laptop Purchase

Evaluation Criteria

- Price (40 Points)
- Hardware Specs (25 Points)
- Warranty (10 Points)
- Optional Features or Value Adds (10 Points)
- Availability Date (10 Points)
- Vendor Qualifications (5 Points)

		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11
		DakTech MSI Cyborg	SHI Device #1 HP	SHI Device #2 HP	SHI Device #3 HP	UV&S Device #1 Dell	UV&S Device #2 Dell	INAalert HP	Bloom Device #1 Acer	Bloom Device #2 Acer	Bytespeed Device #1 Lenovo	Bytespeed Device #2 Lenovo
Total	100	63	78	85	88	82	93	82	80	78	80	73

Teacher Laptop Purchase Recommendation

UV&S: Dell Latitude 3540 - 68 Devices at \$802.11

Total Amount: \$54,543.48

Features:

- Met Specifications
- 3 Year Pro Support Warranty
- Similar to staff laptops purchased last year



July 10, 2023

USD 445 Board of Education

Unofficial