

**Sublette USD #374**  
**Official Minutes**

The Sublette Unified School District No. 374 Board of Education met in Special Meeting on Wednesday, July 10, 2023, at 6:45 p.m.

Members Present: Cesar Peña, Cornelius Froese, Cody Forester, Pete Dyck

Members Absent: Grant Webber, Shyree Wiswell, and Lee Mason

Others Present: Rex Richardson, Superintendent; Charity Ochs-Lathen, Clerk; Bob Murphy, High School Principal; and Lyle Befort, Activities Director.

Guests: Janie Welsh, Kelly Linn, Nick Leon, and Tina Stoppel

**Item #1 Call Meeting to Order /Approve Agenda**

The President called the meeting to order at 6:51 p.m. Mr. Forester moved, seconded by Mr. Dyck, to approve the agenda. The motion carried 4-0.

**Item #2 Resolution on Board Meeting Time, Place and Date**

Mr. Dyck moved, seconded by Mr. Forester, to have BOE Meetings on the second Monday of the month, November through April at 6:30 p.m. and May through October at 7:00 p.m. in the boardroom at the Administrative Office with Special and Adjourned meetings as needed. The March meeting will be on the first Monday, and the May meeting will be on the third Monday. The motion carried 4-0.

**Item #3 Designate Official Depositories and Review Bank Signatures**

Mr. Dyck moved, seconded by Mr. Froese, for Centera Bank to be the official depository. The motion carried 4-0.

**Item #4 Designate Official Newspaper**

Mr. Froese moved, seconded by Mr. Dyck, to designate the Haskell County News as the official newspaper and the Garden City Telegram as secondary notification. The motion carried 4-0.

**Item #5 Designate School Attorney**

Mr. Forester moved, seconded by Mr. Peña, to designate Rick Yoxall as the school attorney. The motion carried 4-0.

**Item #6 Designate School Auditor**

Mr. Dyck moved, seconded by Mr. Froese, to designate Dirks, Anthony, and Duncan LLC as the district auditors. The motion carried 4-0.

**Item #7 Appointment of Representative and Alternates to HPEC Board**

Mr. Forester moved, seconded by Mr. Froese, to elect Mr. Forester as the HPEC representative, with Mr. Webber and Mr. Froese as alternates. The motion carried 4-0.

**Item #8 Designate Freedom of Information Officer**

Mr. Peña moved, seconded by Mr. Dyck, to appoint Mr. Richardson as Freedom of Information Officer. The motion carried 4-0.

**Item #9 Designate Custodian of Records**

Mr. Forester moved, seconded by Mr. Froese, to designate Charity Ochs-Lathen the Custodian of Records. The motion carried 4-0.

**Item #10 Adoption of 1116-hour policy**

Mr. Froese moved, seconded by Mr. Forester, to adopt the 1116 hr. school year. The motion carried 4-0.

**Item #11 Designate Director of State and Federal Programs**

Mr. Froese moved, seconded by Mr. Forester, to appoint Mr. Richardson as the Compliance Coordinator for Federal and State programs. The motion carried 4-0.

**Item #12 Designate Truancy Officers**

Mr. Peña moved, seconded by Mr. Forester, to appoint Mr. Groth as the district's Truancy Officer. The motion carried 4-0.

**Item #13 Designate Hearing Officer for Food Service**

Mr. Dyck moved, seconded by Mr. Forester, to appoint Mr. Richardson as the Hearing Officer for Food Service. The motion carried 4-0.

**Item #14 Designate Food Service Director & Authorized Representative**

Mr. Froese moved, seconded by Mr. Forester, to designate Ms. Ochoa as Food Service Director and Authorized Representative. The motion carried 4-0.

**Item #15 Designate KPERS Representative**

Mr. Peña moved, seconded by Mr. Dyck, to designate Mrs. Ochs-Lathen as the KPERS Representative. The motion carried 5-0.

**Item #16 Designate Coordinator of Homeless Children**

Mr. Peña moved, seconded by Mr. Dyck, to designate Mr. Richardson as the Coordinator of Homeless Children. The motion carried 4-0.

**Item #17 Approve Destruction of Old Records**

Mr. Forester moved, seconded by Mr. Froese, to allow for the destruction of old records. The motion carried 4-0.

**Item #18 Approve School Lunch Prices**

The following prices were recommended for school meals:

Grade School- Breakfast, \$1.80; Lunch, \$3.30

Middle/HS- Breakfast, \$2.10; Lunch, \$3.35

Adult Breakfast, \$2.50; Lunch, \$4.71

Extra Milk- \$.35

Mr. Forester moved, seconded by Mr. Dyck, to approve prices as presented. The motion carried 4-0.

**Item #19 Establish Mileage Rate for Reimbursement**

Mr. Peña moved, seconded by Mr. Dyck, to approve mileage at the State Rate of 58.5 cents a mile. The motion carried 4-0.

**Item #20 Home Rule Resolution**

Mr. Dyck moved, seconded by Mr. Peña, to adopt the Home Rule Resolution. The motion carried 4-0.

**Item #21 Establish Policy for Activity Accounts and Appoint Treasurers for Those Funds**

Mr. Forester moved, seconded by Mr. Froese, to approve designated activity accounts and designate the building secretaries as treasurers of those accounts. The motion carried 4-0.

**Item #22 Authorize Early Payment of Claims**

Mr. Peña moved, seconded by Mr. Dyck, to approve early payment of bills when necessary. The motion carried 4-0.

**Item #23 Authorize Generally Accepted Accounting Principles Waiver (GAAP)**

Mr. Richardson recommended the Board authorize a General Accepted Accounting Principles (GAAP) Waiver. KSDE recommends district waive the GAAP and fixed asset accounting requirements. This allows for cash basis statements that relate to the state budget documents. Mr. Forester moved, seconded by Mr. Dyck. The motion carried 4-0.

**Item #24 Designate Inclement Weather make-Up Days**

Mr. Richardson suggested March 29 and May 17 as designated inclement weather make-up days. Mr. Forester moved, and Mr. Dyck seconded. The motion carried 4-0.

**Item #25 Resolution for Rescinding Policy Statements**

Mr. Forester moved, seconded by Mr. Dyck, to approve the resolution for Rescinding Policy Statements as it was presented in the Board Packet. The motion carried 4-0.

**Item #26 Appoint Member to KAAB Governmental Relations Network**

Mr. Forester moved, seconded by Mr. Dyck, to appoint Mr. Peña as representative of the Governmental Relations Network. The motion carried 4-0.

**Item #27 Designate Foster Care Point of Contact**

Mr. Forester moved, seconded by Mr. Dyck, to appoint Mr. Richardson as Foster Care Point of Contact. The motion carried 4-0.

**Item #28 Appoint One Member to the District Calendar Committee**

Mr. Forester moved, seconded by Mr. Dyck, to appoint Mrs. Shyree Wiswell as a member of the calendar committee. The motion carried 4-0.

**Item #29 Designate Members to Represent the BOE During Negotiations**

Mr. Peña moved, seconded by Mr. Forester, to appoint all BOE members to the Negotiations Team with Mr. Peña and Mr. Webber as their representatives. The motion carried 4-0.

**Item #30 Appointment of District Board Clerk**

Mr. Forester moved, seconded by Mr. Froese, to appoint Mrs. Charity Ochs-Lathen as the Clerk of the Board. The motion carried 4-0.

**Item #31 Appointment of District Board Treasurer**

Mr. Dyck moved, seconded by Mr. Forester, to appoint Mrs. Suzan Kimball as District Treasurer.  
The motion carried 4-0.

**Item #32 Appointment of Deputy Clerk**

Mr. Peña moved, seconded by Mr. Dyck, to appoint Mrs. Rachel Lee as the Deputy Clerk.  
The motion carried 4-0.

**Item #33 Appointment of Deputy Treasurer**

Mr. Dyck moved, seconded by Mr. Forester, to appoint Mrs. Paula Leverett as Deputy Treasurer.  
The motion carried 4-0.

**Item #34 Approve Substitute Rate of Pay**

Mr. Dyck moved, seconded by Mr. Froese, to approve the daily rate of \$125 per day for regular sub and \$150 per day for long-term sub. The motion carried 4-0.

**Item #35 Approve Student and Staff Per Diem**

Mr. Peña moved, seconded by Mr. Dyck, to approve the Per Diem rates as follows:

Staff In-State: Breakfast \$8.00; Lunch \$13.00; Dinner \$15.00

Staff Out of State: Breakfast \$15.00; Lunch \$20.00; Dinner \$22.00

Students: Breakfast \$7.50; Lunch \$7.50; Dinner \$7.50

The motion carried 4-0.

**Item #36 Appointment of Representative to the SWPRSC Board**

Mr. Forester moved, seconded by Mr. Froese, to appoint Mr. Peña as Representative for SWPRSC Board.  
The motion carried 4-0.

With no other business before the Board, Mr. Forester moved, seconded by Mr. Dyck. The motion carried 4-0.

*NOTE: These minutes are not considered official until approved by the Board at its next regular meeting.*

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President

Clerk

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