

**Sublette USD #374
Official Minutes**

The Sublette Unified School District No. 374 Board of Education met in a Special Meeting on Monday, July 14, 2025 at 7:00 p.m..

Members Present: Ruthie Vaughan Cornelius Froese Pete Dyck
Grant Webber- via telephone Shyree Wiswell

Members Absent: Juan Chacon, Lee Mason

Others Present: Rex Richardson, Superintendent; Charity Ochs-Lathen Clerk; Renee Phoenix and Brooke Patterson, Curriculum Directors; Sonya Pena, MS/HS Principal.

Guests: No guests were present.

Item #1 Call Meeting to Order /Approve Agenda with the addition Item #36, SWPRSC Representative

The Vice- President called the meeting to order at 7:00 p.m. Mr. Webber moved, seconded by Mrs. Wiswell. The motion carried 5-0.

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

Mr. Dyck moved, seconded by Mrs. Vaughan 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 April meeting will be on the first Monday. The motion carried 5-0.

Item #3 Designate Official Depositories and Review Bank Signatures

Mrs Vaughan moved, seconded by Mrs. Wiswell for Centera Bank to be the official depository. The motion carried 5-0.

Item #4 Designate Official Newspaper

Mrs. Wiswell moved, seconded by Mrs. Vaughan to designate the Haskell County News as the official newspaper and the Garden City Telegram as secondary notification. The motion carried 5-0.

Item #5 Designate School Attorney

Mrs. Wiswell moved, seconded by Mr. Dyck to designate Lane Frymirel as the school attorney. The motion carried 5-0.

Item #6 Designate School Auditor

Mrs. Vaughan moved, seconded by Mrs. Wiswell to designate Medill and Thoof as the district auditors. The motion carried 5-0.

Item #7 Appointment of Representative and Alternates to HPEC Board

Mr. Dyck moved, seconded by Mrs. Wiswell to elect Grant Webber as the HPEC representative and remaining members as alternates. The motion carried 5-0.

Item #8 Designate Freedom of Information Officer

Mrs. Vaughan moved, seconded by Mr. Dyck to appoint Mr. Richardson as Freedom of Information Officer. The motion carried 5-0.

Item #9 Designate Custodian of Records

Mr. Dyck moved, seconded by Mrs. Wiswell to designate Charity Ochs-Lathen the Custodian of Records. The motion carried 5-0.

Item #10 Adoption of 1116 hour policy

Mr. Dyck moved, seconded by Mrs. Vaughan to adopt the 1116 hr. school year, The motion carried 5-0.

Item #11 Designate Director of State and Federal Programs

Mrs. Wiswell moved, seconded by Mrs. Vaughan to appoint Mr. Richardson as the Compliance Coordinator for State and Federal Anti-Discrimination Laws including title VI, Title VII, Title IX and Section 504 (ADA). The motion carried 5-0.

Item #12 Designate Truancy Officers

Mrs. Vaughan moved, seconded by Mrs. Wiswell to appoint the building principals and School Resource Office Matt Meng as the district's Truancy Officer. The motion carried 5-0.

Item #13 Designate Hearing Officer for Food Service

Mr. Dyck moved, seconded by Mrs. Wiswell to appoint Mr. Richardson as the Hearing Officer for Food Service. The motion carried 5-0.

Item #14 Designate Food Service Director & Authorized Representative

Mrs. Vaughan moved, seconded by Mrs. Wiswell to designate Ms. Deborah Ochoa as Food Service Director and Authorized Representative. The motion carried 5-0.

Item #15 Designate KPERS Representative

Mrs. Wiswell moved, seconded by Mrs. Vaughan to designate Mrs. Charity Ochs-Lathen as the KPERS Representative. The motion carried 5-0.

Item #16 Designate Coordinator of Homeless Children

Mrs. Vaughan moved, seconded by Mr. Dyck to designate Mr. Richardson as the Coordinator of Homeless Children. The motion carried 5-0.

Item #17 Approve Destruction of Old Records

Mrs. Wiswell moved, seconded by Mrs. Vaughan to allow for destruction of old finance records greater than five years old. The motion carried 5-0.

Item #18 Approve School Lunch Prices

The following prices were recommended for school meals:

Grade School- Breakfast, \$2.00; Lunch \$3.50

Middle/HS- Breakfast, \$2.30; Lunch \$3.55

Adult Breakfast, \$2.90; Lunch \$5.00

Reduce Breakfast \$.30 and Reduced Lunch \$.40

Extra Milk- \$.35

Mr. Dyck moved, seconded by Mrs. Wiswell to approve prices as presented. The motion carried 5-0.

Item #19 Establish Mileage Rate for Reimbursement

Mrs. Vaughan moved, seconded by Mr. Froese to approve mileage at the State Rate of .70 cents a mile. The motion carried 5-0.

Item #20 Home Rule Resolution

Mrs. Vaughan moved, seconded by Mr. Dyck to adopt and sign the Home Rule Resolution. The motion carried 5-0.

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

Mr. Dyck moved, seconded by Mrs. Vaughan to approve designated activity accounts and designate the building secretaries as Treasurers of those accounts. The motion carried 5-0.

Item #22 Authorize Early Payment of Claims

Mr. Webber moved, seconded by Mrs. Vaughan to approve early payment of bills, when necessary. The motion carried 5-0.

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. Mrs. Vaughan moved, seconded by Mrs. Wiswell. The motion carried 5-0.

Item #24 Designate Inclement Weather make-Up Days

Mr. Richardson suggested February 16, 2026 and May 15, 2026 as designated inclement weather make up days. Mrs. Wiswell moved, seconded by Mr. Dyck to approve these dates. The motion carried 5-0.

Item #25 Resolution for Rescinding Policy Statements

Mr. Dyck moved, seconded by Mrs. Wiswell to approve the resolution for Rescinding Policy Statements as it was presented in the Board Packet. The motion carried 5-0.

Item #26 Appoint Member to KASB Governmental Relations Network

There were no nominations/ appointments to the Governmental Relations Network.

Item #27 Designate Foster Care Point of Contact

Mr. Dyck moved, seconded by Mrs. Vaughan to appoint Mr. Richardson as Foster Care Point of Contact. The motion carried 5-0.

Item #28 Appoint One Member to the District Calendar Committee

Mrs. Vaughan moved, seconded by Mr. Dyck to appoint Mrs. Shyree Wiswell as the member for the calendar committee. The motion carried 5-0.

Item #29 Designate Members to Represent the BOE During Negotiations

Mr. Webber moved, seconded by Mr. Dyck to appoint all BOE members to the Negotiations Team with Mr. Webber and Mr. Froese as their representatives. The motion carried 5-0.

Item #30 Appointment of District Board Clerk

Mrs. Wiswell moved, seconded by Mr. Dyck to appoint Mrs. Charity Ochs-Lathen as the Clerk of the Board. The motion carried 5-0.

Item #31 Appointment of District Board Treasurer

Mrs. Vaughan moved, seconded by Mrs. Wiswell to appoint Mrs. Suzan Kimball as District Treasurer. The motion carried 5-0.

Item #32 Appointment of Deputy Clerk

Mrs. Wiswell moved, seconded by Mr. Dyck to appoint Mrs. Rachel Lee as the the Deputy Clerk. The motion carried 5-0.

Item #33 Appointment of Deputy Treasurer

Mr. Froese moved, seconded by Mrs. Wiswell to appoint Mrs. Lory Hernandez as Deputy Treasurer. The motion carried 5-0.

Item #34 Approve Substitute Rate of Pay

Mr. Dyck moved, seconded by Mrs. Vaughan to approve the daily rate of \$130 for regular sub and \$155 day for long term sub. The motion carried 5-0.

Item #35 Approve Student and Staff Per Diem

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

Staff In-State: Breakfast \$10.00; Lunch \$13.00; Dinner \$15.00

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

Students: Breakfast \$10.00; Lunch \$10.00; Dinner \$10.00

The motion carried 5-0.

Item #36 Designate Representative to the SWPRSC Board

Mrs. Wiswell moved, seconded by Mr. Dyck to appoint Mrs. Ruthie Vaughan as a representative on the SWPRSC Board. The motion carried 5-0.

With no other business before the Board, Mrs. Wiswell moved, seconded by Mr. Dyck to adjourn. The motion carried 5-0.

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

President

Clerk

Visit our web site

<http://www.usd374.org/>