

**Sublette USD #374  
Official Minutes**

The Sublette Unified School District No. 374 Board of Education met in a regular session on Monday, July 11, 2022, at 7:00 p.m.

**Members Present**

Cesar Pena     Cody Forester  
  
Grant Webber     Pete Dyck     Cornelius Froese

**Members Absent**

Lee Mason

**Others Present**

Rex Richardson, Superintendent; Charity Ochs-Lathen Clerk; Rachel Lee, Elementary School Principal; Bob Murphy, MS/HS Principal; Sonya Pena, Curriculum Director and Lyle Befort, Activities Director.

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

The President called the meeting to order at 7:01 p.m.

Mr. Forester moved, seconded by Mr. Froese, to approve the agenda. The motion carried 4-0.

**Item #2 Approve Minutes**

Mr. Froese moved, seconded by Mr. Dyck, to approve the minutes of the June 20, 2022, Regular Hearing and the June 29, 2022 year-end meeting. The motion carried 4-0.

**Item #3 Approve Bills and Authorize Payment**

Prior to the meeting, Mr. Froese, Mr. Dyck, and Mr. Pena reviewed the Purchase Orders and supporting documents presented for payment. Mr. Froese moved, seconded by Mr. Forester, to approve the bills as listed on the List of Warrants dated 06/30/22 and authorize payment. The motion carried 4-0.

**Item #4 Reports**

Curriculum- Mrs. Pena reported that the ESL Praxis prep was in June. Seven teachers took the prep, and four passed the ESL Praxis. This is for certified teachers, not classified ones. The state pays a significant amount for each certified teacher, and a portion of that is given back to the teacher. The district has just been awarded a STEM grant. Three teachers will be attending a conference on the STEM CTE Pathways. A module will be created in the district, and Mrs. Jess Murphy will teach the course.

MS/HS Principal- Mr. Murphy informed the board that Martha Rogge has been painting in the High School. Mr. Murphy installed a new carpet in the HS Office and the SRO Room. Most teacher vacancies have been filled. Enrollment is set. Pre-enrollment is done. There are currently 6 SCCC kids. We will not be taking a bus but transport in a van, explorer, or suburban as long as there are not too many students or we co-op with Satanta. Mr. Murphy stated he was in the process of creating a code of conduct for the SCCC Students to make sure they are aware of the expectations placed on them. SCCC begins on August 15. Enrollment for USD 374 is August 9-10 in the South HS gym. August 11<sup>th</sup> and 12<sup>th</sup> are senior banner pictures. We will be sharing our band teacher with Satanta. We will have her for 5 hours, and Satanta will have her for 3 hours. They have expressed interest in **co-oping** with us in about three years.

Mr. Webber entered at 7:11 pm.

Elementary School- Mrs. Lee informed of a fall day pre-K. July 18-August 4 is the Jumpstart Program at the Grade School. It is spaced-themed. Mrs. Lee stated they will again be doing their clothing drive during enrollment. Mrs. Lee also stated that along with student handbooks, she will be creating a para handbook as well. This year, the paras will be working in classrooms on an as-needed basis and not assigned to particular classrooms. PTO is purchasing all the elementary school supplies. Summer food is up in numbers. Administrative retreat will be happening again in OKC from August 3-5, 2022. Mr. and Mrs. Bobby Murphy, Mr. and Mrs. Pena, Renee Phoenix, and Mrs. Rachel Lee.

Activities Director- Mr. Befort stated that MS Volleyball camp began on July 11<sup>th</sup> and will go through Wednesday. SWAY (Concussion testing) will be conducted on athletes as needed throughout the school year. The Football field is ready for 8 Man Football. Huddle has been recalibrated for this. Summer weights are underway and were full until the July 4<sup>th</sup> break. Now trying to get the kids back into the weight room.

SWPRSC- Kim Cruz lost her sister. Nothing new to report.

HPEC- Mr. Webber stated they approved the budget and covered normal business.

Superintendent- Mr. Richardson diverted his report to Item #5 on the regular agenda. He will be sending updates weekly to the Board.

## **PUBLIC FORUM**

There was no public forum.

## **ANNUAL- REORGANIZATIONAL MEETING**

### **Item #1 District Truancy Officer**

Mr. Webber moved, seconded by Mr. Forester, to continue Mr. Justin Groth in the role of District Truancy Officer. The motion carried 5-0

**Item #2 Authorization of signatures on accounts**

Mr. Forester moved, seconded by Mr. Dyck, to authorize the Board President, Clerk, and Treasurer to sign district checks by virtue of the office held as well as authorizing building personnel to sign checks. The motion carried 5-0.

**Item #3 Appointment of Clerk, Treasurer, and Attorney**

Mr. Forester moved, and Mr. Dyck seconded, with the motion carrying 5-0, to name to following:

Clerk of the Board- Mrs. Charity Ochs-Lathen

Deputy Clerk- Mrs. Rachel Lee

Treasurer- Mrs. Suzan Kimball

Deputy Treasurer- Mrs. Paula Leverett

Attorney- Rick Yoxall

**Item #4 Adopt Resolution Related to Board Minutes**

It was determined board meetings will be held the second Monday of each month- November through April- at 6:30 pm and May through October at 7:00 pm. The meetings will take place in the Administrative Office. There may be 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. Mr. Webber moved with Mr. Forester seconding. The motion carried 5-0.

**Item #5 Designations**

Mr. Forester moved, and Mr. Froese seconded, with the motion carrying 5-0, to designate the following:

Official Depository for District Funds- Centera Bank

Official Newspaper- HSCO Monitor with the Garden City Telegram secondary

Director of State and Federal Programs- Superintendent

Food Service Representative- Deborah (Lizzy) Ochoa

KPERS Representative- Clerk of the Board

Hearing Officer for free/ reduced priced meal application appeals- Superintendent

Compliance Coordinator for Federal Anti-Discrimination Laws including Title VI, Title VII, Title IX and Section 504 (ADA)- Superintendent.

**Item #6 Mileage Reimbursement rate**

Mr. Dyck moved, seconded by Mr. Webber, to approve 62.5 cents per mile for the 2022-2023 school year (State Rate). The motion carried 5-0.

**Item #7 Approve 1,116-hour school year**

Mr. Forester moved, seconded by Mr. Weber, to approve 1,116 hours for the 2022-2023 school year. The motion carried 5-0.

**Item #8 Home Rule Resolution**

An explanation of this resolution was given. It was explained that parents are welcome anytime in the classroom and at events. However, if an individual becomes disruptive, they will be asked to leave.

Mr. Forester moved, and Mr. Webber seconded to implement this resolution. The motion carried 5-0.

**Item #9 Waiver to exempt from GAAP and Fixed Asset Account Procedures**

Mr. Dyck moved, seconded by Mr. Webber. The motion carried 5-0

**Item #10 Approve In-State Per Diem Rates**

Breakfast- \$8.00

Lunch- \$13.00

Dinner- \$15.00

Mr. Dyck moved, and Mr. Froese seconded to approve the per diem rates. The motion carried 5-0.

**Item #11 Approve Substitute Teacher Pay**

Mr. Froese moved, seconded by Mr. Dyck, to approve \$125 per day for substitute teacher pay. The motion carried 5-0.

**Item #12 Appoint K.A.S.B. Governmental Relations Representative**

Mr. Webber moved, and Mr. Dyck seconded to appoint Mr. Forester as our Representative. The motion carried 5-0.

**Item #13 Appoint Delegate for the KASB Annual Conference**

Mr. Dyck moved, seconded by Mr. Forester, to Appoint Mr. Cesar Pena as Delegate. The motion carried 5-0.

**Item #14 Appoint HPEC Board Representative and two alternates**

Mr. Forester moved, seconded by Mr. Froese, to appoint Mr. Webber as Representative and Mr. Pena and Mr. Mason as alternates. The motion carried 5-0.

**Item #15 Appoint two (2) Board Negotiators**

Mr. Dyck moved, seconded by Mr. Forester, to appoint Mr. Cesar Pena and Mr. Grant Webber as Board Negotiators. The motion carried 5-0.

**Item #16 Designate School Auditor**

Mr. Webber moved, seconded by Mr. Froese, to designate Dirks, Anthony & Duncan, LLC as our district Auditors. The motion carried 5-0.

**Item #17 Designate Freedom of Information Officer**

Mr. Froese moved, seconded by Mr. Forester, to designate the Superintendent of Schools as Officer. The motion carried 5-0.

**Item #18 Designate Custodian of Records**

Mr. Dyck moved, seconded by Mr. Forester, to designate the Clerk of the Board as the Custodian. The motion carried 5-0.

**Item #19 Designate Foster Care Point of Contact**

Mr. Forester moved, seconded by Mr. Webber, to designate the Superintendent as the point of contact. The motion carried 5-0.

**Item #20 Meal Prices**

Mr. Forester moved, seconded by Mr. Webber, to approve the following prices for breakfast and lunch. The motion carried 5-0.

Elementary Student- \$1.65 Breakfast, \$3.15 Lunch

MS/HS Student- \$1.95 Breakfast, \$3.20 Lunch

Adult- \$2.50 Breakfast, \$4.60 Lunch

With no other business on the consent agenda, Mr. Dyck moved, seconded by Mr. Webber, to adjourn to a regular meeting. The motion carried 5-0

**Item #1 MS/ HS Cross Country**

At the end of the school year, we had five boys and two girls interested in Cross Country. Now we have just two interested in Cross Country. It was decided to wait until the end and see where the numbers are and see if we have a viable team. It was suggested that we visit this again at the August meeting for an update.

**Item #2 Revenue Neutral Rate Increase**

Meeting set for next Monday, July 18<sup>th</sup> for RNR hearing. Mr. Webber moved and Mr. Forester seconded to table until July 18<sup>th</sup> meeting. The motion carried 5-0.

**Item #3 Publication of District Budget**

Mr. Forester moved and Mr. Dyck seconded to approve adding 8 mills and levying 33%. The motion carried 5-0.

**Item #4 2022-2023 Needs Assessment Review**

The board decided to table until July 19 to make sure all the information is where they want it and ask for reasonable timeline. Mr. Webber moved, seconded by Mr. Forester. The motion carried 5-0.

Board Minutes

Page 6

July 11, 2022

### **Item #5 Walkthrough Evaluation Tool**

Principals evaluate new teachers on a cycle. E 4 E Walkthrough is the program used. It is a program that houses information on reviews and makes the process smoother. It can be used for review notes in classroom and note expectations, strengths and weaknesses then share with the teachers. Mr. Richardson suggested getting with the service center to customize the program to better fit our needs. Mr. Murphy and Mrs. Lee both use this system.

There was an open discussion about having a Meet the Faculty and Staff/ Board to include families and have hot dogs and burgers. It was suggested the board walk through the buildings 30 minutes prior to August Board meeting to check out condition and work being done by teachers. The board talked about setting goals. Mr. Richardson said this helps him decide the direction to go and the board to help make decisions. When district positions become open make sure all faculty and staff are notified and policies in place and being followed. Date of employee notifying district of resignation is negotiated in agreement and individual can be penalized if not given enough notification.

### **Item #6 Executive Session- Negotiations**

Mr. Webber moved and Mr. Dyck seconded to go into executive session for 5 minutes. The motion carried 5-0. The board reconvened at 8:58

### **Item #7 Executive Session- Personnel**

Mr. Webber moved and Mr. Forester Seconded to go into Executive session for 5 minutes. The motion carried 5-0. The board reconvened at 9:04pm. Mr. Forester moved and Mr. Froese Seconded to return to Executive Session for 10 minutes. The board reconvened at 9:14pm. Mr. Forester moved, seconded by Mr. Dyck to return to Executive Session for 10 minutes. The Board reconvened at 9:24pm and Mr. Forester moved, seconded by Mr. Dyck to return once again to Executive Session for 5 minutes. The Board reconvened at 9:29pm.

Mr. Forester moved, seconded by Mr. Dyck to hire Tina Froese as school nurse. The motion carried 5-0. Mr. Webber moved, seconded by Mr. Froese to hire Jeffrey Wren as seasonal maintenance. The motion carried 5-0. Mr. Froese moved, seconded by Mr. Webber to hire Alex White as a paraprofessional. The motion carried 5-0. Mr. Forester moved, seconded by Mr. Froese to hire Andrea Simmons as MS Social Studies teacher. The motion carried 5-0.

### **Item #8 Adjournment**

With no other business to come before the Board, Mr. Forester moved, seconded by Mr. Froese to adjourn the meeting. The motion carried 5-0.

Board Minutes

Page 7

July 11, 2022

*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/>**