

OBERLIN UNIFIED SCHOOL DISTRICT NO. 294  
BOARD OF EDUCATION  
REGULAR MEETING

OBERLIN, KANSAS

July 12<sup>th</sup>, 2021

The Board of Education of Unified School District 294 met  
in Regular Session, Monday, July 12, 2021.

REGULAR  
SESSION

The meeting was held at the District Office Board Room,  
131 East Commercial, Oberlin, Kansas 67749.

President Doug Brown presided and called the meeting  
to order at 7:00 P.M.

PRESIDING

Board Members Present: Doug Brown  
Monte Moore  
Megan Carter  
Abby Hissong  
Spring Louderback

BOARD  
MEMBERS  
PRESENT

Board Members Absent: Roger May  
Kris Mathews

BOARD  
MEMBERS  
ABSENT

Others Attending: Dr. Joel Applegate, Superintendent  
Brandon Gehring, OES Principle, Brenda  
Breth, DCHS Pricnciple, Dayna Mannebach,  
Reporter, The Oberlin Herald, Pastor Gordon,  
Pettibone, Jolene Dempewolf, Clerk, Board of Education,

OTHERS  
ATTENDING

The Pledge of Allegiance was said by those in attendance.

Prayer was led by Pastor Gordon Pettibone.

There was no Public Forum this evening.

**DURING BOARD FORUM:**

Monte Moore briefly spoke about the Service Center.

**ADOPTION OF THE AGENDA:**

Board asked for these changes to the Agenda. GMNC Removed, Executive Session before doing Action Items, and S destroy DCHS Records.

Moved by Spring Louderback and seconded by to Megan Carter  
adopt the agenda with the following changes.

**MOTION**

Adopt  
Agenda

Voted on and carried unanimously, 5-0.

**FINANCIAL REPORTS:**

Board Review the Financial statements and expenditure percentages of funds. One question was asked about food service account and check register was football pads and pants, and Zoom charge these items was discussed and addressed

**BOARD GOALS FOR 2021 - 2022**

No Changes to Board Goals at this time.

**CONSENT AGENDA ITEMS WERE REVIEWED FOR APPROVAL:**

- \*Minutes of the June 14, 2021, regular meeting
- \*Minutes of the June 29, 2021, regular meeting
- \*Approval of Bills for Payment
- \*Carla Britton Resignation
- \*Personnel Required by Statute
  - Clerk of the Board (Recommending Jolene Dempewolf)
  - Deputy Board Clerk (Recommending Carla Depperschmidt)
  - Treasurer of the Board (Recommending Iris Mastin)
  - Deputy Board Treasurer (Recommending Melissa Dreher)
  - Board Attorney (Recommending KASB Legal Assistance Fund)
- \*Selection and Appointment of authorized representative for KPERS (Recommending Jolene Dempewolf)
- \*Authorize participation in Federal Programs (Board approval is needed to authorize participation in Federal Programs for the 2021-25022 school year)
- \*Selection and Appointment of Federal Program Representative (Recommending Joel Applegate)
- \*Appoint Freedom of Information Officer (To be in compliance with the laws concerning open records, the Board will need to appoint a Freedom of Information Officer. Recommending Joel Applegate to serve in this capacity)
- \*Selection of Official Newspaper (Recommending The Oberlin Herald)
- \*Appointment of Hearing Officer for Free and Reduced Price Meal Application Appeals (Recommending Joel Applegate)

- \*Appointment of Coordinator for Section 501, Title VI, and Title IX
  - Recommending Joel Applegate for Title VI and Title XI Coordinator
  - Recommending Elementary Counselor Sheila Jansonius and Secondary Counselor Lacey Tally for Section 504 Coordinators. Superintendent Applegate will oversee all 504 proposals.
- \*Adopt 1116 Hour Calendar
- \*Designate Truancy Officers (Recommending Brenda Breth, Brandon Gehring, and Joel Applegate)
- \*Establish mileage rate Reimbursement (Reimbursement of \$0.56 per mile is recommended for 2021-2022)
- \*Food Service Agreement (Superintendent Applegate recommends the district participate in the school food service program for the 2021-2022 school year)
- \*Permission to destroy old records (The DCHS & OES Office will request permission to destroy financial records from the 2015-2016 school year.) (Consent Agenda Attachment 4)
- \*Establish Petty Cash Limits (The board will need to establish petty cash limits for the following)
  - District Office - \$1,000.00
  - DCJ/SHS Office - \$1,000.00
  - OES Office - \$500.00
- \*Designate Homeless Children Coordinator (Recommending School Nurse)

Moved by Megan Carter and seconded by Monte Moore to approve the consent agenda.

MOTION  
Approve  
Consent Agenda

Voted on and carried unanimously, 5-0.

Annual Agenda Items and Reports:  
None to report at this time.

An Executive session is needed to discuss an individual employee's contract.

Moved by Megan Carter and seconded by Spring Louderback to go into executive session to discuss an individual employee's contract, and the open meeting will resume in the District Office at 7:40 P.M.

MOTION  
Executive  
Session

With only the board in attendance and Dr. Joel Applegate.

No Action was taken

An Executive session is needed to discuss an individual employee's contract.

Moved by Megan Carter and seconded by Monte Moore to go into

MOTION

executive session to discuss an individual employee's contract,  
and the open meeting will resume in the District Office at 7:46 P.M.

Executive  
Session

With only the board in attendance and Dr. Joel Applegate.

No Action was taken

Items for Discussion:

#### ACTION ITEMS

#### DONATION OF CAR TO VO-AG FROM LIBBY FORT:

The board accepted the donation of a Vehicle to Vo-Ag for education.

Moved by Spring Louderback and seconded by Megan Carter to  
Accept the donation of Vehicle from Libby Fort for Education  
Needs in VO-AG

MOTION  
Accept Donation  
of Vehicle for  
VO-AG

Voted on and carried unanimously, 5-0.

#### SELECTION OF MEETING DAY AND TIME:

- 1.) Regular Meeting (Recommending second Monday of each month starting at 7:00 PM)
- 2.) Conflict Meeting Day and Time (The day following the regularly scheduled meeting)
- 3.) Special Meeting Waiver Form
- 4.) Second Meeting Day (if Needed) (Recommending the fourth Monday be used as the second meeting Date)

Moved by Abby Hissong and seconded by Spring Louderback to  
Approve all recommendations for Selection of Meeting Day and  
Time.

MOTION  
Approve  
Recommendations  
Of Meeting Day  
And Time

Voted on and carried unanimously, 5-0.

#### APPROVE ACTION ITEMS C – I TO REMAIN THE SAME UNTIL JANUARY BOARD MEETING:

- C.) Selection and Appointment of Representative to NKESC 1.) Representative (Monte Moore served as our representative during this past year) 2.) Alternate (if Desired) (Roger May served as our alternate representative during this past year)
- D.) Appointment of Bid Committee (In the Past the President and Vice President have served in this capacity)

E.) Appointment of Policy Review Committee (In the past, new board members have served on this committee. Spring Louderback, Kris Mathews, and Roger May served in this capacity during this past Year.)

F.) Appointment of Governmental Relations Network Representative (Doug Brown served in this capacity during this past year)

G.) Appointment of Facilities Committee (Abby Hissong, Kris Mathews, and Doug Brown served in this capacity during this past year.)

H.) Appointment of Calendar Committee (Megan Carter, Spring Louderback, and Roger May served in this capacity during this past year)

I.) Appointment of Board Negotiators for 2021-2022 School Year (Monte Moore, Roger May, and Spring Louderback served in this capacity)

Moved by Abby Hissong and seconded by Spring Louderback to  
Approve C- I Remain the same until January Board Meeting.

MOTION  
To Approve C-I  
Remain Same Until  
January

Voted on and carried unanimously, 5-0.

**RESCIND ACTIONS BY THE BOARD OF EDUCATION WHICH ESTABLISHED POLICY:**

- 1.) Prior to July 1, 2021
- 2.) Approval of Policies 2021-2022

Moved by Spring Louderback and seconded by Monte Moore to  
Approve J which states Rescind action by the Board of Education which  
Established policy.

MOTION  
To Approve  
Section J

Voted on and carried unanimously, 5-0.

**WAIVER FROM ACCOUNTING PRINCIPLE:**

Moved by Spring Louderback and seconded by Monte Moore to  
Approve waiver from accounting principle.

MOTION  
To Approve  
Section K

Voted on and carried unanimously, 5-0.

**GATE RECEIPTS AND ACTIVITY FUNDS RESOLUTION:**

- 1.) Gate Receipts (Recommending Principal Brenda Breth)
- 2.) Activity Funds (Recommending building level personnel)

Moved by Megan Carter and seconded by Abby Hissong  
To approve Gate Receipts as Brenda Breth.

MOTION  
To Approve  
Gate Receipts  
Brenda Breth

Voted on and carried unanimously, 5-0.

**GATE RECEIPTS AND ACTIVITY FUNDS RESOLUTION:**

- 1.) Gate Receipts (Recommending Principal Brenda Breth)
- 2.) Activity Funds (Recommending building level personnel)

Moved by Spring Louderback and seconded by Monte Moore  
To approve Activity Funds as Recommended.

MOTION  
To Approve  
Activity Funds  
As Recommended

Voted on and carried unanimously, 5-0.

**RESOLUTION FOR AUTHORIZATION FOR HANDWRITTEN CHECKS:**

Authorizes payment of bills which are due outside the bill cycle to be paid by handwritten check with a limit of \$50,000.

Moved by Spring Louderback and seconded by Monte Moore to  
Approve Handwritten check up to \$50,000.

MOTION  
To Approve  
Handwritten Check  
Up to \$50,000

Voted on and carried unanimously, 5-0.

**FEES FOR THE 2021-2022 SCHOOL YEAR**

Superintendent Applegate will have recommendations for fees and meal prices for the 2021-2022 School year. At this time Superintendent Applegate is recommending meals not increase as it is free for all student this year, increase the extra Entrée to \$1.25 at high school, and Instrumental Music Rental increase to \$50.00

Moved by Megan Carter and seconded by Abby Hissong to  
Increase the extra Entrée at the High school and Music Rental  
Fee.

MOTION  
To Allow  
Increase Extra  
Entrée and Music Rental

Voted on and carried unanimously, 5-0.

**NORTHWEST KANSAS TECHNICAL COLLEGE FEE:**

The Board will need to consider the participating district fee of \$150 with the Northwest Technical College for 2021-2022.

Moved by Abby Hissong and seconded by Monte Moore to  
Table this until we receive information from Northwest Technical College.

MOTION  
To Table  
Until receive  
Information

**RENEW AGREEMENT WITH COLBY COMMUNITY COLLEGE:**

The annual renewal agreement with Colby Community College Department of Nursing for 2021-2022 will need to be considered. This agreement with the college has been in effect since July 11, 2001, and is renewable each year.

Moved by Megan Carter and seconded by Spring Louderback to Approve the renewal agreement with Colby Community College.

MOTION  
To Approve Renewal Agreement with CCC

Voted on and carried unanimously, 5-0.

**HOME RULE RESOLUTION:**

This resolution allows the board authority to conduct district business without specific statutory delegation.

Moved by Spring Louderback and seconded by Monte Moore to Approve home rule resolution to conduct district business without specific statutory delegation

MOTION  
To Approve Home Rule Resolution

Voted on and carried unanimously, 5-0.

**NON-FEDERAL SOURCE CONTRIBUTIONS TO FOOD SERVICE:**

Superintendent Applegate will provide information and request approval to transfer General or supplemental General Fund Money to Food Service to cover any cost in excess of revenues collected in the 2021-2022 School year.

Moved by Megan Carter and seconded by Spring Louderback to Approve Superintendent to transfer money from General or Supplemental to Food Service to cover cost.

MOTION  
To Approve Superintendent Transfer Funds

Voted on and carried unanimously, 5-0.

**RENEWAL OF MEMORANDUM OF UNDERSTANDING:**

The 2021-2022 renewal of the Memorandum of Understanding with the Northwest Kansas Educational Service Center will be presented for board consideration. This memorandum is for the Head Start Program.

Moved by Abby Hissong and seconded by Monte Moore to Renew NWKESC for Head Start Program.

MOTION  
To Renew NWKESC Head Start Program

Voted on and carried unanimously, 5-0.

**RENEWAL OF LEASE FOR DISHWASHING SYSTEM FOR DCJ/SHS KITCHEN:**

At this time there was no renewal contract.

Moved by Megan Carter and seconded by Spring Louderback to  
Table this until the board receives renewal contract.

MOTION  
To Table  
Until Contract is  
Received

Voted on and carried unanimously, 5-0.

**OES HANDBOOK CHANGES:**

Board reviewed and approved changes that were displayed in Action item: Attachment 7.

Moved by Spring Louderback and seconded by Megan Carter to  
Approve changes that was presented to the Board.

MOTION  
To Approve  
Changes OES  
Handbook

Voted on and carried unanimously, 5-0.

**DCJ/SHS STUDENTS AND ACTIVITIES/ATHELTICS HANDBOOK CHANGES:**

Board reviewed and approved changes that were displayed in Action item: Attachment 8 & 8a.

Moved by Megan Carter and seconded by Spring Louderback to  
Approve changes that was presented to the Board.

MOTION  
To Approve  
Changes DCJ/SHS  
& Athletics Handbook

Voted on and carried unanimously, 5-0.

**APPROVAL OF CLASSIFIED JOB DESCRIPTIONS:**

Board decided to table this action item shown in Attachment 9.

Moved by Megan Carter and seconded by Monte Moore to  
Table for August meeting.

MOTION  
To Table  
Until August

Voted on and carried unanimously, 5-0.

**APPROVAL OF CONTRACT FOR DOUG KROEGER:**

IT Consultant for district

Moved by Spring Louderback and seconded by Monte Moore to  
Approve Doug Kroeger IT Contract.

MOTION  
To Approve  
Doug Kroeger  
IT Contract

Voted on and carried unanimously, 5-0.

**APPROVAL OF CONTRACT FOR DENA DELL:**



Contract for Dena Dell for Tech Director Position

Moved by Spring Louderback and seconded by Monte Moore to  
Table Dena Dell Contract for next Board Meeting.

MOTION  
To Table  
Dena Dell  
Tech Contract

Voted on and carried unanimously, 5-0.

APPROVE PAM BREMENKAMP PART TIME COOK:

Moved by Abby Hissong and seconded by Megan Carter to  
Approve Pam Bremenkamp as Part Time Cook.

MOTION  
To Approve  
Pam Bremenkamp  
Part Time Cook

Voted on and carried unanimously, 5-0.

APPROVE CLASSIFIED HANDBOOK, TECH USAGE AND ACKNOWLEDGEMENT:

Moved by Spring Louderback and seconded by Megan Carter to  
Approve classified handbook, Tech Usage, and Acknowledgement.

MOTION  
To Approve  
Classified Handbook  
Tech Usage, &  
Acknowledgement

Voted on and carried unanimously, 5-0.

APPROVAL ON BANK BIDS (DEPOSITORIES FOR SCHOOL FUNDS):

- 1.) Checking Account for District
  - 2.) Activity Accounts for Buildings
  - 3.) Investments of Funds (Recommending Board of Education authorize the Superintendent and Board Clerk to invest idle funds, as per board policy)
- Board review the three bids received from banks. They choose to move all funds but scholarship funds over to FNB bank. Also allowing Superintendent and Board Clerk to invest idle funds.

Moved by Spring Louderback and seconded by Monte Moore to  
Move all accounts but, scholarships to FNB Bank and to give Superintendent  
And Board Clerk authority to invest idle funds.

MOTION  
To Approve  
Move all Accounts  
& Authority on idle funds

Voted on and carried unanimously, 5-0.

RESIGNATION OF TANNER JACKSON:

Tanner Jackson turned in Resignation. Board denied Resignation.

Moved by Megan Carter and seconded by Monte Moore to  
Denied Tanner Jackson's Resignation.

MOTION  
To Denied  
Tanner Jackson's  
Resignation

Voted on and carried unanimously, 5-0.

Information

SUPERINTENDENT'S INFORMATION FORUM:

- \*Bleacher update (Direction on Wood)
- \*Bathroom update (OES and DCHS)
- \*Window update (DCHS)
- \*Working on budget. Looking to see if we will be Revenue Neutral
- \*Finalizing some of the August activities
- \*Curriculum Committee – starting this fall
- \*Assessment – time to provide information on how we did last year
- \*Preschool
- \*Pool Party for Staff and Family

BOARD MEMBERS WORKSHOP OPPORTUNITIES:

None at this time.

ITEMS FOR FUTURE BOARD MEETINGS:

- \*Budget Hearing
- \*Negotiations for 2021 – 2022

President Doug Brown Adjourn meeting 9:18 P.M.

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Jolene Dempewolf, Clerk, Board of Education

Date: \_\_\_\_\_

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President, Board of Education