

USD 263
BOARD OF EDUCATION MEETING
July 14, 2025
7:00 P.M.
DISTRICT OFFICES-628 E. MULVANE
unofficial draft
MINUTES

**Please be respectful-No cell phone use or texting during the meeting. Mute or turn off phones.*

1.0 MEETING OPENING

1.1 CALL TO ORDER by 2024-25 President

The meeting was called to order at 7:00 p.m. by 2024-25 President Jeff Ellis with the following members present: Fred Heersche, Chris Heersche, Steve Fry, and Crystal Smith. Destiny Myers and Stacy Gear were not present.

Also present: Superintendent Ensley, Doug Hatfield, Brad Canfield, Karen Vines, Trista Cuthbertson, and Clerk Schifferdecker.

1.1.1 Election of Board President for 2025-2026

Motion made by Chris Heersche to nominate Jeff Ellis as Board President to serve in this position for the 2025-26 year. Seconded by Steve Fry. Steve Fry called to cease nominations. Motion carried 5-0.

1.1.2 Election of Board Vice-President for 2025-2026

Motion made by Crystal Smith to elect Stacy Gear as Board Vice President to serve in this position for the 2025-2026 year. Second by Steve Fry. Motion carried 5-0.

1.2 ANNOUNCEMENTS BY PRESIDENT

*Nothing at this time

1.3 “GOOD NEWS” BY BOE MEMBERS

*Nothing at this time

1.4 ADMINISTRATIVE REPORTS

1.4.1 Brad Canfield, Director of Operations, reported that we held a custodial training last week. The health insurance committee met. Thanks to Marla Clifton and Dana Bartel for their work and attendance. Convergent is in the district working on door access controls and upgrading our cameras.

1.4.2 Trista Cuthbertson, Asst Superintendent, reported that we have closed applications for out-of-district students. We approved 26 out-of-district applications. Casey Lucas and building principals are working on filling our para positions. We hosted Pathways to Reading training last week. New teachers will begin on-boarding on July 23.

1.4.3 Dr. Jay Ensley, Superintendent, noted that it is budget cycle season. Thanks to Carolyn Young for her work in preparing our 2025-26 budget.

1.5 MEA REPORT-no report

2.0 APPROVE/AMEND AGENDA

Motion made by Fred Heersche to approve the agenda. Second by Crystal Smith. Motion carried 5-0.

Motion made by Chris Heersche to approve the amendments to the consent agenda. Second by Steve Fry. Motion carried 5-0.

ADD: CONSENT ITEMS:

3.3.1 Resignations:

Katherine VanDyke-MGS HN ParaEducator (eff 7-9-25)

Diana Tuhro-MP HN ParaEducator (eff 7-8-25)

3.3.2 New Hires:

Shannon Marlatt-MP ParaEducator (eff 8-1-25)

Ashlyn Whitfield-Payroll & Benefits Specialist (eff 7-15-25)

Penny Landis-MMS ParaEducator (eff 8-1-25)

Nazia Mazhar-MHS HN ParaEducator (eff 8-1-25)

3.3.3 Change of Status/Transfer:

Angela Suffron-MP HN ParaEducator (eff 8-1-25)

3.0 CONSENT AGENDA

3.1 APPROVAL OF PREVIOUS MINUTES

3.2 FINANCIAL REPORTS

Clerk & Treasurer Report

Bank Reconciliation

Activity Funds Financial Statements

3.3 ROUTINE PERSONNEL

3.3.1 Resignations:

Katherine VanDyke

Diana Tuhro

MGS HN ParaEducator (eff 7-9-25)

MP HN ParaEducator (eff 7-8-25)

3.3.2 New Hires:

Marcus Carter

Trista Cuthbertson

Kari Schwanke

Shannon Marlatt

MHS Asst Boys Basketball Coach (eff 8-1-25)

MHS Head Volleyball Coach (eff 8-1-25)

MHS Asst Varsity Volleyball Coach (eff 8-1-25)

MP ParaEducator (eff 8-1-25)

Ashlyn Whitfield	Payroll & Benefits Specialist (eff 7-15-25)
Penny Landis	MMS ParaEducator (eff 8-1-25)
Nazia Mazhar	MHS HN ParaEducator (eff 8-1-25)

- 3.3.3 Change of Status/Transfer:
Angela Suffron MP HN ParaEducator (eff 8-1-25)
- 3.4 PDC TRANSCRIPTS Jennifer Hankins
- 3.5 PURCHASE ORDERS OVER LIMIT: None
- 3.6 BILLS \$144,172.99
- 3.7 PAYROLL \$101,898.73
- 3.8 TRANSFERS None
- 3.9 DONATION
Mulvane Community Foundation USD 263 Food Service \$1,243.85
Duane and Elizabeth Banzet Mulvane FFA \$100
- 3.10 OTHER Approve Contract with ComCare for Services

Resolution for Destruction of Records-DO
Finance Dept
- 3.11 ORGANIZATIONAL MATTERS
Adopt the 1,116 Hour Calendar
Appoint Sonya Schifferdecker as Board Clerk
Appoint Angela Martinez as Deputy Clerk
Appoint Carolyn Young as Board Treasurer
Appoint Richard Hampton as Food Service Representative
Appoint Carolyn Young as KPERS Representative
Appoint Brad Canfield as Hearing Officer for free and reduced meal application appeals
Appoint Jay Ensley as Federal Programs Administrator
Appoint Jay Ensley as Title VI, Title VII, Title IX Hearing Officer
Appoint KASB Legal as Alternate Title IX Hearing Officer
Appoint Glenda Cowell as Title IX Coordinator
Appoint Brad Canfield as Title II (ADA) and Age Discrimination Hearing
Officer/Coordinator
Appoint Trista Cuthbertson as Section 504 Hearing Officer
Appoint Trista Cuthbertson as Board Designee for Emergency Safety Intervention
complaints (non Special Ed)
Appoint Trista Cuthbertson as Board Designee for Emergency Safety Intervention
complaints (Special Ed)
Appoint KASB and Calvin Rider as school attorney
Designate Carson Bank as the official depository for school district funds
Designate Mulvane News as the official newspaper
Establish mileage reimbursement equal to the state rate (70 cents per mile)

Adopt guidelines for activity funds and gate receipts

Establish copy and fax rates: copy fee =	\$.15 for patrons
	\$.10 for employees
color copy fee =	\$1.30 for patrons
	\$1.05 for employees
Fax fee =	\$1.05 to send
	\$.30 to receive

Appoint the following truancy officers for their respective buildings: Renee Sweetwood, Munson Primary School, Erica Mize, Mulvane Grade School, Colin Cathey, Mulvane Middle School, Jeromy Swearingen, Mulvane High School

Freedom of Information Officer: Sonya Schifferdecker

Appoint building principals to accept, receipt, and expend building donations not to exceed the amount of \$500 with a full accounting report submitted to Central Office

Appoint List of Hearing Officers for 2025-26: Jay Ensley, Glenda Cowell, Trista Cuthbertson, Jeromy Swearingen, Colin Cathey, Erica Mize, Renee Sweetwood, Calvin Rider, KASB Legal, Jack Furan, Brad Canfield

Appoint Trista Cuthbertson as District Homeless Liaison and ESL Coordinator

Establish Substitute Teacher Rate - \$130.00 Daily Rate; \$65.00 Half-Day Rate; \$17.93

Hourly Rate; Long-Term Substitute Rate - \$170 daily rate after 10 consecutive days in an assignment

Establish Activity Account Definitions

Treasurer's Bond shall be \$25,000

RESOLUTIONS

Early Payment Resolution

GAAP Resolution

Meeting Date Resolution

Resolution to rescind all policy actions established during the 2024-25 school year

Resolution to adopt all current written policies

Petty Cash Resolution

Activity Funds Resolution

Resolution to Establish Home Rule

Motion made by Fred Heersche to approve the consent agenda. Second by Crystal Smith.
Motion carried 5-0.

4.0 PATRON TIME

No patrons were present to speak.

5.0 ACTION ITEMS

There were no Action Items

6.0 DISCUSSION/ACTION ITEMS

6.1 Health Insurance Renewal Proposal

Karen Vines presented health and dental insurance renewal information.

Motion made by Steve Fry to approve the recommendation for medical and dental plans as presented. Second by Chris Heersche. Motion carried 5-0.

7.0 DISCUSSION/REPORT ITEMS

7.1 RNR Mill Rate Reported to County Clerk

Dr. Ensley reported that districts must report the RNR mill rate to the county clerk by July 20th. This afternoon, they visited with the county clerk and our auditor. We don't have anything official but will report our intent to the BOE at the end of the week. We will submit our RNR form to the county clerk prior to July 20th. The county clerk will send out the information to taxpayers. We will work on our budget and present it to the Board for approval and publication at the August 11 meeting. The budget hearing will be held on August 25th.

8.0 EXECUTIVE SESSION

There were no Executive Sessions

9.0 ADJOURNMENT

Motion made by Fred Heersche to adjourn at 7:15 p.m. Second by Crystal Smith. Motion carried 5-0.
