

# Minutes

## **Regular Meeting of the Board of Education Unified School District No. 473, Chapman, KS**

**February 10, 2025**

**Betsy Edwards, School Board President, called the Regular meeting of the Board of Education to order at 6:30 pm at the Education Center located at 822 N. Marshall, Chapman, KS.**

**Other Board Members Present: Kelly Kuntz, Brenda Edleston, Dana Obermeyer, Adam Elliott, Jessica Murphy and Jennifer Elliott**

**Also Present: Kevin Suther – Superintendent, Michele Sutter - Board Clerk  
Kate Thornton, Andrea Koster, Jim Weller, Mary B. Wright, Kara Wilkins,  
Nate Obermeyer, Matt Haynes, Jorgan Beck, Jeremiah Frey, Jonah Frey, Levi  
Willmann, Afton Diehl, Ashley Stearns, Kyle Sims, Jacob Kelly, Kasey Fielder,  
Lacey Fielder, Justin Gunderson, Jennifer Rogers, Tori Heller, Dusty Heller  
and Jake Leighty**

\*\*\*\*\*

**Jennifer Elliott made the motion to adopt the agenda as presented. Adam Elliott seconded the motion; motion carried 7-0.**

**Brenda Edleston made the motion to adopt the Consent Agenda as presented. Adam Elliott seconded the motion; motion carried 7-0.**

- 3.01 Approve the Minutes from the Regular January 13th, 2025 BOE Meeting
- 3.02 Financial Reports: Treasurer, Food Service, Petty Cash
- 3.03 Payment of Bills
- 3.04 Public Participation

### **SCHOOL PRESENTATIONS:**

#### **Chapman High School Presents to the Board**

**Kate Thornton introduced Jim Weller, Ag Education/Welding Teacher, who gave an update to the Board about a donation he received from the Knopp Family, and also a matching grant from Frontier Credit for \$15,000. He brought along students Levi Willman and Jonah Frey to talk about the updates they've made to the shop and also some equipment that was purchased.**

**Renovations - They installed new LED lighting in the shop, painted the shop and power washed the floors. Mr. Weller is still looking for a long term solution on what to put down on the floors but for now, getting them all cleaned up has made a huge**

**difference. The students explained how dark the shop used to be and now it is extremely bright which helps the students in their work. They were very excited about the new lighting. Next, they moved all the equipment out of the shop to powerwash the walls and paint. Mr. Weller said that over the Christmas break, he had a couple of former students contribute their time by helping.**

**New Equipment - They were able to purchase a sheet metal roller, (7) small engine tool boxes and some ceramic discs. Jonah talked about how nice it was to get the new tool boxes. He said it really helped to organize the shop and things are going so much faster because everything has a place now and gets put back in the proper place.**

**Upgraded Equipment - The old welding helmets became very foggy so new ones help with efficiency and safety. Mr. Weller also found an Ironworker machine and feels very blessed that he did. He traveled to Oklahoma and purchased it for \$5,000. He said it is worth around \$40,000 new and is a huge asset to our shop. The CNC plasma table is also a huge improvement and they now get to do much larger projects like the new upgraded metal sign at CHS that has green backlighting. Another item is the bandsaw they purchased which is very modern and is so much smoother.**

**Mr. Weller's goal is to have the Freshman and Sophomores on one side of the shop for skills training and the upperclassman on the other end working on larger projects.**

**Mrs. Thornton also wanted Mr. Weller to talk about being recognized as an AED school (Associated Equipment Dealers). He said 19 Freshman have earned their tractor safety education. Another new training and contest involved small engines and a precision contest that Chapman hosts at the John Deere dealership in Abilene. Abilene Machine is a location for hosting a fabrication contest to build a project within four hours as a team to then be judged.**

**Board Member Adam Elliott asked Mr. Weller what was coming up for FFA week?**

- Community Breakfast**
- Work Auction**
- Drive your Tractor to School Day**
- Interview Fair**
- We are hosting "Draft Day" (Similar to the football one, but with all Ag)**

### **Human Resource Director Presentation**

**Andrea Koster, who is the USD 473 HR Director, told the Board about some of her job duties and many of the software systems she has implemented and is in charge of. She said HR is not just for recruiting and hiring.**

**When Andrea was hired back in 2013, she noticed immediately that we needed an Applicant Tracking App. Applicants now have one location to fill out information or attach documents to help with personnel decisions.**

**Andrea also attends career fairs every year whenever possible. She is the interview coordinator for new hires. The job involves working hand-in-hand with the applicant as well as our administration and staff.**

**USD 473 uses the Greenbush Service Center for the district Mentor Training for new teachers which is now required for two years.**

**Another program implemented is called, "My Learning Plan" and every teacher in our district has a login where they track their professional development points.**

**The system called "Red Rover" is the teacher Substitute Management System. When new substitutes sign-up, Andrea gets them set up into the system and job openings are texted to the subs. There is also the freedom for teachers to select preferred subs.**

**Starting October of 2022, the District implemented a new accounting software program called Skyward. The district has been able to digitally help employees check on their own contracts, paychecks, time off balances, W-2's, and much more at anytime.**

**Mrs. Koster started the Secure Volunteer program. Anyone who would like to volunteer in the classroom or fh go on a field trip must sign up with this program annually to be reviewed before approving an outside adult to work with children.**

**The other background check is for employees using Background Investigation Bureau (BIB). Andrea secured this company several years back for the safety of our District.**

**Impact Aid - Andrea is in charge of this program for our District. She collects the data and submits the application each year. Each year we send out the survey to all families in order to find out who has ties to the military because we can claim those students and the district receives money for them. It also helps qualify the district for other opportunities.**

**Andrea is also the Student Information Systems Coordinator - She updates and maintains student data in our PowerSchool system for our KIDS audit for KSDE. The enrollment report is at the beginning of the year and is very important for all our funded programs. September 20th is the official count date for all schools in the State of Kansas. We capture the students that were enrolled between September 20th and October 3rd. The Principal's Building Report ties into this. That report then feeds into the Superintendent Report. Many eyes are looking at the numbers and are double checking them. Every year our KSDE auditor comes into our office to review the information we have provided them.**

**Board Member Brenda Edleston asked Mrs. Koster about her favorite or most pressured part of the job. She said the KIDS report and the end of the year CTE report are both very stressful but also rewarding when completed.**

**Board Member Betsy Edwards said she has heard personally lots of positive feedback on the sub process.**

## **OLD BUSINESS:**

### **Adopting KASB Policy IDACA**

**The Board did not adopt KASB Policy IDACA at the January 13th meeting along with all other December recommended policies. Superintendent Suther helped get feedback on the meaning of the change.**

After talking with KASB and discussing it at the Board Agenda meeting, the recommendation would be to simply add in the first sentence two words (district policy) to be able to reference any changes we have made in our policy with non-resident students.

"In accordance with district policy and with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child".

Jessica Murphy made the motion to approve the recommended updated IDACA policy for Special Education Services while also adding the wording district policy in the first sentence. Jennifer Elliott seconded the motion; motion carried 7-0.

## **NEW BUSINESS:**

### **Scheduling Report as stated in Article XI Scheduling of the Negotiated Agreement**

Superintendent Suther broke down the enrollment numbers by grade level and by every class in the district. He noted that our High School has increased in numbers. Currently we have 114 Freshman and 105 Sophomores.

The Kindergarten and First Grade class totals has seen the biggest decrease. We will be advertising for new families for Kindergarten that are in district and advertising about the open enrollment dates for out of district interest.

The Blue Ridge Pre-School is doing very well and there is also a waiting list for next year. For now, we accept 10 students and we will be reviewing if we'd like to increase that number. If the district does, we will need to add a classroom aide.

### **Additional Early Graduates to Approve**

There are two students who decided after returning to school in January that they want to graduate early and have met the requirements needed.

Adam Elliott made the motion to approve the two additional Chapman High School seniors for early graduation upon meeting the requirements set forth by USD 473 and KSDE. Jessica Murphy seconded the motion; motion carried 7-0.

### **Board of Education Service Awards**

It is time again for the annual Board of Education Service Awards.

- Outstanding Service to Students
- Outstanding Service to the District

Michele Sutter, Board Clerk, will send out a Google form to the staff for nominations that will close on February the 28th. The Board will have time to review the nominations during executive session at the March 10th BOE meeting and will choose the honorees. The winners will be recognized at the April 9th

**Employee Recognition Dinner held at Chapman High School.**

**Executive Session - Personnel**

**Kelly Kuntz made the motion for the Board to go into Executive Session for 30 minutes in order to discuss personnel items pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the Board room at 7:59. There will be a 5 minute break first from 7:24 to 7:29 and Superintendent Suther is invited into the session. Jessica Murphy seconded the motion; motion carried 7-0.**

**The Board returned to open session at 7:59 pm.**

**Dana Obermeyer made the motion for the Board to go back into Executive Session for an additional 20 minutes in order to discuss personnel items pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the Board room at 8:20. Jessica Murphy seconded the motion; motion carried 7-0.**

**The Board returned to open session at 8:20 pm.**

**Adam Elliott made the motion for the Board to go back into Executive Session for an additional 10 minutes in order to discuss personnel items pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the Board room at 8:30. Jennifer Elliott seconded the motion; motion carried 7-0.**

**The Board returned to open session at 8:30 pm.**

**Jessica Murphy made the motion for the Board to go back into Executive Session for an additional 10 minutes in order to discuss personnel items pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the Board room at 8:40. Superintendent Suther was invited back into the session. Adam Elliott seconded the motion; motion carried 7-0.**

**The Board returned to open session at 8:40 pm.**

**Kelly Kuntz made the motion for the Board to go back into Executive Session for an additional 10 minutes in order to discuss personnel items pursuant to non-elected personnel exception under KOMA, and the open meeting will resume in the Board room at 8:50. Superintendent Suther was invited into the session. Adam Elliott seconded the motion; motion carried 7-0.**

**The Board returned to open session at 8:50 pm.**

**Personnel**

**Jennifer Elliott made the motion to approve all personnel items given to the Board. Dana Obermeyer seconded the motion; motion carried 7-0.**

**Resignations:**

Katie Bunning - Chapman High School Social Studies Teacher and Cheer Coach (Starting 25-26)

Rose Rowley - Chapman Elementary PreK Aide (Starting 25-26)

**Transfers:**

Todd Smith - USD 473 Bus Driver transfer to District Custodian

**New Hires:**

Meghan Brockmeier - Chapman Elementary Kindergarten Teacher

Brittany Lamb - Chapman Elementary Librarian Aide

Jon Arveson - Chapman Middle School Girl's Wrestling Coach

**Administrator's Contracts**

**Brenda Edleston made the motion to extend the Administrative contracts of:**

- Kate Thornton, Chapman High School Principal
- Ashley Stearns, Chapman Elementary Principal
- Afton Diehl, Blue Ridge Elementary Principal
- Kara Wilkins, Rural Center Elementary Principal
- Laurie Rutherford, Enterprise Elementary Principal

**for the 2026-2027 school year. Jessica Murphy seconded the motion; motion carried 7-0.**

**Brenda Edleston made a motion to have the Board meet again to discuss the best Administrative structure to accomplish district goals. Jennifer Elliott seconded the motion; motion carried 7-0.**

**Adjournment**

**Jessica Murphy made the motion to adjourn. Adam Elliott seconded the motion; motion carried 7-0.**

**Meeting adjourned - 8:55 pm**



**Betsy Edwards, School Board President**



**Michele Sutter, Board Clerk**