

# Minutes

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

**July 21, 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: Dana Obermeyer, Jessica Murphy, Adam Elliott, Jennifer Elliott and Brenda Edleston**

**Also Present: Kevin Suther – Superintendent, Michele Sutter - Board Clerk  
Brandon McIntosh and Shelby Amancio**

\*\*\*\*\*

**Jennifer Elliott made the motion to adopt the Agenda as presented. Brenda Edleston seconded the motion; motion carried 6-0.**

### **Election of School Board Officers:**

**Betsy Edwards made the motion to nominate Jessica Murphy for President. Jessica declined.**

**Adam Elliott made the motion to nominate Brenda Edleston as President. Jessica Murphy seconded the motion; motion carried 6-0.**

**Brenda Edleston made the motion to nominate Jessica Murphy for Vice-President. Jennifer Elliott seconded the motion; motion carried 6-0.**

**Jessica Murphy made the motion to adopt the Consent Agenda as presented. Adam Elliott seconded the motion; motion carried 6-0.**

4.01 Approve the Minutes from the Regular June 9th, Board Meeting and also the Special June 26th BOE Meeting

4.02 Financial Reports: Treasurer, Food Service, Petty Cash

4.03 Payment of Bills

4.04 Reimbursement for Mileage

4.05 1,116 Hour Calendar

4.06 Approve the Substitute Teacher Pay Rate for 2025-26

4.07 Annual Appointments

4.08 Public Participation

## **OLD BUSINESS:**

### **Adopt KASB Policy DFH**

The Board decided to remove the DFH policy at the June 9th meeting because they wanted Superintendent Suther to do some research on some of the stipulations involving activities like the Chapman High School class called CEO that develops their own businesses and the FBLA vendor fair in which staff may want to be a part of on school property.

The following wording was added to the last paragraph, "Personal Business Interest". In the first sentence after the words "school-sponsored events," USD 473 added "without written authorization from Administration".

Adam Elliott made the motion to approve revised Policy DFH. Jessica Murphy seconded the motion; motion carried 6-0.

## **NEW BUSINESS:**

### **Surplus**

Superintendent Suther explained that Car X cannot be repaired after an accident. He also stated that the district's forklift was very old and unable to find parts to repair it. The board was asked to declare these two items as surplus.

Adam Elliott made the motion to declare Car X and the forklift as surplus. Jennifer Elliott seconded the motion; motion carried 6-0.

### **Capital Outlay Items**

Superintendent Suther shared a quote secured from the Dell Company for an additional 160 Chromebooks. The district had already purchased 40 new student computers in the Spring. The total of 200 will replace two grade levels of Chromebooks. The plan will be to purchase a set amount of computers, which is approximately 200 each year, over the next two years to upgrade the computers for our 6th through 12th graders. The quote was for \$46,908.80 through the Dell Company and the State Contract for the bidding process through the State of Kansas. The purchase will be from the Capital Outlay fund.

Superintendent Suther worked with PrairieLand John Deere in Abilene to get quotes for a new skid steer. He shared that this is the opportunity to purchase a machine that we can use for multiple purposes like dirt and rock work, removal of snow, and unloading large orders like salt pallets or metal at the CHS shop. He researched that they are through the Sourcewell

**Cooperative Purchasing, which means they have already gone through the bidding process. The prices from the original price to the cooperative purchasing option are much cheaper. There are heavy-duty forks and a 9-foot snow plow added to the quote to accomplish all our tasks in the future. The total is \$72,148.45, which is a closed cab with heat and air conditioning.**

**Dana Obermeyer made the motion to approve the purchase of 160 Chromebooks through the State Contract with the Dell Company. Jessica Murphy seconded the motion; motion carried 6-0.**

**Jennifer Elliott made the motion to approve the purchase of the 330-P Skid Steer and attachments through the Sourcewell Cooperative purchasing from PrairieLand John Deere. Adam Elliott seconded the motion; motion carried 6-0.**

### **July Resolutions**

**Superintendent Suther went over what each Resolution for the 2025-26 school year meant individually before voting on approval. The Board voted on each one as follows.**

1. Resolution for the Destruction of Property

\*The shredding of materials involving documents dating back to 2017-18.

Adam Elliott made the motion to approve this resolution, and Jennifer Elliott seconded the motion. Motion carried 6-0.

2. Resolution to Establish Petty Cash Funds for all the schools (Blue Ridge, Rural Center, Enterprise, Chapman Elementary School, Chapman Middle School, and Chapman High School)

\*This allows the secretary and principal of each building to have a small amount of money designated for immediate emergency purchases.

Jessica Murphy made the motion to approve this resolution, and Brenda Edleston seconded the motion. Motion carried 6-0.

3. Resolution for GAAP

\*The GAAP waiver is recommended by KSDE to allow financial statements and financial reports of the district to be prepared based on cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the state.

Dana Obermeyer made the motion to approve this resolution, and Adam Elliott seconded the motion. Motion carried 6-0.

4. Resolution for Board Meeting Dates, Times, and Location for 2025-26 School Year

\*Proposed Dates are the second Monday of each month, except July, which is the third Monday, at 6:30 pm and at 822 N. Marshall Education Center.

Jennifer Elliott made the motion to approve this resolution, and Dana Obermeyer seconded the motion. Motion carried 6-0.

5. Resolution to Transfer Funds

\*List of funds allowing the treasurer and superintendent to transfer funds throughout the year to maintain the budget and cash balance to have expenses from the correct budget code.

Adam Elliott made the motion to approve this resolution, and Jennifer Elliott seconded the motion. Motion carried 6-0.

6. Resolution to Establish Home Rule

\*The Home Rule Resolution allows the district to take actions it feels are appropriate should no Kansas regulation address these

actions.

Jessica Murphy made the motion to approve this resolution, and Dana Obermeyer seconded the motion. Motion carried 6-0.

7. Resolution Rescinding Policy

\*This allows the board to make local decisions to change policies throughout the year to fit USD 473's needs.

Jessica Murphy made the motion to approve this resolution, and Adam Elliott seconded the motion. Motion carried 6-0.

### Board Committee Appointments

**It is time to review the 2025-26 committee appointments for the Irish Foundation and the Smoky Hill Learning Center Executive Board.**

#### Current Assignments:

**Brenda Edleston - Smoky Hill Learning Center Executive Board**

**Jessica Murphy - Irish Foundation Representative**

**After some discussion, both Brenda and Jessica expressed their desire to remain on their committees.**

**Adam Elliott moved to approve that both Brenda Edleston and Jessica Murphy remain on their respective committee assignments. Dana seconded the motion; motion carried 6-0.**

### Set Budget Hearing

**Having the Board meeting on the 3rd Monday of July helps to get the budget completed, but we also had to turn the Code 99 into the Dickinson County Clerk, which has the date, time, and location of the Budget Hearing. Since USD 473 is not exceeding the RNR this year, we can have it before our regular Board meeting instead of coming back on a different date. So the Code 99 was turned in to have the Budget Hearing on Monday, August 11th at 6 pm, which Superintendent Suther requests to be approved. Since the 20th fell on a Sunday, this had to be completed by Friday, the 18th. The Annual Resolution for the LOB percentage will also be voted on, which is used to figure the budget based on the total amount allocated in the General Fund plus the Special Education State Aid. A District can request to exceed the state average up to 33% but USD 473 has never chosen to do this. So the percentage proposed this year is the state average at 32.3%.**

**Superintendent Suther decided to carry over more in the supplemental**

**general to help with our mill levy so it does not increase this year. With our assessed evaluations plus this change, the total mill dropped a little over 1 mill. The total funds collected are just under the Revenue Neutral Rate for the 2025-26 school year, so USD 473 will not have to have a hearing to exceed the RNR.**

**He gave the Board of Education members the Code 99 that shows the proposed mill rates this year compared to the last two years, along with the budget numbers for each code account.**

**Jennifer Elliott made the motion to have the Budget Hearing take place on Monday, August 11th, at 6 pm at the Education Center, located at 822 N Marshall. Jessica Murphy seconded the motion; motion carried 6-0.**

### **KASB Annual Convention**

**The annual KASB convention will take place on November 14-16, 2025. The registration is currently open, and board clerk, Michele Sutter, can help with arrangements for a hotel that fills up fast if needed. Attached is the link to the convention. It is still early on, so the speakers and break-out sessions have not been finalized at this point. There is a schedule on what takes place each day for board members to look at on the site. This was simply an informational item. No action needed.**

<https://www.kasb.org/convention>

### **Personnel**

**Dana Obermeyer made the motion to approve all personnel items that were given to the Board. Jennifer Elliott seconded the motion; motion carried 6-0**

#### **Resignations:**

Hannah Christofer - 6th Grade ELA teacher

Katie Armstrong - Blue Ridge Elementary Title Aide

#### **New Hires:**

Patience Hudson - Chapman Middle School 6th Grade ELA Teacher

Rosi Esra - Chapman Elementary School PreK Teacher's Aid

Katlyn Burnett - Chapman Elementary School Full Time Custodian

Adam Wooldridge - Chapman Middle School Full Time Custodian

Olivia Davis - Blue Ridge Elementary PreK Teacher's Aid

Amanda Harmison - Chapman Middle School Part-Time Secretary

**Adjournment**

**Jennifer Elliott made the motion to adjourn. Dana Obermeyer seconded the motion; motion carried 6-0.**

**Meeting Adjourned - 7:30 pm**

*Brenda Edleston*

---

**Brenda Edleston, Board President**

*Michele Sutter*

---

**Michele Sutter, Board Clerk**