

Mary Ellen  
Welshhon,  
Superintendent



# HOXIE COMMUNITY SCHOOLS

## USD #412 – CENTRAL OFFICE

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UNOFFICIAL UNTIL APPROVED BY BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT NO. 412  
SHERIDAN COUNTY, KANSAS

The Board of Education of Unified School District No. 412 met for their organizational meeting on Monday, July 10, 2023 at 7:00 PM in the District Board Room located in Hoxie, KS.

### PRESENT WERE

BOARD MEMBERS:	Devan Castle, Michael Bretz, Reba White, Billi Beckman, Brett Oelke, Mitchell Baalman
SUPERINTENDENT:	Mary Ellen Welshhon
BOARD CLERK:	Mandy Shipley
PRINCIPAL:	Carey Fose, Sharris Werner
ABSENT:	Leonard Weber
GUESTS:	Celeste Schippers

Devan Castle called the meeting to order at 7:00 PM.

The Board and all in attendance recited the flag salute.

Mandy Shipley took roll call.

The agenda for the Board meeting was approved as presented (Bretz/Beckman 6-0).

The Board welcomed the guest present.

Communications to the Board involved a brief discussion with Hoxie High School Cheer Sponsor, Celeste Schippers.

Celeste Schippers exited the meeting at 7:03 PM.

Devan Castle called for nominations for Board President for the 2023-2024 school year. Devan Castle nominated Michael Bretz and no other nominations were made.

The Board moved to elect Michael Bretz as Board of Education President, to serve in the position until a successor is elected by the Board in July 2024 (Castle/Oelke 6-0).

Michael Bretz called for nominations for Board Vice-President for the 2023-2024 school year. Devan Castle nominated Brett Oelke and Reba White nominated Billi Beckman.

The Board moved to elect Brett Oelke as Board of Education Vice-President, to serve in the position until a successor is elected by the Board in July 2024 (Castle/Baalman 4-2).

With Brett Oelke receiving a majority of votes, no further action was needed regarding the office of Board Vice-President.

The resolution for Board meeting dates for the 2023-2024 fiscal year with a start time of 7:00 PM unless otherwise noted was approved as presented (Castle/Beckman 6-0):

*August 21, 2023, Sept 11, 2023, Oct 9, 2023, Nov 13, 2023, Dec 11, 2023, Jan 8, 2024, Feb 12, 2024, March 18, 2024, April 8, 2024, May 13, 2024, June 10, 2024 all to start at 7:00 P.M., June 28, 2024 (Close Out Meeting) to start at 7:00 A.M., and July 15, 2024."*

The Board moved to approve the Board Organization Consent Agenda as presented (White/Oelke 6-0).

- i. Appointed Mandy Shipley – Board Clerk of USD 412 & Amber Vaughn – Deputy Board Clerk of USD 412
- ii. Appointed Celeste Schippers – Treasurer of USD 412 & Amber Vaughn – Deputy Treasurer of USD 412
- iii. Appointed Mandy Shipley – Freedom of Information Officer
- iv. Adopted the 1,116 Minimum Hour School Year
- v. Appointed Mary Ellen Welshhon - Local Consolidated Plan Office Representative
- vi. Appointed Tammy Schamberger-Food Service Representative
- vii. Appointed Mary Ellen Welshhon - Hearing Officer for Free and Reduced Application Appeals
- viii. Designated Truancy Officers – Mary Ellen Welshhon, Carey Fose, Sharris Werner
- ix. Designated Mandy Shipley-KPERS Representative
- x. Established mileage rate at current state rate (currently 65.5 cents)
- xi. Established Petty Cash Limits \$500 a building, \$1500 Central Office
- xii. Appointed KASB-School Attorney
- xiii. Designated Mary Ellen Welshhon - Homeless Children Duties
- xiv. Designated the Northwestern Times - Official Publication for USD 412
- xv. Designated Mandy Shipley-Compliance Coordinator for anti-discrimination
- xvi. Approved Substitute Teacher pay \$110.00 per day
- xvii. Adopted the resolution for the Annual Waiver of Requirements of Generally Accepted Accounting Principles
- xviii. Adopted the resolution to establish Home Rule by the USD 412 Board of Education

- xix. Adopted early payment request for the 2023-2024 school year
- xx. Appointed Michael Bretz as NKESC Board member representative for the 2023-2024 school year
- xxi. Appointed Billi Beckman as NWKTC Board member representative for the 2023-2024 school year
- xxii. Appointed Reba White as Sick Leave Bank Committee representative for the 2023-2024 school year
- xxiii. Appointed Michael Bretz, Mitchell Baalman, and Brett Oelke to the 2024-2025 Negotiations committee
- xxiv. Approved banking resolutions for the 2023-2024 school year
- xxv. Approved the resolution to rescind minutes for the 2022-2023 school year with reference to Board of Education Policies
- xxvi. Adopted the official depositories of school district funds – Peoples State Bank, Equity Bank, and First State Bank of Hoxie
- xxvii. Adopted the resolution for District Credit Cards for the 2023-2024 school year
- xxviii. Adopted the resolution for Surety Bonds for the 2023-2024 school year

The Board moved to approve the Consent Agenda as presented (Beckman/White 6-0).

- a) Approve Current Bills
- b) Approve Treasurer's report
- c) Approve Monthly Budget Summary
- d) Approve Activity Fund Reports
- e) Approve June 30, 2023 Board Minutes
- f) Approve Professional Leave
- g) Approve Gift and Grant Awards
  - a. none

Department reports were reviewed.

**Transportation:** no report

**Large-Scale Projects:** no report

**NWKTC:** no report

**NKESC:** Minutes provided, brief update from Michael Bretz.

**Food Service:** no report

**Technology:** no report

**Guidance Department:** no report

**Administrator Reports:** Carey Fose, Sharris Werner and Mary Ellen Welshon provided updates on their respective buildings and the district.

The Board moved to address items in Old Business:

The Board held a discussion regarding handbooks for the district.

The Board moved to approve the 2023-2024 Hoxie Grade School Handbook as discussed (White/Castle 6-0).

The Board moved to approve the 2023-2024 Hoxie JR/SR High Handbook as amended (White/Castle 6-0).

Handbooks not addressed/approved will be presented and approved at a later date.

The Board tabled approval of the 2023-2024 Negotiated Agreement.

The Board tabled approval of 2023-2024 Classified Staff Rehires and Wages.

It is anticipated both of the preceding items will be approved before the end of July 2023.

The Board took a break at 8:19 PM and returned to open session at 8:22 PM.  
The Board moved on to address items in New Business:

The Board moved to approve the Workers' Compensation Insurance renewal quote from RAS (First Dakota Indemnity Company) as presented (Castle/Oelke 6-0).

The Board tabled approval of the EMC insurance renewal, as the quote was not yet available.

The Board moved to proclaim that USD 412 intends to exceed the Revenue Neutral Rate for the 2023-2024 budget year (White/Baalman 6-0).

On or before July 20, 2023, Mandy Shipley will notify the county clerk of each county within the jurisdiction of USD 412 of its intent to exceed the revenue neutral rate and will provide the time, date and location of the public hearing and its proposed tax rate. A declaration that it will be exceeded does not mean that it actually will be. This option will just open the door for a more lenient budget timeline that would give the Board, administration and the district office time to review and discuss the appropriate fiscal needs for the district and plan accordingly prior to budget adoption

The Board moved to approve the 2023-2024 meal prices and fees schedules as presented (Beckman/White 6-0).

The Board moved to approve the 2023-2024 Student Meal Charging Policy as presented (White/Beckman 6-0).

The Board moved to approve the 2023-2024 Wellness Policy as presented (Oelke/White 6-0).

The Board moved that USD 412 adopt a Resolution to Exceed the Statewide Average Percent in the Local Option Budget up to the maximum state prescribed thirty-three percent (Castle/Baalman 6-0).

This resolution above will be published in the Northwestern Times on Wednesday, July 19, 2023.

The Board moved to enter into executive session at 8:35 PM to discuss new hires and staff updates pursuant to the non-elected personnel exception under KOMA for 10 minutes with the Board, Mary Ellen Welshon, Carey Fose, and Sharris Werner present, returning to open session at 8:45 PM in the District Boardroom (Bretz/White 6-0).

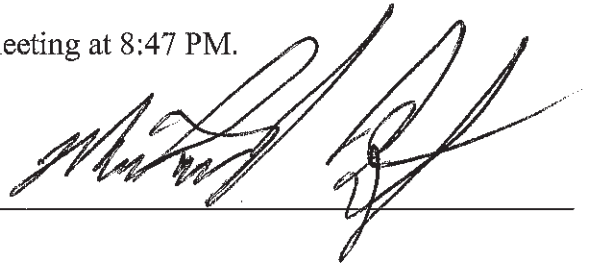
The Board moved to approve new hires and staff updates as listed (Oelke/Baalman 6-0):

**Noah Nelson:** from Assistant HS Boys Basketball Coach to Head HS Boys Basketball Coach

**Taylor Rall:** Assistant HS Boys Basketball Coach

**Kylie Bell:** Assistant HS Cheer Sponsor

Michael Bretz adjourned the meeting at 8:47 PM.



MICHAEL BRETZ, PRESIDENT

Approved this 21<sup>ST</sup> day of August, 2023



MANDY SHIPLEY, BOARD CLERK