Reorganizational Meeting

Wednesday, July 1, 2026 6:00 PM
Board of Education Office, 321 E Main St, Chanute, KS 66720

Attendance Taken at 5:56 PM.

Cassie Cleaver:	Present
Steven Cunningham:	Absent
Heather Guernsey:	Present
Dr. Bruce Lee:	Absent
Bri Leroy:	Present
Derek Waggoner:	Present
Jennifer Zywietz:	Present

I. Call to Order

II. Silent Roll Call

III. Approve Agenda

I move to amend the agenda by adding item XIII. B. Adopt 2026-2027 Recommended Meal Prices and move item VII. F. Establish Meeting Day, Time and Place for Regular Meetings to VIII. C. under New Business and approve the amended agenda. This motion, made by Heather Guernsey and seconded by Bri Leroy, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

IV. Student Recognition **SS2**

V. Staff Recognition **RR**

VI. Open Forum **SS2**

VII. Consent Agenda

I move to approve the consent agenda. This motion, made by Heather Guernsey and seconded by Bri Leroy, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea

Jennifer Zywietz: Yea
Yea: 5, Nay: 0, Absent: 2

A. Approve Minutes

B. Approve Payment of Bills

C. Accept a donation from the Foundation of NMRMC INC in the amount of $1,125 for Impact Applications for the 2026-2027 year

D. Approve the 2026-2027 MOU with the ANW Special Education Interlocal for the comprehensive integrated preschool program

E. Approve payment of Annual Voluntary 2026-2027 Early Retirement

F. Designate Bank of Commerce, Community National Bank, Emprise Bank, Commercial Bank and Home Savings Bank as Official Depositories of School Funds. (KSA 9-1401)

G. Resolution 26/27-02 to Waive the Annual Requirement of Generally Accepted Accounting Principles and Fixed Asset Accounting. (KSA 75-1120a)

WHEREAS Unified School District 413, Chanute, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2027 to be prepared in conformity with the requirements of KSA 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of Unified School District 413 and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of said municipality, which require financial statements and financial reports to be prepared in conformity with said act for the year ended June 30, 2027.

NOW, THEREFORE BE IT RESOLVED by the Board of Education of Unified School District 413, Chanute, Kansas, in regular meeting duly assembled this 1st day of July, 2026, that the said Board of Education requests the

Director of Accounts and Reports to waive the requirements of said law as they apply to Unified School District 413 for the year ended June 30, 2027.

BE IT FURTHER RESOLVED that the said Board of Education shall cause its financial statements and financial reports of the said municipality to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

H. Approve the Following Appointments/Designations

1. Attorney - Kurt Kluin
2. Auditors - Jarred Gilmore and Phillips PA
3. Federal Projects (i.e., Title I, Title IIA Professional Development, Carl Perkins, etc.) Official Representative - Dr. Heather Burris
4. Hearing Officer for Free and Reduced Price Lunch Application Appeals - Matthew Koester
5. Food Service Representative - Terri Markham
6. District KPERS Representatives – Kelly Colter and Tamara Slane
7. Newspaper for Legal Publications – The Chanute Tribune
8. Asbestos Coordinator – G. Mike Golay
9. Freedom of Information Officer – Matthew Koester
10. Official Custodian Responsible for Maintenance of School Records – Tamara Slane
11. Truancy Officers – Building Principals and Assistant Principals
12. Title IX, 504 Compliance – Dr. Heather Burris

I. Other Annual Board Actions

1. Authorize Destroying Records According to KSA 72-5369
2. Authorize Advance Payment of Utility Bills and Other Payments

as They Become Due as Provided for in KSA 12-105(b)

3. Approve an 1116 Hours Calendar Requirement for 2026-2027 (KSA 72-1106)

4. Approve the State of Kansas Mileage Reimbursement Rate for Private Vehicle Use on School Approved Business

5. Petty Cash Authorization and Limits (KSA 72-8208)
   Recommendation: The board of education approves Petty Cash Accounts at the following locations (same as 2020-2021).
   District Office -- $1,000.00
   High School ---- $2,000.00
   Middle School - $1,000.00

6. Resolution 26/27-03 for Rescinding Policy Statements in Board Minutes and Adoption of Current Board Policies.

   This action by the Board is recommended to bring all policy focus on the present and not require referral to past minutes. This is done annually to keep policies clean and clearly stated. Approval means that all policy statements found in the minutes of this board of education prior to July 1, 2026 be rescinded, and that the board of education adopt the policy manual (or written policies) as presented and recommended by the superintendent of schools, to govern this school district during the 2026-2027 school year, subject to periodic review, amendment, and revision by the board of education.

J. Establish a fee for Open Records Requests at the rate of $25 per hour or the hourly rate of the staff member who obtains the information.

VIII. Building Administration/Student Reports

IX. Reorganization of the Board of Education:

A. Election of President.
   Derek Waggoner nominated Cassandra Cleaver for President

No other nominations were made, Board Member Cleaver accepted

B. Election of Vice President.
Heather Guernsey nominated Bri Leroy as the Vice President.
No other nominations were provided.
Board Member Leroy accepted the position

C. Appoint a Board Member Delegate and Alternate to the ANW Special Education Cooperative Board.

Delegate:
Alternate:

Heather Guernsey volunteered to continue as the delegate for the ANW and Jennifer Zyweitz volunteered to continue as the alternate.

D. Name a Governmental Relations Network Representative (KASB).
This person will receive information from KASB on legislation and will be a voting delegate for the district at the KASB Annual Meeting in December.

Heather Guernsey indicated she would continue as the Governmental Relations Network Representative (KASB)

E. Appoint Board Clerk: Tamara Slane
Appoint Board Deputy Clerk: Taylor Hogue
Appoint District Treasurer: Kelly Colter

I move to approve the appointments listed for Board Clerk, Deputy Board Clerk and District Treasurer. This motion, made by Jennifer Zywietz and seconded by Bri Leroy, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

X. Reports by Administrators

A. Superintendent's Report — Matt Koester

XI. ANW Special Education Cooperative Board Meeting Report **SS1**

XII. Unfinished Business

A. Adopt Board policy updates **SS, RR, OR**
I move to approve the policy updates as presented. This motion, made by Heather Guernsey and seconded by Bri Leroy, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

XIII. New Business

A. Approve the Wipfli Advisory LLC Professional Services Terms and Conditions as attached
I move to approve the Wipfli Advisory LLC Professional Services Terms and Conditions as attached, providing approval to pay all invoices within 30 days of submission. This motion, made by Bri Leroy and seconded by Heather Guernsey, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

B. Adopt 2026-2027 Recommended Meal Prices
I move to adopt the 2026-2027 meal prices as attached. This motion, made by Bri Leroy and seconded by Heather Guernsey, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

C. Establish Meeting Day, Time and Place for Regular Meetings

Pursuant to KSA 72-8205, the board of education of USD #413, Neosho County, Kansas, by resolution 26/27-01 duly adopted at its regular meeting held July 1, 2026, established the following meeting schedule for regular board of education meetings to be held the 2026-2027 school year:

Wednesday, July 1
Wednesday, August 5
Wednesday, September 2 - @CES
Monday, October 5
Wednesday, November 4
Wednesday, December 2 - @CHS Auditorium
Wednesday, January 6
Wednesday, February 3
Wednesday, March 3
Wednesday, April 7- @ CMS
Thursday, May 6
Wednesday, June 2
Monday, June 14 - Needs Assessment Meeting

Meetings are at 6:00p.m., Education Support Center Board Office, unless otherwise announced. The board of education may adjourn any regular meeting to another time and place.

I move to change the October meeting to Wednesday, October 7th and change the December meeting to Tuesday, December 1st and adopt the updated list. This motion, made by Jennifer Zywietz and seconded by Heather Guernsey, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

XIV. Board Members Comments

XV. Closed executive session to discuss confidential student information, pursuant to the exception relating to actions adversely or favorable affecting a student under KOMA.

I move to go into Closed executive session to discuss confidential student information, pursuant to the exception relating to actions adversely or favorable affecting a student under KOMA, inviting Superintendent Koester and Assistant Superintendent Burris, and return to open session in this room at 7:33pm. This motion, made by Bri Leroy and seconded by Jennifer Zywietz, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

XVI. Reconvene to open meeting to take actions desired/necessary

XVII. Closed executive session to discuss an individual employee’s performance pursuant to the non-elected personnel exception under KOMA.

I move to go into closed executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA, inviting Superintendent Koester, and return to open session in this room at 7:50 pm. This motion, made by Bri Leroy and seconded by Heather Guernsey, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea
Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

I move to extend the executive session to 8:02 pm. This motion, made by Bri Leroy and seconded by Jennifer Zywietz, Carried.

Cassie Cleaver:	Yea
Steven Cunningham:	Absent
Heather Guernsey:	Yea
Dr. Bruce Lee:	Absent
Bri Leroy:	Yea

Derek Waggoner: Yea
Jennifer Zywietz: Yea
Yea: 5, Nay: 0, Absent: 2

XVIII. Reconvene to open meeting to take desired/necessary options

XIX. Closed executive session to discuss resignations/retirements/employments/transfers of non-elected personnel pursuant to the non-elected personnel exception under KOMA. **RR**
I move to go into closed executive session to discuss resignations/retirements/employments/transfers of non-elected personnel pursuant to non-elected personnel exception under KOMA, inviting Superintendent Koester and Assistant Superintendent Burris, and return to open session in this room at 8:10 pm. This motion, made by Bri Leroy and seconded by Heather Guernsey, Carried.

Cassie Cleaver: Yea
Steven Cunningham: Absent
Heather Guernsey: Yea
Dr. Bruce Lee: Absent
Bri Leroy: Yea
Derek Waggoner: Yea
Jennifer Zywietz: Yea
Yea: 5, Nay: 0, Absent: 2

XX. Reconvene to open meeting to take actions desired/necessary
I move to approve the personnel report as presented in the agenda. This motion, made by Bri Leroy and seconded by Jennifer Zywietz, Carried.

Cassie Cleaver: Yea
Steven Cunningham: Absent
Heather Guernsey: Yea
Dr. Bruce Lee: Absent
Bri Leroy: Yea
Derek Waggoner: Yea
Jennifer Zywietz: Yea
Yea: 5, Nay: 0, Absent: 2

XXI. Adjournment
I move to adjourn. This motion, made by Bri Leroy and seconded by Jennifer Zywietz, Carried.

Cassie Cleaver: Yea
Steven Cunningham: Absent
Heather Guernsey: Yea
Dr. Bruce Lee: Absent
Bri Leroy: Yea

Derek Waggoner:	Yea
Jennifer Zywietz:	Yea

Yea: 5, Nay: 0, Absent: 2

SIGNED : ____
Board Clerk

APPROVED:

SIGNED : ____
Board President