

July 2, 2025

BROWN COUNTY KANSAS SPECIAL EDUCATION INTERLOCAL #615
301 S. FIRST STREET HIAWATHA, KS 66434
Phone (785) 742-7108

MINUTES OF REGULAR BOARD MEETING

July 2, 2025

(These minutes are not official until approved at the August 6, 2025 board meeting.)

The Board of Education of the Brown County Kansas Special Education Interlocal #615 held its regular July Board of Education meeting at 6:00 p.m. on July 2, 2025 at the Special Education Annex in Hiawatha.

CALL TO ORDER

Roni Tietjens called the meeting to order at 6:00 p.m.

ROLL CALL

Those present were:

John West, Director
Jon Boller, USD 430 Board Member
Rex Lockwood, USD 430 Board Member, arrived at 6:02 pm
Shelby Rice, USD 430 Board Member
Jacquie Spihlmann, USD 415 Board Member
Roni Tietjens, USD 415 Board Member
Amy Larson, Board Clerk/Business Manager
Kendelle Runer, ECSE Instructor

Those absent were:

Brooklyn Schuetz, Incoming USD 415 Board Member

APPROVAL OF THE AGENDA

Jacquie Spihlmann moved to approve the agenda. Jon Boller seconded and the motion passed with a vote of four to zero.

APPROVAL OF MINUTES FOR JUNE 2025

Jon Boller moved to approve the minutes for June 2025. Shelby Rice seconded and the motion passed with a vote of four to zero.

APPROVAL OF CLOSING 2024-2025 BOARD

Jacquie Spihlmann moved to approve the closing of the 2024-2025 board. Shelby Rice seconded and the motion passed with a vote of four to zero.

Rex Lockwood arrived at 6:02 pm.

SWEARING IN OF NEW BOARD MEMBER

Brooklyn Schuetz was not able to make the board meeting. Jacquie Spihlmann moved to amend the agenda to remove F, Swearing In of New Board Member, from the agenda. Jon Boller seconded and the motion passed with a vote of five to zero.

ELECTION OF OFFICERS

Roni Tietjens moved to elect Shelby Rice as President. Jon Boller seconded and the motion passed with a vote of five to zero.

Jacquie Spihlmann moved to elect Roni Tietjens as Vice President. Rex Lockwood seconded and the motion passed with a vote of five to zero.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

COMMENTS FROM THE PRESIDENT

There were no comments from the president.

APPROVAL OF THE CONSENT AGENDA

Rex Lockwood moved to approve the consent agenda. Roni Tietjens seconded and the motion passed with a vote of five to zero. Included in the consent agenda was:

1. Approval of the Bills for the Month of July 2025.
2. Approve to hire Jared Dittmer as IRC Teacher at HES and Shandel Thompson as MIS Clerk.
3. Accept the resignation of para Kristina Mowry, retirement of IRC teacher Marla Olson effective June 1, 2026, and contract nonrenewal of Samantha Farr.
4. Appoint Amy Larson as Clerk of the Board of Education.
5. Appoint Amy Larson as the KPERS, BC/BS, and Worker's Compensation Representative.
6. Appoint Elaine Abramson as Treasurer of Interlocal #615 at the salary of \$100.00 per month.
7. Appoint KASB as the Legal Representative of the Board for the 2025-2026 fiscal year.

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8. Designate John West as Truancy Officer to report truant students as per KSA 12-1113.
9. Designate the Citizens State Bank, Hiawatha, as primary depository and all banks in Brown County as secondary depositories as needed, and review bank signatures.
10. Set the following schedule of Board meetings: The regular meetings for the 2025-2026 school year will generally be held on the Wednesday before the regular education board meeting. Board meetings will be held at 6:00 p.m. at the Special Education Annex in Hiawatha according to the following schedule.

Date	Place	Time
July 2, 2025	Special Education Annex	6:00 pm
August 6, 2025	Special Education Annex	6:00 pm
September 3, 2025	Special Education Annex	6:00 pm
October 1, 2025	Special Education Annex	6:00 pm
November 5, 2025	Special Education Annex	6:00 pm
December 3, 2025	Special Education Annex	6:00 pm
January 7, 2026	Special Education Annex	6:00 pm
February 4, 2026	Special Education Annex	6:00 pm
March 4, 2026	Special Education Annex	6:00 pm
April 1, 2026	Special Education Annex	6:00 pm
May 6, 2026	Special Education Annex	6:00 pm
June 3, 2026	Special Education Annex	6:00 pm
July 1, 2026	Special Education Annex	6:00 pm

11. Approve the payment of payroll, health insurance, disability insurance, cancer insurance, life insurance premiums, and social security taxes when due.
12. Allow the Clerk to pay, when due, any bill which would result in a late penalty assessment if held until board approval.
13. Approve the use of a rubber stamp for signature of the Board President, if he/she so wishes, on manual checks.
14. Approve the use of a scanned signature of the Board President, Board Clerk, Board Treasurer, and Director for use on checks and purchase orders.
15. Adopt a resolution for the 2025-2026 school year waiving the requirements of the generally accepted accounting principles (GAAP) and fixed asset accounting which are not pertinent to the specifications of the cash basis law and budget laws of Kansas. (A copy of resolution 2025-01 is in your packet.)
16. Allow the clerk to pay any invoice that would result in a savings if paid before the regular board meeting.
17. Authorize the director, clerk and treasurer to access the district's safety deposit box.
18. Authorize the director, clerk and treasurer to cash Certificates of Deposit and deposit these amounts into district bank accounts.
19. Adopt the 1116 Hour Plan for the 2025-2026 school term.
20. Approve a resolution that Board Minutes cannot be used as Board Policy. (A copy of resolution 2025-02 is in your packet.)
21. Approve the hiring of substitute teachers at \$140.00 per full day and \$70.00 per half day for 2025-2026. If a BCK-SEI paraeducator subs as a BCK-SEI teacher, with proper KSDE certification, they will be paid for their paraeducator wages plus \$25 prorated for the day they are a substitute teacher for a BCK-SEI certified teacher.

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22. Approve the hiring of long-term substitute teachers. A long-term substitute teacher is a substitute that is assigned to the same classroom for a minimum of 10 consecutive days. The day rate for a long-term substitute teacher for days 1–10 is \$140 per day. The daily rate for a long-term substitute teacher for day 11–rest of the assignment is 1/189th of the 2025-2026 base salary.
23. Approve the hiring of homebound teachers for the 2025-2026 school year at \$20.00 per hour.
24. Adopt the Interlocal mileage reimbursement rate to be adjusted to conforming to the state rate.
25. Adopt a petty cash limit of \$500.00 per month.
26. Establish the Hiawatha World and the Horton Headlight as the official newspapers for activities of the Interlocal.
27. Designate John West compliance coordinator for federal anti-discrimination laws including Title VI, Title VII, and Title IX.
28. Approve the Interlocal's credit cards as follows:

John West	1 card	\$5,000 limit
Amy Larson	1 card	\$5,000 limit

APPROVAL OF RESOLUTION 2025-03

Director West introduced resolution 2025-03 to the board members. This allows the Interlocal to destroy financial records after five years. The financial records from 2019-2020 will be destroyed.

Jon Boller moved to approve resolution 2025-03. Roni Tietjens seconded and the motion passed with a vote of five to zero.

DISCUSS AND APPROVE JUNE 2025 BOARD POLICY UPDATES FROM KASB

Director West presented the June 2025 board policy updates with the board members. After discussion, Jacquie Spihlmann moved to approve the June 2025 board policy updates from KASB as presented. Roni Tietjens seconded and the motion passed with a vote of five to zero.

APPROVAL OF LOCAL INTERAGENCY AGREEMENT FOR BROWN COUNTY HEAD START

Director West discussed the local interagency agreement between the Interlocal and Brown County Head Start.

Roni Tietjens moved to approve the interagency agreement with Brown County Head Start. Jon Boller seconded and the motion passed with a vote of five to zero.

APPROVAL OF LOCAL INTERAGENCY AGREEMENT FOR KICKAPOO HEAD START

Director West discussed the local interagency agreement between the Interlocal and Kickapoo Head Start.

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Jon Boller moved to approve the interagency agreement with Kickapoo Head Start. Roni Tietjens seconded and the motion passed with a vote of five to zero.

APPROVAL OF CONTRACT WITH BCDS

Director West discussed the contract between the Interlocal and BCDS for cleaning and shredding services.

Rex Lockwood moved to approve the contract with BCDS. Jon Boller seconded and the motion passed with a vote of five to zero.

DIRECTOR'S REPORT

- Director West reviewed the slight change to district assessment percentages.
- Director West reviewed a mentoring program through KELI. Jacquie Spihlmann moved to approve \$2,500 toward the KELI mentoring program. Roni Tietjens seconded and the motion passed with a vote of five to zero.
- Director West discussed the interlocal vehicles with only one vehicle less than eight years old. There was discussion that followed.
- Director West discussed open para positions and para placement.
- Director West discussed the first estimate for telespeech. There was discussion that followed.
- Director West discussed the 2025-2026 health insurance rates. The rates decreased just slightly.

EXECUTIVE SESSION TO DISCUSS NON-ELECTED PERSONNEL

At 6:22 pm, Jacquie Spihlmann moved to go into executive session for 10 minutes to discuss non-elected personnel under KOMA and reconvene at 6:32 pm. Jon Boller seconded and the motion passed with a vote of five to zero. The executive session was necessary to protect the privacy of those individuals discussed. Those present for the executive session were John West, Jon Boller, Rex Lockwood, Shelby Rice, Jacquie Spihlmann, and Roni Tietjens. At 6:32 pm, the board came out of executive session.

POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

Jacquie Spihlmann moved to approve the school psychologist contract as presented. Roni Tietjens seconded and the motion passed with a vote of five to zero.

Jacquie Spihlmann moved to approve the physical therapy contract as presented. Roni Tietjens seconded and the motion passed with a vote of five to zero.

Jacquie Spihlmann moved to approve the occupational therapy contracts with revision up to 500 hours. Jon Boller seconded and the motion passed with a vote of five to zero.

OTHER

There was no other business.

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ADJOURN

Jacquie Spihlmann moved to adjourn the Board meeting. Roni Tietjens seconded and the motion passed with a vote of five to zero. The meeting adjourned at 6:36 p.m.

The next regularly scheduled meeting of the BCK-SEI Board of Education will be held at 6:00 p.m. on Wednesday, August 6, 2025 at the Special Education Annex in Hiawatha.

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Board

_____, President

_____, Clerk

_____, Date

_____, Date