

BURRTON UNIFIED SCHOOL DISTRICT NO. 369

Burrton, Kansas

July Board Meeting
July 14, 2025
USD 369 Meeting Room

The July meeting of the board of education was called to order by Angela Penner, named as temporary chairperson, at 7:09 pm on Monday, July 14, 2025 in the USD 369 Meeting Room with the following present: Karl Matlack, Emily Smith, Nicole Kirk, Kara Schwindt - Superintendent, Tyler Dandel - MS/HS Principal, & Sara Durner - Board Clerk

Board members absent were: Emily VinZant; Anthony Schmitt; William Klein

Visitors were Westin Koch; Isaac Jones; Leslie Campbell; Clark Kirk; Madison Kirk

Karl Matlack moved that the agenda be as presented. Nicole Kirk seconded the motion, which carried 4-0.

Emily Smith nominated Angela Penner as board president for the 2025-2026 fiscal year. Karl Matlack seconded the motion, which carried 4-0. Angela Penner accepted the position as president.

Emily Smith nominated Emily Smith as board vice president for the 2025-2026 fiscal year. Karl Matlack seconded the motion, which carried 4-0. Emily Smith accepted the position of vice president.

Nicole Kirk moved that the consent agenda be approved as follows: pledged securities report. Emily Smith seconded the motion, which carried 4-0.

Karl Matlack moved that the following annual business items be approved:

- Truancy Reporting Officer, Expulsion Hearing Officer, Federal Program Compliance Officer, Coordinator for Homeless Children, 504 Coordinator, Title IX Coordinator, Food Service Hearing Official, District Hearing Official
Kara Schwindt
- Truancy Reporting Officer, Activity Fund Authorization, Deputy Clerk
David Tyler Dandel
- Board Clerk, Health Insurance Representative, KPERS Representative, Food Service Authorized Representative, Custodian of Records, Federal Fiscal Compliance Officer
Sara Durner
- Board Treasurer, Freedom of Information Officer, Food Service Determining Official
Leslie Campbell
- Truancy Reporting Officer
Heather Matlack
- Title IX Investigator
KASB

- Title IX Decision Maker Official
Determined per event
- Ark Valley Special Education Cooperative Alternate
Angela Penner
- 1,116 hour calendar for the 2025-2026 school year
- Destruction of accounting records for the fiscal year 2019-2020. Student records including Driver's Education and permanent records and will not be destroyed
- Resolve that the regular meeting of the Board of USD No. 369 for the 2025-2026 fiscal year be held on the dates listed below:
July 14, 2025
August 11, 2025
September 8, 2025
October 13, 2025
November 10, 2025
December 8, 2025
January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 18, 2026
June 29, 2026

and that the regular meeting time will be 7:00 p.m. and the place will be in the USD 369 Meeting Room or the USD 369 Library. The board reserves the right to adjourn any regular meeting to another time and place.

- approve the State Bank of Burrton and the Kansas Municipal Investment Pool as our official depositories for 2025-2026.

- Approve the following signatories

District Account *3 Required*

President
Vice President
Clerk
Treasurer

Activity Fund *2 Required*

Superintendent
MS/HS Principal
Activities Director
Treasurer

Petty Cash Fund *2 Required*

Superintendent
Clerk
Treasurer
Elementary Secretary

Memorial Fund *2 Required*

President
Clerk
Treasurer

KMIP *2 Required*

President
Vice President
Clerk
Treasurer

- approve the appointment for Nicole Kirk to serve as a contact person for KASB governmental Relations Network for 2025-2026.
- approve the official depositories pledge and/or secure all deposited funds or the school must receive an irrevocable letter of credit.
- approve the appointment of Karren Critchfield to expire 06/30/2029.
- approve for USD 369 to participate in Title Services and SRSA (formerly known as REAP) programs for 2025-2026.

- approve the following resolution waiving generally accepted principals for 2025-2026.

“WHEREAS, the Unified School District No. 369, Burrton, Kansas, has determined that the financial statements and financial reports for the year ending June 30, 2026 to be prepared in conformity with the requirements of K.S.A. 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 the Unified School District No. 369, and

WHEREAS, there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) as they apply to the Unified School District No. 369 for the year ending June 30, 2026.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District No. 369, Burrton, Kansas, in regular meeting duly assembled this 14th day of July 2025, that the Board of Education requests the Director of Accounts and Reports to waive the requirements

of K.S.A. 75-1120a(a) as they apply to the Unified School District No. 369 for the year ending June 30, 2026.

BE IT FURTHER RESOLVED that the Board of Education shall cause the financial statements and financial reports of the Unified School District No. 369 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.”

- approve the mileage reimbursement at \$.70 p/mile for 2025-2026.
- approve the Harvey County Independent also known as the Harvey County Now as USD 369’s official newspaper for 2025-2026
- approve the following resolution for 2025-2026

“That the clerk be authorized to pay certain bills which are due at a date that either a discount for payment by a certain date can be taken advantage of or a penalty assessed by a certain date can be avoided when such dates are prior to a meeting of the Board, and that bills paid in this manner will be listed and presented to the Board for approval at the next regularly scheduled meeting.”

- Approve to authorize the limits of the petty cash funds to be \$500 in the district office as authorized by K.S.A. 72-8208 for 2025-2026.
- approve the substitute teacher pay at \$130.00/day for over ½ a day and \$60/day for ½ a day and under; after ten consecutive days in the same position, the rate will increase to 1/163 of the base salary, retroactive to the beginning of the consecutive service for 2025-2026.
- Approve Calvin Rider as legal counsel for the 2025-2026 school year for matters needing an attorney that KASB cannot provide us.

Nicole Kirk seconded the motion, which carried 4-0.

William Klein entered the meeting at 7:33 pm.

The Board discussed the following

- A. Fees
- B. Revenue Neutral Rate
- C. KOMA & KORA Update
- D. Health Insurance

Nicole Kirk moved to approve the bills for payment as presented. William Klein seconded the motion, which carried 5-0.

Karl Matlack moved to approve the fees as presented with the only increase being to food service pricing. Nicole Kirk seconded the motion, which carried 5-0.

Nicole Kirk moved to approve the intent to exceed Revenue Neutral for 2025-2026. William Klein seconded the motion, which carried 5-0.

Nicole Kirk moved to approve the 4-Tier insurance plan and cover \$737 per person per month to those employees taking district insurance. The option to enroll in a lower paid plan will not increase an employees pay rate nor will the option to not enroll in the district insurance increase an employees pay rate. William Klein seconded the motion, which carried 5-0.

Karl Matlack moved to approve the Professional Agreement as presented with the insurance update. William Klein seconded the motion, which carried 5-0.

William Klein moved to approve a 4% increase to classified staff. Karl Matlack seconded the motion, which carried 5-0.

William Klein moved to approve administrative increase of 4% to be applied to administration that have not received a raise already for 2025-2026. Emily Smith seconded the motion, which carried 5-00.

Other business discussed was: Mike Fellowes presented briefly on the Constitutional Essay and the request for judges

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

Sara Durner
Board Clerk