

Regular Meeting

Wednesday, August 5, 2026 6:00 PM

Board of Education Office, 321 E Main St, Chanute, KS 66720

Attendance Taken at 6:00 PM.

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

I. Call to Order

II. Silent Roll Call

III. Approve Agenda

I move to approve the agenda. This motion, made by Heather Guernsey and seconded by Steven Cunningham, Carried.

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

Yea: 5, Nay: 0, Absent: 2

IV. Chanute Unified School District 413 Strategic Plan

V. Student Recognition **SS2**

VI. Staff Recognition **RR**

VII. Open Forum **SS2**

VIII. Consent Agenda

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

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

Yea: 5, Nay: 0, Absent: 2

A. Approve Minutes		
B. Approve Payment of Bills		
C. Schedule the Revenue Neutral Rate Hearing for September 2nd at 6:00pm, Chanute Elementary School		
D. Schedule the 2026-2027 Budget Hearing September 2nd, 6:05 pm at Chanute Elementary School		
E. Approve participation in the 2026-2027 Fresh Fruit & Vegetable Program		
F. Declare the items listed as e-waste or surplus and provide proper disposal.		
eWaste (damaged or nonfunctional)		
• 72 Chromebooks • 3 Desktops • 12 Laptops • 4 SmartBoards • 3 Projectors • 5 iPads		
G. Surplus (unused or outdated)		
• 29 Projectors • 45 iPads • 3 Laptops		
H. Appoint Trevor Ewert, Maggie Wolken and Jacob Connors to the Professional Development Committee		
I. Allow Community National Bank to replace Jennifer Mason as a signer on the Chanute Middle School Activity fund with Middle School Assistant Principal Jacob Connors.		
IX.	Items removed from Consent Agenda	
X.	Building Administration/Student Reports	
A. Summer Meals Program		Terri Markham, Director
XI.	Reports by Administrators	
A. Title Funding Update SS1, SS2, RR3, OR2		Dr. Heather Burris
B. Summary of Inservice activities SS1, RR3		Tyler Applegate
C. Superintendent's Report- Budget Preview OR2		Matt Koester
XII.	ANW Special Education Cooperative Board Meeting Report SS1	
XIII.	Unfinished Business	
A. Health Insurance Benefits RR2 OR2 I move to approve the opening of a		

bank account to hold surplus health benefit money for future health care costs, three signers consisting of the board president, board clerk, district treasurer and the deputy board clerk, at Community National Bank. This motion, made by Jennifer Zywietz and seconded by Dr. Bruce Lee, Carried.

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

Yea: 5, Nay: 0, Absent: 2

XIV. New Business

- A. Approve changes to the Credit Card Guidelines and VISA Checkout procedures **OR2**

I move to approve the changes to the Credit Card Guidelines and the VISA Check out Protocol for District Travel as attached. This motion, made by Steven Cunningham and seconded by Heather Guernsey, Carried.

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

Yea: 5, Nay: 0, Absent: 2

- B. Approve the Travel Per Diem Request Form and the Credit Card Expense Sheet for district travel **OR2, RR3**

I move to approve the Travel Per Diem Request Form and the Credit Card Expense Sheet as attached. This motion, made by Heather Guernsey and seconded by Dr. Bruce Lee, Carried.

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

Yea: 5, Nay: 0, Absent: 2

XV. Board Member Comments

- XVI. Closed executive session to discuss negotiations. The executive session is required pursuant to the exception for employer-employee negotiations under KOMA. **RR**
I move to go into closed executive session to discuss negotiations pursuant to the exception for employer-employee negotiations under KOMA, inviting Superintendent Koester, Assistant Superintendent Burris and Director Applegate, and return to open session in this room at 7:11pm. This motion, made by Heather Guernsey and seconded by Dr. Bruce Lee, Carried.

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

Yea: 5, Nay: 0, Absent: 2

- XVII. Reconvene to open meeting to take actions desired/necessary

I move to approve the changes to the Professional Negotiated Agreement as presented in the Executive Session. This motion, made by Jennifer Zywietz and seconded by Heather Guernsey, Carried.

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

Yea: 5, Nay: 0, Absent: 2

- XVIII. 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, Assistant Superintendent Burris and Director Applegate, and return to open session in this room at

7:16pm. This motion, made by Jennifer Zywietz and seconded by Heather Guernsey, Carried.

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

Yea: 5, Nay: 0, Absent: 2

XIX. 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 Heather Guernsey and seconded by Jennifer Zywietz, Carried.

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

Yea: 5, Nay: 0, Absent: 2

XX. Adjournment

I move to adjourn. This motion, made by Jennifer Zywietz and seconded by Dr. Bruce Lee, Carried.

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

Yea: 5, Nay: 0, Absent: 2

SIGNED : _____
Board Clerk

APPROVED:

SIGNED : _____
Board President

