

Reorganizational Meeting

Wednesday, July 2, 2025 6:00 PM

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

Attendance Taken at 5:52 PM.

Cassie Cleaver: Present

Heather Guernsey: Present

Dr. Bruce Lee: Present

Bri Leroy: Present

Derek Waggoner: Present

Landon Wolken: Present

Jennifer Zywietz: Present

I. Call to Order

II. Silent Roll Call

III. Approve Agenda

I move to approve the agenda. This motion,
made by Cassie Cleaver and seconded by
Landon Wolken, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywietz:	Yea

Yea: 7, Nay: 0

IV. Chanute Unified School District 413
Strategic Plan

V. Student Recognition

A. Chanute High School

Boys Golf:

SEK 9th individually Anden Chance

SEK Honorable mention Hunter Stokes and Hayes
McKinney

State Qualifiers Noah Luebbering and Kobe
Patterson

Kobe made it to day two and finished tied for 37th.

Boys Tennis:

All SEK Honorable Mention

Sophomore Logan Bilby

Senior Luke Becknell

Senior Arthur Schmitt

All SEK 2nd Team

Senior Ethan Burnett

Junior Ayden Cummings

State Qualifiers

Arthur Schmitt (DNP)
Burnett/Cummings (6th place)

Baseball:

1st Team All-SEK

Kris Harding - unanimous

2nd Team All-SEK

Lawrence Chaney, Alijah Christy, Brady Alonzo

All-State

Kris Harding - 2nd team

Softball:

All-SEK

1st Team - Avery Dean

2nd Team - Brynna Peter

2nd Team - Alyson Splechter

HM - Reece Norris

HM - Mylee Miller

HM - Ava Teichgraeber

All-State

HM - Avery Dean

Track:

All-SEK

Sarah Uhner

Laney Hillmon

Violet Stich

Macie Moore

Madi Decoster

Maddy Kepley

Kiya Brown

Layla Harbin

Averee Hicks

Kyli Baylor

Elliott Stephenson

Tyler Rowden

Eli Uhner

Jaron Powers

Tucker Applegate

Daniel Stanley

Easton Colborn

Jarvis Chatmon

Canton Fizmaurice

Owen Luttrell

State Qualifiers

Tucker Applegate

Easton Colborn

Madison DeCoster

Chantel Dozier

Jalen Duncan

Canton Fitzmaurice
Mason Greve
Layla Harbin
Averee Hicks
Laney Hillmon
Jarynn Hockett
Madelyn Kepley
Evan Luebbering
Owen Luttrell
Macie Moore
Jordan Patterson
Jaron Powers
Tyler Rowden
Joshua Schoenhofer
Daniel Stanley
Elliott Stephenson
Wyatt Stephenson
Violet Stich
Elijah Uhner
Sarah Uhner

State Placers

Tucker Applegate
Easton Colborn
Canton Fitzmaurice
Laney Hillmon
Owen Luttrell
Macie Moore
Jaron Powers
Tyler Rowden
Daniel Stanley
Elliott Stephenson
Violet Stich
Elijah Uhner
Sarah Uhner

- Journalism
- STATE CHAMPIONS
- - Abby Fisher (Feature Writing)
 - Jacqueline Smoot (Sports Photography, Review Writing)
 - Kaanin Pontious (Sports Feature Photography)
 - Paige Kueser (Editorial Writing, Headline Writing & Design)
 - Eric Erbe (News Writing)
 - Abby Fisher, Taylor Lansdown, and Jack Fickle (Multimedia Storytelling)

B.

- STATE RUNNER-UPS

- - Kaanin Pontious (Academics Photography)
 - Kynleigh Oliver (Cutline Writing)
 - Gracie Wheeler (Digital Illustration)
 - Devon Kueser (Editorial Cartoon)
 - Willow Vaughn (Infographic Design)
 - Kai Woods and Gabriel Wolf (Multimedia Storytelling)
 - Gabriel Wolf (Video PSA)
- C.
 - 3rd PLACE
 - - Abby Fisher (Copyediting, Headline Writing & Design, Yearbook Copy Writing)
 - Devon Kueser (Digital Illustration)
 - Gracie Wheeler (Infographic Design)
 - Jacqueline Smoot (Social Media)
- D.
 - 4th PLACE
 - - Brayden Baker (Academics Photography, Sports Feature Photography)
 - Shamirra Rice (News Page Design)
 - Artisan Wasson (Review Writing)
 - Kynleigh Oliver (Sports Action Photography)
- E.
 - 5th PLACE
 - - Gabe Wolf (Editorial Writing)
- F.
 - 6th PLACE
 - - Gracie Wheeler (Editorial Cartoon)
 - Brayden Baker (Student Life Photography)
 - Abby Blanchard (Yearbook Theme & Graphics)
- G.
- H. ADDITIONAL QUALIFIERS
 -

- o Logan Weilert, Anna Orton,
Madison Lopez, Kyra
Barriger, Lillian Albin

I.

VI. Staff Recognition

VII. Open Forum

VIII. Consent Agenda

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

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywietz:	Yea

Yea: 7, Nay: 0

A. Approve Minutes

B. Approve Payment of Bills

C. Approve payment of Annual Voluntary 2025-2026 Early Retirement

D. Approve Fuel Bid

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

F. Resolution 25/26-01 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, 2026 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, 2026.

NOW, THEREFORE BE IT RESOLVED by the Board of Education of Unified School District 413, Chanute, Kansas, in regular meeting duly assembled this 2nd day of July, 2025, 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, 2026.

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.

G. 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

H. 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 2025-2026
(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 25/26-02 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, 2025 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 2025-2026 school year, subject
to periodic review, amendment, and
revision by the board of education.

- I. Establish a fee for Open Records
Requests at the hourly rate of the
staff member who obtains the
information.

J. Declare 296 Dell 3180s Chromebooks and 197 HP Chromebooks as E-Waste and provide proper disposal

K. Approve the Workers Compensation and Employers Liability Insurance Policy with Accident Fund Insurance Company of America for the 2025-2026 budget year with an annual premium of \$75,213

L. Adopt the revised Child Nutrition & Wellness Kansas State Department of Education 2026 Program Agreement

M. Accept an anonymous donation in the amount of \$150 for CES Student/Classroom Supplies

IX. Reorganization of the Board of Education:

A. Election of President.
Nominations were opened. Cassie Cleaver and Bri Leroy were nominated. Vote was taken. Board Member Cleaver received six votes. Board Member Cleaver was elected.

B. Election of Vice President.

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

Delegate:
Alternate:

I move to appoint Heather Guernsey as the ANW Special Education Cooperative Board Delegate. This motion, made by Cassie Cleaver and seconded by Dr. Bruce Lee, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywietz:	Yea

Yea: 7, Nay: 0

President Cleaver asked if there were any volunteers to be the alternate ANW Delegate, Jennifer May Zywietz volunteered to serve in Board Member Guernsey's absence.

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.

Board Member Guernsey volunteered to continue as the Governmental Relations Network Representative.

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

I move to appoint Tamara Slane, Board Clerk; Taylor Hogue, Deputy Board Clerk; and Kelly Colter, District Treasurer. This motion, made by Bri Leroy and seconded by Landon Wolken, Carried.

Cassie Cleaver: Yea
Heather Guernsey: Yea
Dr. Bruce Lee: Yea
Bri Leroy: Yea
Derek Waggoner: Yea
Landon Wolken: Yea
Jennifer Zywietz: Yea

Yea: 7, Nay: 0

X. Reports by Administrators

A. Superintendent's Report

Matt Koester

XI. ANW Special Education Cooperative Board Meeting Report

XII. Unfinished Business

A. Approve Master Equity Lease Agreement and the Amendment to Master Equity Lease Agreement with Enterprise Fleet Management

I move to approve the agreement with Enterprise Fleet Management as attached. This motion, made by Bri Leroy and seconded by Landon Wolken, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywietz:	Yea

Yea: 7, Nay: 0

B. Approve Greenbush Health Trust Agreement

I move to approve the Greenbush Administrative Agreement Regarding Employee Benefit Plans. This motion, made by Landon Wolken and seconded by Dr. Bruce Lee, Carried.

Cassie Cleaver: Yea

Heather Guernsey: Yea

Dr. Bruce Lee: Yea

Bri Leroy: Yea

Derek Waggoner: Yea

Landon Wolken: Yea

Jennifer Zywietz: Yea

Yea: 7, Nay: 0

XIII. New Business

A. Board Policy Updates, First Read

B. 2025-2026 Student Handbook, First Read

C. Board Norms and Operating Procedures Review

D. 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 25/26-03 duly adopted at its regular meeting held July 2, 2025, established the following meeting schedule for regular board of education meetings to be held the 2025-2026 school year:

Wednesday, July 2

Wednesday, August 6

Wednesday, September 3 - CES

Wednesday, October 1

Wednesday, November 5

Wednesday, December 3

Wednesday, January 7

Wednesday, February 4

Wednesday, March 4

Wednesday, April 1

Wednesday, May 6

Wednesday, June 3

Monday, June 15 -- Special Meeting -
Building/District Needs Assessment,
review Assessment Test Scores

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 approve the dates, time,

place of the meetings as presented.
This motion, made by Bri Leroy and
seconded by Heather Guernsey, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywitz:	Yea

Yea: 7, Nay: 0

XIV. Board Members Comments

- XV. Closed executive session to discuss
resignations/retirements/employments/transfers
of non-elected personnel pursuant to the non-
elected personnel exception under KOMA.
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 return to
open session in this room at 7:52pm . This
motion, made by Landon Wolken and seconded by
Heather Guernsey, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywitz:	Yea

Yea: 7, Nay: 0

- XVI. 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 Landon Wolken and seconded by Jennifer
Zywitz, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywitz:	Yea

Yea: 7, Nay: 0

XVII. Adjournment

I move to adjourn. This motion, made by
Landon Wolken and seconded by Heather

Guernsey, Carried.

Cassie Cleaver:	Yea
Heather Guernsey:	Yea
Dr. Bruce Lee:	Yea
Bri Leroy:	Yea
Derek Waggoner:	Yea
Landon Wolken:	Yea
Jennifer Zywietz:	Yea

Yea: 7, Nay: 0

SIGNED : _____
Board Clerk

APPROVED:

SIGNED : _____
Board President