BURLINGTON

UNIFIED SCHOOL DISTRICT #244

November Regular Meeting
Monday, November 9, 2026
7:00 PM
District Office
301 Neosho Street
Burlington, Kansas 66839

1. Opening Items
   A. Call to Order
   B. Pledge of Allegiance
      I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.
   C. Additions to the Agenda
2. Consent Agenda
   A. Approval of the Agenda
      In order that the board may focus the majority of its time upon those items which deal with the educational endeavors of the school district and/or policy level decisions, but with recognition of its legal requirement to be
      responsible for those aspects of governance and management required by statute and regulation, the board will consider the approval of a number of routine items listed on the consent agenda with a consolidated motion. Board members have the opportunity to review these items prior to each meeting and specific questions can be answered at that time. Any board member who wishes to discuss one of the items on the consent agenda may request it be scheduled as a discussion item and it will be discussed during its regularly scheduled time on the agenda.
   B. Approval of the October 12, 2026,Linkage Meeting Minutes
      Minutes are submitted for any special, linkage or regular meeting that has taken place since the last regular meeting
   C. Approval of the October 12, 2026, Regular Meeting Minutes
      Minutes are submitted for any special, linkage or regular meeting that has taken place since the last regular meeting.
   D. Approval of October 23, 2026, Special Meeting Minutes
      Minutes are submitted for any special, linkage or regular meeting that has taken place since the last regular meeting.
   E. Approval of the Bills and Financial Reports
   F. Approval of Personnel Items

NEW HIRE/CONTRACT RENEWALS

NAME	ASSIGNMENT	BUILDING	EFFECTIVE DATE
Christiansen, Dystiny	MHIT Behavioral Health Liaison	BHS	11/9/2026
Crutchfield, Abigail	Long-Term Substitute	BMS	12/16/2026
Cutts, Kylie	Aide	BELC	8/10/2026
Hockett, Jewell	Bus Driver	Bus Barn	11/9/2026
Smith, Kayla	243 Paraprofessional	Lebo ES	11/2/2026
Wright, Chandler	244 Paraprofessional	BES	11/4/2026

TRANSFERS

NAME	ASSIGNMENT	BUILDING	EFFECTIVE DATE
Hudson, John	Full-Time to Substitute Bus Driver	Bus Barn	10/19/2026

RESIGNATIONS

NAME	ASSIGNMENT	BUILDING	EFFECTIVE DATE
Harrison, Cierra	Head Coach - Volleyball	BHS	End of 2026/2027 Se

TERMINATIONS/NON-RENEWALS

NAME	ASSIGNMENT	BUILDING	EFFECTIVE DATE

BOE APPROVED and WITHDRAWAL

NAME	ASSIGNMENT	BUILDING	EFFECTIVE DATE

G. Approval of Donations

DONATIONS

DONOR	AMOUNT/ITEM	DESIGNATION
Alpha Roofing	$ 240.00	BMS Student Athlete of the Month
MT Networks	$ 4,454.00	10/23/2026 Admission for All Attendees at the Football Game

H. Approval of the Annual and Semi-Annual Fire Alarms Test and Inspections
I. Approval of the Mammoth Sports Construction, LLC and USD #244 Burlington Synthetic Turf Field Maintenance Agreement
J. Approval of Consent Agenda

3. Public Comment
   A. Concerns of Burlington USD 244 Patrons
      The Board of Education wishes to be responsive to the community and welcomes patrons at all meetings. Requests to speak may be made when the board president asks if any visitors have items to bring to the attention of the board. Speakers are asked to limit their remarks to five (5) minutes or less and groups with the same special interest may be asked to appoint a spokesperson.

THE BOARD

The Constitution of the State of Kansas delegates many responsibilities for the governance and operation of school districts to locally elected Boards of Education. Among these duties and responsibilities are: establishment of general policies for the school systems, employment of school personnel upon recommendation of the superintendent, adoption and revision of the annual operating budget, informing the public of the needs and the progress of the educational systems, exercise of the legal powers conferred or implied by the legislature in administering school functions, and selection of the superintendent of schools.

The board is comprised of seven members elected to four-year terms. The members are elected from six geographic districts and one is elected at large. The president and vice-president are elected each year at the first meeting in July. Board members receive no pay for their service.

BOARD OF EDUCATION
BURLINGTON USD 244

James Higgins - President
Lucas Allen - Vice President
Johnny Hernandez
Nolan Strawder
Ron Hess
Selena King
Bob Plummer

Please direct comments or questions to the district administration office.

Superintendent, Craig Marshall
Clerk of the Board, Christy Hess

USD 244 Central Office
301 Neosho Street
Burlington, KS 66839

620-364-8478

Thank you for attending. Your continued interest in our district's schools will guarantee their excellence.

MISSION STATEMENT

Burlington Schools are committed to developing each student to become a responsible citizens and lifelong learners.



WELCOME!

TO A
BURLINGTON UNIFIED SCHOOL DISTRICT
NO. 244
BOARD OF EDUCATION MEETING

THE MEETING

The regular meetings of the USD 244 Board of Education are held at 7:00 p.m. on the second Monday of each month. The meetings are held at the District Administration Building located at 301 Neosho Street, Burlington, Kansas. In addition, the board may hold special meetings at times and locations as announced to accomplish specific purposes.

All regular and special meetings are open to the public and all actions authorized or required by law are taken at these meetings. The board may, however, meet in closed (executive) session to discuss matters dealing with personnel, acquisition of property, consultation with the board attorney, matters relating to action adversely or favorably affecting students or personnel, confidential data relating to financial affairs, and consultation regarding employee negotiations. Any voting board action dealing with these items will be taken in public. At any meeting of the board, a majority of the membership of four members constitutes a quorum for the purpose of conducting business. Minutes of the Board of Education meetings are available at the District Administration Building.

THE AGENDA

Unless there are unusual or special circumstances, board meetings proceed in the order prescribed on the agenda:

- Call to Order
- Approval of Agenda, Minutes of prior meetings, Bills, Financial and Administrative Reports, and other items requiring board approval that may be submitted on the consent agenda
- Recognition of visitors and requests by visitors to address the board
- Discussion and Action Items (If executive session is necessary, it will be at this time)
- Adjournment

The agenda for each board meeting is prepared by the superintendent. Meetings are conducted by the board president in the prescribed order. The superintendent provides a packet of informational and background materials to board members concerning items to be presented on the meeting agenda. This is delivered to board members at least three days prior to the meeting so that they may come to the meeting prepared to question, discuss, and take action on each item. An extra copy of this information will be available for public examination at the administration office.

MAKING A PUBLIC COMMENT

The Board of Education wishes to be responsive to the community and welcomes patrons at all meetings. If a visitor wishes to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to the school system he/she needs to be present at the beginning of the board meeting. Requests to speak may be made when the board president asks if any visitors have items to bring to the attention of the board. Speakers are asked to limit their remarks to five (5) minutes or less and groups with the same special interest may be asked to appoint a spokesperson. The board president may impose different time limits on presentations if other circumstances dictate doing so.

While there is no legal requirement that the public be given an opportunity to speak at each board meeting, it is the practice of the present board to make this time available to residents of the district. If pressure of business or other circumstances dictate, the board president may decide to curtail this practice.

The purpose of hearing public comment is to enable patrons to address the board concerning matters that do not require immediate board action. Charges or complaints against individual employees of the district or challenges to the instructional material used in the district are not allowed during the public comment portion of the meeting. Requests for board action shall be presented to the superintendent and charges, complaints, or challenges against staff or the curriculum shall be presented to the clerk of the board in accordance with procedures outlined below.

In the event that a speaker fails to observe the board's rules for public comment, any board member may request the individual cease speaking until the board president determines if the speaker should be allowed to complete his/her remarks.

DISCUSSION OF AN AGENDA ITEM

At meetings, the Board of Education spends its time reviewing and making decisions regarding information concerning student learning and other board concerns. While the meetings are conducted in public, public participation in the discussion of agenda items is not solicited unless the board requests a member of the public comment on that item. If a member of the public wishes to comment on an agenda item, that comment should occur during the Public Comment portion of the meeting.

PLACING AN ITEM ON THE AGENDA

Any patron wishing to speak to the board regarding a specific concern requiring board action should discuss his/her request with the superintendent at least seven days prior to the scheduled board meeting. This request may be made by phone or in writing. Following this discussion, the superintendent will determine whether the request can be solved by staff or will place the item on the next regular board meeting agenda. If the superintendent refuses to place an item on the agenda, the patron may place his/her request in writing and submit it to the clerk of the board. Any such requests shall state the specific action requested of the board of education. The clerk shall include any statement with the agenda for the next regularly scheduled meeting of the board. (Such items must be received by the clerk not later than Tuesday of the week preceding the regular board meeting) In the event the board wishes to discuss the patron's request, the board may modify its agenda to do so or may direct the superintendent to place the item on a future regular or special meeting agenda.

CONDUCT AND ORDER

These guidelines have been adopted to give patrons an opportunity to address the board in an orderly and constructive manner. The board's function is decision -- time spent answering routine questions or criticisms takes away from other important board business. If a patron has a question about the operation of the schools, he/she is encouraged to contact the teacher or administrator closest to the situation.

Undue interruptions or other interference with the orderly conduct of Board of Education meetings cannot be allowed. The board president may terminate a speaker's privilege to speak if, after being called to order, he/she persists in improper conduct or remarks. As stated earlier, at a board meeting no person shall orally indicate charges or complaints against individual employees of the district or challenge instructional material used in the district. All such charges, complaints, or challenges shall be presented to the superintendent and/or board clerk in accordance with established board practice.

4. Student Presentation

   A. FFA Presentation
      FFA students sponsored by Ms. Carden will demonstrate parliamentary procedures for the Board of Education.
5. Communications
   A. Written Items
      A "Thank You" note was received from the Birk Family for the donation in memory of Gary Birk (Jarrid Herr's Father) to the Coffey County Cancer Support Group in Gary's name.
6. Administrative Reports
   A. BES November 2026 Report
   B. BMS November 2026 Report
   C. BHS November 2026 Report
   D. CCSEC November 2026 Report
   E. Technology November 2026 Report
   F. Superintendent's November 2026 Report
      Items of note this month:

      National Education Week Celebration
      Kansas Star Recognition Program
      KASB annual convention attendance
7. Building Report Card Review
   The board's annual calendar specifies this report occur at the November meeting.
   Each year the Kansas State Department of Education produces a "Report Card" for each building based upon state assessment and other demographic data collected during the prior year. Click on the link below to view the 2026-2027 Report Cards:

   https://ksreportcard.ksde.gov/assessment_results.aspx?org_no=D0244&rptType=2

   The principals will be making a formal presentation on their building data during results reports in the upcoming months.
8. Board Member Items
   A. Board Reports
      Board members may share information at this time.
9. Budget Review
   A. Capital Outlay Review
      The purpose of this report is to provide a brief review as of October 31 of the current capital expenditure budget. The Capital Outlay review identifies current budgeted needs as well as long-term considerations not included in the budget at this time.
      The attached pages are the first report concerning the status of the Capital Outlay Fund for 2026-27. The report reflects the fund as of October 31 and projects uncommitted and unencumbered funds through the end of the current fiscal year.

Since this is the initial report and occurs early in the fiscal year, the board is asked to realize that other circumstances could arise that may modify the expenditures projected through the end of the year. Future reports will become more accurate as the year progresses.

Any input the board wishes to provide will help the administration develop plans that are consistent with the board's desire. Board members are encouraged to review these items and identify questions to guide further presentations if additional information is requested.

CAPITAL OUTLAY FUND

Capital Outlay — The board is aware that the cash reserves we have had in the Capital Outlay Fund have been expended for a variety of capital improvement projects. The actual ending balance on June 30 was $3,837,700.90. While the board might look at the above amount and question the need to levy additional funds given that balance, board members are asked to recognize that the list of capital projects more than exceeds the balance. The first half of the 2026-27 tax collection will be received in January and the second half in June of next year. Because we don't realize the revenue in the fund until midway and, at the end of the current year, we try to have at least a year's worth of revenue in the fund as carryover.

For 2026–27, the majority of the funds will go towards the repairs of the physical plant/grounds, equipment, and technology. This year we will be doing flooring projects at BHS and BMS, replacing HVAC recycle pumps at BMS, replacing boilers in the BMS gym, replacing custodial equipment as needed in all buildings, completing concrete projects throughout the district, replacing district food service equipment, insulating garage doors at the Bus Barn, and paying the fourth installment of the lease-purchase agreement for field turf at the Wildcat Athletic Complex. You have done a terrific job of preparing for five years out with your directors and administrators. I feel very confident in our long-range plan to maintain facilities. We will continue to make sure we have the technology needed for teachers to teach and students to learn.

Over the last 10 years, the district has become focused on conserving energy because utility costs continue to increase. Therefore, we have invested in replacing windows, doors, light fixtures, roofs, etc. that will make our facilities more energy efficient. The majority of these types of projects have been paying for themselves. They have also created a better learning environment for our students. In light of the increased utility bills and/or peaks, we have been seeking out proposals to accelerate this plan.

There continue to be facility needs throughout the district. While the question of what to do with BES after the failed bond issue is still present, we need to continue to make improvements to district facilities as funds will allow.

10. Contracts/Approvals/Appointments

A. CCSEC Training Materials

Tara Glades, Special Education Director for the Coffey County Special Education Cooperative (CCSEC), submitted training videos for the Board's review at the October 12, 2026, BOE meeting. She requests that the Board consider approving them for use in CCSEC staff training.

11. Results

Results policy R-1 deals with the board's expectations of students concerning academic skills. The indicators for measuring progress toward meeting this end are noted in colored font. This policy and indicators state:

Academic Skills R-1

All students will demonstrate a strong foundation in academic skills by working toward excellence in:

- Mathematics (KS Assessments, MAP Math total and subtests, ACT trends in Math, advanced math enrollment)
- Reading (KS Assessments, MAP Reading total and subtests, ACT trends in Reading)
- Writing (KS Writing Assessment, MAP Language Arts total and subtests, ACT trends in English)
- Science (KS Assessments, advanced science enrollment)
- Social Studies (KS Assessments)
- Communication Skills (KS Assessment, MAP Language Arts total and subtests)

To ensure academic success of our students, students must take responsibility for their own learning, evaluate personal progress toward learning goals, effectively solve problems, and apply academic knowledge to practical situations.

The administrative team will present information to the board concerning our current status in the above area. Their presentation will include results from the state assessments of reading, writing and communication achievement and the ACT test at BHS.

12. Personnel

A. Executive Session Regarding Personnel

B. Retirement

Chris Varvel joined USD 244 in the 1996-1997 school year and will complete 31 years of teaching at the conclusion of the 2026-2027 school year. He has devoted his entire teaching career to Burlington, serving students and the district. He has shared his time, talents, and commitment with Burlington students in the classroom and through athletics. We are grateful for his years of service and the lasting impact he has made on the community and the students he has taught and coached.

C. Retirement

Dirk Over joined USD 244 at the beginning of the 2007-2008 school year and will complete 30 years of teaching at the conclusion of the 2026-2027 school year. Of those years, 20 have been dedicated to serving Burlington students as both a teacher and coach. We appreciate his dedication and many contributions to our schools and community.

D. Resignation

The Board is asked to consider accepting the resignation of Susie Becker, effective December 21, 2026. If approved, the Board may assess liquidated damages for late resignation in the amount of $5,000, in accordance with the 2026-2027 Negotiated Agreement.

The Board of Education may consider waiving this penalty upon receipt of a written letter from the employee outlining the circumstances related to the late resignation. The decision to waive the late resignation fee rests solely with the Board.

13. Student Issue
    A. Executive Session Regarding A Student Issue
14. Closing Items
    A. Debriefing
    What portions of the meeting were especially meaningful to the board?

    What portions could benefit from change or modification in the future to allow the board to retain its focus on board's results?
    B. Adjournment