

Arapahoe-Holbrook Public School  
Board of Education – Regular Meeting  
School Library  
November 13th, 2017 7:00 pm

President Dennis Roskop called the meeting to order at 7:01 pm.

President Roskop announced that the Arapahoe-Holbrook Board of Education follows the rules of the Open Meetings Act which is posted.

The following members were present: Dan Warner, Chad Carpenter, Dennis Roskop, Brad Schutz, and Lisa Anderson.

The following member(s) were absent: Rodney Whipple.

Also present was Dr. George Griffith, Superintendent, Bob Braithwait, Principal, and Cassie Hilker, Board Secretary. Visitors were present.

A motion was made by Carpenter and seconded by Warner to excuse the absence of Rodney Whipple. AYES: Carpenter, Roskop, Schutz, Anderson, and Warner. Motion carried 5-0.

A motion was made by Schutz and seconded by Anderson to approve the agenda as presented. AYES: Roskop, Schutz, Anderson, Warner, and Carpenter. Motion carried 5-0.

President Roskop welcomed the visitors and asked for Public Comment. There was no public comment. Roskop thanked the visitors for attending the meeting.

## REPORTS

Braithwait reported that all teacher evaluations have been completed. He will start working on support staff (aide's) and secretaries and that should be done by the next board meeting. Congratulations to our fall sports teams. Cross Country had a state qualifier (Adrienne Einspahr). Volleyball won 9 games after only winning 2 last year and 9 total sets. This was a great improvement. Football was district champions and qualified for the playoffs for the 16<sup>th</sup> straight year. They lost in a heartbreaker and lost a great player. Congratulations to all the kids and coaches. We took 8 students to National FFA. It went well. Thank you to Mr. Kuntz and Brenda Goshert for sponsoring the group. We also just found out that both the junior and senior team qualified for state for livestock judging. Great job and proud of them. The musical was fantastic again this year. We had a group of students appear on NTV and do some performing. A couple area schools came and watched the musical. All the shows were pretty well attended. Can't say enough about the music department people and how fortunate we are to have such talented kids. We got a late invite to a cyber bullying seminar in Elwood. We took 5<sup>th</sup>-12<sup>th</sup> graders to the seminar. It went very well. A group from Perry and Associates put on the seminar. They talked a lot about law. The kids really enjoyed it as well. We had several Spanish class students attend a concert in Holdrege. It went very well. The FCCLA put on our Veteran's Day Program and it was really well done. The FFA Bull Fry and Labor Auction as last Friday and went very well. Mr. Kuntz does a great job. Winter sports practice began today. We have 11 wrestlers, 13 girls' basketball players and 20 boys' basketball players. I really appreciate Dr. Griffith taking some pressure off of me by covering some events.

Dr. Griffith reported that the first round of invites were sent out for the career tech education community/business leader's feedback meeting. The meeting is set for December 4<sup>th</sup> at 6:00 pm in the basement of the United Methodist Church. Kate Hatch invited me to attend an in-service by Sue Presler from the Danielsen Group related to feedback and communication during teacher evaluations and it was very informative and I learned a number of good tools. Jody Bauer from ESU 11 presented google classroom to our staff. Mr. Braithwait informed me that it went well. Congratulations to Mrs. Stephens and Mrs. Monie for all the hard work they put into the musical. A job well done to the students who performed at a very high level. The construction crew will be doing some work around the north window in the library this Friday. They will block it off and students will still be able to walk through the library to go between the high school and grade school. We will probably not have any classes or study halls in the library that day. The staff and students continue to adapt well with all of the changes. He also found documentation that permits the district to use the general fund when the bond fund is insufficient to make the payment. Cassie confirmed with the auditor the best way to proceed. Next year we will need to request enough to cover the payment and to cover the shortage. There is an Ed Tech Conference and he has invited 4-5 teachers to attend. It will go along very well with the robotics class and allow our younger teachers to get more skills as far as technology in the classroom. He also reported that he has been asked to serve on the Middle School Career Technical Committee by the State.

Board Member Reports: None.

Board Committee Reports: Roskop reported that the Finance Committee met prior to tonight's meeting. We discussed the bond payment coming due in December. Roskop reported that the Negotiations Committee met a couple of times and that will be discussed in more detail later in tonight's meeting.

## **ACTION ITEMS**

A motion was made by Anderson and seconded by Carpenter to approve the Consent Agenda as presented, which included minutes from previous meetings and financial reports. AYES: Schutz, Anderson, Warner, Carpenter, and Roskop. Motion carried 5-0.

A motion was made by Schutz and seconded by Warner to approve claims including the General Fund, Lunch Fund, Building Fund, and Student Fee Fund totaling \$380,238.78. AYES: Anderson, Warner, Carpenter but abstaining from claim number 29270 to W & J Carpenter – Repair for \$786.16, Roskop, and Schutz but abstaining from claim number 29213 to the Arapahoe Public Mirror for \$805.07. Motion carried 5-0.

Carpenter asked Griffith if everything was on schedule. Griffith confirmed it was and stated that it is nice to see things going above ground. We are pretty well done with all of the concrete work. A motion was made by Warner and seconded by Carpenter to approve payment application #004 to Hausmann Construction for \$528,572.02. AYES: Warner, Carpenter, Roskop, Schutz, and Anderson. Motion carried 5-0.

Griffith stated that these are things that needed to be adjusted while construction was going on in order to continue construction. Items like the extra ceiling in the hallway, the re-routing of the sewer pipe because it was not in the location it was supposed to be. Some of the changes were credits. Items such as going from a 3 coat system to a 2 coat system, panel feeders for the electrical, and drive lane modifications as a result of the bathrooms out back. Decking demo was the hallway that had the second ceiling that was not shown on the drawings. Some items on this report were approved by me to keep things moving along. I see all of the information as it is transferred between the architects and Hausmann. The increase is estimated at \$31,000. Anderson asked if these items were approved by the architects. Griffith thought that they must have been approved by the architect's because they were not approved at a board meeting. It was discussed with the Building & Grounds Committee. Griffith stated that he thinks it is the ceiling in the classroom but he will double check on it. We had to rip out the ceiling and remove the asbestos tile. He didn't think they were planning on re-doing that ceiling but they had to in order to run the electrical lines to the new building. Roskop stated that there are two things that need to be discussed, we need to approve the change log and then we need to determine how we approve any changes or contingencies going forward that need to be made quickly to continue work on the project. He asked if we need to have full board approval and have emergency meetings or continue to give Griffith the authority or give the Building and Grounds Committee the authority. He asked for some direction from the board. Warner asked for clarification on the change log. On the right hand column of the change log and it is labeled as a contingency combination change order. As we are working through the guaranteed maximum price, he would assume that we should only have to pay above that maximum price if it is noted as a change order. If it is labeled as a contingency, it really does not affect our maximum price. Griffith stated that it does come out of contingency, which will reduce what we get back. Warner stated that in terms of the big picture and total cost, contingency funds are already budgeted in to the bond amount. Griffith agreed. He also stated that we did approve the transformer change, which saved us approximately \$8,000. Roskop stated that the \$6,000 item was for how to get electricity back to the high school after the transformer is installed. Warner stated that even though this document shows a net cost of approximately \$31,000, a large portion of that will come from the contingency. Griffith agreed. He also stated that he had a conference call with TJ and Michael of Clark Enersen and Josh of Hausmann and they asked for more clarification moving forward. He stated that there are some items that are pretty straight forward that need to be done to continue. Most of it to this point has been in his realm of construction experience. He stated that he did fight hard for the school's position when they tried to get someone to come in to look at the old foundation. In situations where a decision needs to be made to continue work, he feels comfortable handling those situations. Any major change order should be the board or at least the Building and Grounds Committee. Roskop stated that our contract reads that we need board approval for a change order. A majority of what is on the change log are contingencies. The change order on the transformer has already been approved. He needs more clarification on the ag ceiling replacement before he is willing to approve it. Everything else on the report he was aware of, but he has attended a number of Building and Grounds Committee meetings. He asked the board if they had any questions. Warner stated that he doesn't think the ag classroom ceiling replacement should be considered a change order. They knew from the beginning that they were going to have to remove that ceiling for the electrical. Obviously, it needs to be done, but he feels it should be considered a contingency item. Schutz stated that when the lawyers get involved and there is a lot of back and forth, more can be spent in legal fees than the cost of the change order. All agreed. Warner stated that it comes down to classification and whether they are willing to accept the fact that an item is a contingency item versus a change order. Griffith stated that is where the questions came in and discussions were had to clarify that. He also agreed with Schutz on the legal costs. The question actually began with the attorney. Anderson asked who decides whether an item is considered a contingency or a change order. She asked if it was Hausmann or Clark Enersen. Griffith stated that he thought it was a combination of the two along with some input from him. He thinks the issue was some of the legal language that our attorney put into the contract that made it less clear than it could have been. It comes down to whether it is something that was unforeseen or unforeseeable. Items like not knowing about the extra ceiling or the pipe that wasn't

shown on any diagram. He agrees with getting clarification on the ceiling. Anderson stated that she thought minor changes could be approved by Griffith, but major changes should be approved by the board. She then asked about coming up with a dollar figure to establish what would be considered a minor change versus a major change. Griffith stated that his current authority is \$5,000. Roskop stated that he is comfortable with allowing Griffith to approve changes up to that amount. He then asked if anything past that should be approved by the full board or the Building and Grounds Committee. He wants to make it as convenient but as transparent as possible. Carpenter asked if the board has to approve only change orders, not contingencies. Roskop stated that we have to approve both. In his opinion, change orders are above and beyond the GMP and should be approved by the board prior to anything being done. Contingency items need to be done as presented and however we decide tonight. Anderson asked if the Building and Grounds Committee meets every other week. Roskop confirmed that they are and it is with the architects and construction managers. Griffith stated that in one instance a company working on the computer lines had to leave and wasn't able to come back for a week and a half. Those are some of the things he takes into consideration when making a decision. He is not out there to approve change orders and if there is something that can wait, it needs to wait. Roskop stated that he is actually looking for more input from the board members that are not on the Building and Grounds Committee and would like to know how much authority they are willing to give to that committee. Carpenter stated that the committee is meeting every other week and knows more about the project than the rest of the board. He stated that he has no problem giving that committee the authority. He trusts the judgement of the committee to know when and what needs to be brought to the whole board. Warner stated that if we run into multiple contingency items that add up to a significant amount, they will bring it to the entire board. Roskop stated that they are not trying to hide anything and are trying to get everything out there, but he doesn't want to waste anyone's time for 5 minute meetings that could have been taken care of at the committee level and moved forward. He wants to be as transparent as possible on everything related to contingency items and change orders. Everyone is aware that the board ultimately has final approval. Schutz asked if there is a way to share information with all of the board members as items come up. Griffith feels comfortable making calls in situations when he is not able to get the committee together and it is something that needs to be taken care of to move forward. Warner agreed. Roskop asked if anyone has any concerns or questions on the presented change log. Schutz stated that we need more clarification on the ceiling. Warner stated that the way he reads that item it is showing as pending. Everything above that is showing as approved is actually a net cost of zero on anything submitted. The ceiling is close to \$1,700 and pending. He definitely wants clarification on the ceiling. A motion was made by Warner and seconded by Carpenter to approve everything on the change log except CR004. AYES: Carpenter, Roskop, Schutz, Anderson, and Warner. Motion carried 5-0.

Griffith shared a sample of the two options for the glass in the windows and doors. Each sample was struck twice with a sixteen ounce hammer. The sample he is recommending is the second option and costs around \$85,000 for all of the windows and doors. His reasoning for that is if we have a major storm we don't have to worry about stuff getting shot through it near as much as if we had the other option. This would also slow down anybody trying to get in. He did not request a sample of the \$300,000 option. Currently, we have no laminate in the windows and one hit with a hammer would completely shatter it. Roskop clarified that Griffith's recommendation is Option B. Griffith agreed and stated that it has the SGP structural inter-layer. Roskop stated that it looks like a \$5,000 change order for the exterior doors and an \$80,300 change order for the window structures. Griffith agreed. A motion was made by Carpenter and seconded by Anderson to approve the change order request for Item B laminated glass with special SGP structural inter-layer for exterior doors at a cost of \$5,000 and for exterior windows at a cost of \$80,300. AYES: Roskop, Schutz, Anderson, Warner, and Carpenter. Motion carried 5-0.

Griffith stated that SparqData Solutions is contracted through the NASB and provides a document scanning service. The information provided to him after receiving the quote was that the number of pages is probably extremely high. The estimator overestimates because he is just looking at the cubic footage of the boxes and estimating the number of pages in each box. We don't have a quote on the other companies that have been looked at in the past, however, those options would be using our staff to scan the documents. He scanned some old records himself and it is very time consuming. The quote includes the shredding of the records after the fact. The company also has low cost storage and he would recommend storing the documents and making sure the files are working properly before shredding. Warner asked if this would get all of the records digital. Griffith stated that this would get everything digital. The company picks up the records and does all of the scanning. Warner asked what we will be doing in the future to make sure that we are digital. He asked if this is something that will be revisited every year or three years or ten years. Griffith stated that it will not need to be revisited. Warner asked if everything can be made digital as we move forward. Griffith stated that it will be much easier because a lot of things are digital now. Diplomas are digital, the information in Power School is electronic so there is very little additional information that would need to be scanned. Warner asked how many years' worth of information needs to be scanned. Griffith stated that he started with information from 1940. Warner asked what our legal obligation is to maintain those files. Griffith stated that he doesn't have an exact number but from his understanding is that it is a long time. We need to have them for as long as the person is possibly alive. He would recommend at least 80 years after graduation. Griffith asked Hilker about employee and payroll records. Hilker stated that the requirements for those records are lengthy as well because of retirement purposes and calculations. Griffith added that he would consider those permanent records. Roskop asked where everything is currently being stored. Hilker and Griffith stated that the records are scattered throughout the high school. Schutz asked about the cost of this project. Griffith stated that the quote is for \$19,269. He stated that the other option is to table it and look at other options where we scan the information. Warner stated that our employees are better serving to us to teach and educate. He

doesn't like the cost of \$19,000 but he doesn't know that we have a better option. Griffith stated that he suspects the cost will be less. Warner asked about a completion date. Griffith stated that they don't have a start date, but they have called wondering what our plan was. We will get back a couple of CDs with the information and will store them in a secure location. Schutz stated that it looks like we give them \$20 grand to do this and they don't warranty their work. They don't guarantee that it will be not error free and it will not be as it should be. Griffith agreed with Schutz's point. Schutz stated that you won't know that you have a mistake or a problem until it is too late. Warner stated that Schutz makes a very good point. Roskop recommended looking at other companies that do this kind of work. He agrees that now is a good time to move everything to digital, but would like to look at some competition. The board agreed to table the item.

Griffith reviewed the history of the lunch fund and stated that it looks like transfers are made about every three years. Basically, we have just enough to cover expenses each month compared to income, but we could drop really quickly and need to have a bit more cushion to be safe. There has been an increase in cost due to the addition of health insurance. Roskop stated that prior to the last three years; we would transfer about \$10,000 each year until it became self-sufficient. He isn't really sure how that happened, but it did for a period of time. A motion was made by Warner and seconded by Anderson to approve the transfer of \$30,000 to the lunch fund. Schutz asked about looking at the lunch prices in the next cycle. Griffith stated that we are required by law to review lunch prices annually. Hilker added that the maximum amount lunch prices can be increased each year is \$0.10 and that has been done the last two years. The state has a tool that we are required to complete each year. AYES: Schutz, Anderson, Warner, Carpenter, and Roskop. Motion carried 5-0.

## **DISCUSSION ITEMS**

Public Comment – None.

Griffith stated that he spoke with Mr. Kuntz and he is interested in pursuing the beef to school program. He also spoke with the cooks and they are interested, but don't want to be expected to prepare steaks on a grill. They are interested and willing to talk about it. We are now ready to get people together to discuss this further. Warner stated that he is all in favor of our ag department the opportunity to help generate beef for our school. But, we can also look outside of that and take some pressure off of them. We can eliminate some lunch fund costs that we just incurred very quickly in processed meats that are going through our lunch room and implement ground beef versus chicken patties and chicken strips, everything that is pre-processed and pre-packaged and just needs warmed up. We can push this along faster than our ag department. Schutz added that the cooks need to decide what would fit into their food prep. Warner stated that through visiting with other schools the majority is going to be ground beef. Items such as spaghetti, meatloaf, and any of those casserole type dishes that use ground beef. Anderson stated that it would be very good ground beef if a whole animal was processed into ground beef. Warner stated that they are not talking about roasts and those middle meats, the school district can then decide what they want to do with them. We don't want to take those loins out and grind them up, that is not a very efficient use of an animal. Carpenter stated that some schools sell the prime cuts and use the money to go back into the program. Carpenter agreed that they are not expecting the cooks to grill steaks. Warner stated that we are a couple of years out if we leave it up to the ag department. Griffith stated that he will get started on it. Roskop stated that once the cooks are in the new kitchen and understand what they have, it will help develop the program as well. Warner recommends taking our kitchen staff to some of the schools that have already implemented a beef to school program. Schutz asked what close schools already have a beef to school program. Anderson stated that they are already donating to Bertrand and Loomis. Carpenter added that Cambridge is doing it. Warner added that Southern Valley is doing it as well. Anderson stated that it would be nice to incorporate education and have the FFA kids help. Someone could bring in a calf on beef day and the kids could explain to the elementary kids where their lunch came from.

A motion was made by Roskop and seconded by Carpenter to enter into executive session at 8:03 pm for the purpose of negotiations. AYES: Anderson, Warner, Carpenter, Roskop, and Schutz. Motion carried 5-0.

A motion was made by Roskop and seconded by Carpenter to exit executive session at 8:57 pm.

Americanism Committee Meeting, Monday, November 13<sup>th</sup>, 2017 following the regular board meeting in the Arapahoe-Holbrook Public School Library.  
Regular Board Meeting, Monday, December 11<sup>th</sup>, 2017 at 7:00 pm in the Arapahoe-Holbrook Public School Library.

A motion was made by Warner and seconded by Anderson to adjourn the meeting at 9:00 pm.

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Respectfully submitted,  
Cassie Hilker, Board Secretary