

August Regular Meeting

Monday, August 11, 2025 7:00 PM

District Office, 301 Neosho Street , Burlington, Kansas 66839

1. Opening Items

1.A. Call to Order

1.B. Pledge of Allegiance

1.C. Additions to the Agenda

2. Consent Agenda

2.A. Approval of the Agenda

2.B. Approval of the Minutes of the July 14, 2025,
Regular Meeting

2.C. Approval of Bills and Financial Reports

2.D. Approval of Personnel Items

2.E. Approval of Consent Agenda

2.F. Approval of Payment Procedures

2.G. Administrative Office Petty Cash Account

2.H. Approval of Employee Flex Benefit Accounting

3. Public Comment

3.A. Concerns of Burlington USD 244 Patrons

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
Monique Hart
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

All students will be responsible citizens prepared to succeed in life and careers, contribute to the global community, and be 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.

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.

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.

4. **Communications**

4.A. Written Communications

5. **Administrative Reports**

5.A. BES August 2025 Report

Burlington Elementary School

Board Report

August 6, 2025

- Pre-School Updates:
 - A change will be made from what was presented in the handbook regarding PM session time. PreK afternoon classes will begin at 12:10 and dismiss at 3:10. This change is being made due to the change in the session time for BES and transportation availability.
 - Pre-School families have been notified if they have been awarded slots. Due to high demand, there are a limited number of 4 year old students that were slotted into the AM session. Families were advised of this situation. The AM session has 29 students enrolled and the PM program is full at this time with 38 kids. There are several students that are in the special education evaluation phase.
- ESU Student Interns
 - We are excited to welcome two ESU PDS Block 2 interns this semester. Sarah Spring will be hosting Mallory Diaz and Jennifer Stukey will be hosting Lillian Castillo. Block 2 interns split their time between campus and the host school.
- Federal after school funds were released to states in late July. We are thankful to receive these funds to operate our program in the usual capacity. We are entering the 5th and final year of this current grant and will be tasked to submit for funding, if it continues, in the Spring of 2026. This is an item to keep tabs on in the event there is not funding, or we do not receive new funding, a plan of action for future after school care should be considered.

5.B. BMS August 2025 Report



Burlington Middle School

Unified School District #244

720 Cross Street, Burlington, KS 66839

P (620) 3642156 F (620) 364-8560

Dear Board of Education and Superintendent Marshall,

As we begin this exciting new school year, we are thrilled to welcome several new faces—and a few familiar ones—in new roles to our BMS Family. I am excited to watch the impact and difference each one of these individuals makes in the lives of our students. If you see them around town or in the building, please join us in giving them a warm Wildcat welcome!

- **Sage Kuhlmann** – 5th Grade Teacher
- **Xoe Altic** – 5th Grade Teacher
- **Christina Lawson** – 6th Grade Language Arts, Reading, and Social Studies
- **Ann Bates** – Low-Incidence Special Education, Grades 5th–8th
- **Jennifer Winters** – High-Incidence Special Education, Grades 7th–8th
- **Damon Schmidt** – 8th Grade Science and Social Studies
- **Taylor Wilson** – 5th–8th Grade Boys Physical Education & Middle School Activities Director
- **Maddie Wilson** – Student Success Coordinator (currently pursuing her Counseling Degree)

I am excited for the incredible impact these educators will have on our students and school community.

Our Math and Science teachers will be engaging in curriculum revision work this August as part of our continued commitment to academic excellence.

- Math Curriculum Work: August 12–15
- Science Curriculum Work: August 13–15

These sessions provide a valuable opportunity for our educators to collaborate, align instruction, and ensure clarity around what all students need to know and be able to do at each grade level. This work supports our goal of delivering consistent, high-quality learning experiences across all classrooms. I appreciate the dedication of our teachers as they prepare to meet the needs of every student this school year!

Summer conditioning with Coach Carlson and his staff wrapped up on July 31st, and what a great summer it was! We had an impressive 43 middle school student-athletes participate in our program, with an average daily attendance of 36 students—an increase of 12 students per day compared to previous summer. That's incredible growth and a testament to the energy and commitment from both our students and coaches. This year, we had 23 Power Cats, up from 13 last year!

To earn Power Cat recognition, student-athletes must attend 95% or more of all summer conditioning sessions. This honor reflects the dedication and work ethic of our young athletes. A huge thank you to Coach Carlson and all the coaches who helped make this summer a success. Your passion, consistency, and support are a big reason so many students continue to show up, work hard, and improve. It is inspiring to watch our student-athletes celebrate personal records and ring the bell together!

As we embark on the 2025–2026 school year, we are excited to announce a new professional development partnership with Greenbush to further support and strengthen our instructional practices.

This year, our focus will be on HIIPS—High Impact Instructional Practices and Strategies. HIIPS is grounded in research and proven practices that enhance student learning. It will help us identify what works best for our students instructionally, while also building collective efficacy across our staff. Through this work, we aim to design learning experiences that are both intentional and impactful. We will officially kick off this professional development journey on December 5th. I look forward to us growing together as a team and continuing to provide the absolute best educational experience for our students.

Upcoming Dates:

- **August 14th** BMS Athletics Parent meeting at BHS, 6:00PM-7:00PM
- **August 18th** 5:30PM-6:30PM- 5th grade Back to School Night- ONLY
- **August 19th** BMS Fall Practice Start at 3:30PM
 - Cross Country will meet at the high school activity entrance
 - Football will meet in the locker room on the northside of BMS
 - Volleyball will meet in the gym
- 6:30PM-7:30PM- Back to School Night for 6th-8th Grade
- **August 21st** First Day of School
- **August 25th** 2nd Breakfast Starts
- **August 28th** BMS Football and Volleyball Scrimmages at 4:00PM
- **September 4th** BMS Volleyball at Prairie View at 4:00PM
 - BMS Football HOME at Anderson County at 4:00PM
 - BMS Cross Country at John Redmond at 4:00PM

I am looking forward to an excellent school at Burlington Middle School. I am excited to welcome staff, students, and families back and continue building a positive, engaging, and supportive learning environment.

If you have any questions or if I can assist you in any way, please don't hesitate to reach out.

Email: mspring@usd244ks.org

Phone: (620) 364-2156

Let's make it a great year—Go Wildcats!

Sincerely,

Matt Spring

Principal, Burlington Middle School

Board Report
Technology Department
August 2025

This summer has been a packed one for the technology staff with the change-over from Skyward SMS to Qmlativ, network changeout, and our regular summer upgrades.

The summer technology crew of Courtney Finlayson, Christina Lawson, Michelle Vander Linden, Jase Finlayson and myself (as well as LaVina Dalby and Nicki Kelley as they finished off their contract days) upgraded or imaged, and then cleaned the approximately 990 computers on our network and approximately 270 ipads. In addition, there was quite a number of classroom moves and settings changes with a high number of new staff or staff changing rooms or roles within the district. Thanks to the crew for all their work!

Our network changeout was able to finally begin on July 28th. The bulk of the work is completed as of this writing (August 3rd), but the networking specialist from Greenbush will continue to assist us the week of August 4th to finalize setup and settings. We hope to have completion by August 8th. (Thanks to the Greenbush techs and also to Lisa and Sage Kuhlmann for helping with the changeout.)

Much of Courtney and my time during June and July was spent configuring Skyward Qmlativ and re-establishing data exports and exchanges with our third-party vendors such as ParentSquare, ClassLink, EduClimber, and Xello (Career Cruising). We are happy to say, all is in good shape and we are getting used to the new program.

Something that you may hear from parents about is a change for our USD #244 food service accounts. Qmlativ has gone the way that many other Student Information Systems have gone with each food service customer being their own payor as well. In SMS, we were family-based. When parents put money on their students' accounts, they will need to specify how much they want for each student. If paying online, it can still be completed in one transaction, but parents must specify how much each child. It isn't a "shared pot of money" for all the family, so students who eat more often may run out of funds while other children in the family still have funds. Interestingly, as we met with other Kansas districts, a large number of them have been doing individual accounts for a long time and couldn't believe that we were family-based. Still, it is a change, and it will take some getting used to for parents. We included information about this in the back-to-school letter, and we will be doing additional ParentSquare and social media posts about this.

Even though Qmlativ is new, online enrollment has gone very smoothly. There have been a few social media posts by some parents who experienced so problems, but most were related to them using saved links to our old Skyward SMS which has users locked out. As of August 6th, 72% of students had completed registration.

5.D. Superintendent's Report

Burlington USD 244
Board of Education Meeting
August 11, 2025
Superintendent's Report

1. First day of school for staff—Monday, August 18.
2. Board members are invited to lunch at any building on Tuesday, August 19.
3. First day of school for kids—Thursday, August 21.
4. I have a power point of some of the projects we have done this summer.
5. Ronda Gilbert and I met with the Burlington City Council on Wednesday, August 6th to discuss the drainage project. The city council made a motion to contribute \$8,825 (1/2 of the cost of the dirt work), and they are going to review the possibility of additional contributions that could include additional money or covering the utility hook up costs for builders. We will know more after their August 20 meeting.
6. We will look at your calendars to set up our board retreat evenings and a BHS work session. We have done two evenings on a Wednesday in either August or September from 5:30-8:30 PM for our retreats. We can keep this format or change it if you like.

USD 244 SUMMER
PROJECTS

NEW COUNTER TOPS AT BHS RESTROOMS AND LOCKER ROOMS



NEW FIRE ALARM SYSTEM AT BHS



MAP RAILS AT BHS



NEW LED LIGHTS IN CLASSROOMS



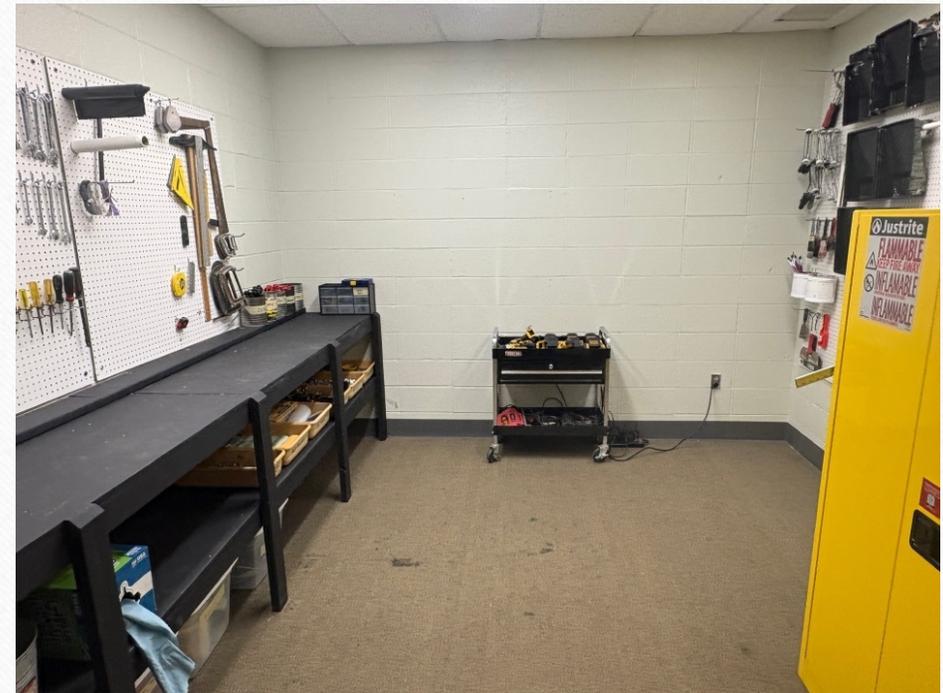
OLD BHS THEATER PICTURES



OLD BHS THEATER PICTURES



NEW BHS THEATER PICTURES



CONCRETE PROJECTS



CONCRETE PROJECTS



NEW BHS SCOREBOARDS/VIDEOBOARD



BHS VO-AG ADDITION/RENOVATION



BHS VO-AG ADDITION/RENOVATION



BHS VO-AG ADDITION/RENOVATION



PAINT PROJECTS



PAINT PROJECTS



BUS BARN NEW SINKS/STOOLS



6. Board Member Items

6.A. Board Reports

7. Board Policies

7.A. Policy EDAA - School Vehicles

7.B. Policy JGG - Transportation

7.C. Policy MMR - Meals and Mile Reimbursement

7.D. Approval of CERP Policies

8. Contracts/Approvals/Appointments

8.A. 2025-2026 Handbook Approvals

8.B. Approval of Baseball/Softball Press Box and
Bleacher Project



11222 Johnson Drive, Shawnee, KS 66203
 Phone: (913)268-0069 Fax: (913) 962-0803
sales@heartlandseating.com www.heartlandseating.com

July 18, 2025

From: Phil Budig

To: Craig Marshall
 Burlington USD 244
 200 S. 6th
 Burlington, KS 66839-1700
 Phone: 620-364-8478

RE: Baseball and Softball Bleachers

Heartland Seating, Inc. is pleased to provide you with the following quote for the above project.

By: OUTDOOR ALUMINUM + INTERKAL	
DESCRIPTION	PRICE
BASEBALL HOME PLATE BLEACHER – 4 ROW X 30'-2" ALL ALUMINUM CLOSED DECK BLEACHER + PRESS BOX – SEE ATTACHED PLANS <ul style="list-style-type: none"> • 14" RISE, 32" TREAD • TWO (2) 36" VERTICAL AISLES WITH STEPS, HANDRAILS, AND CONTRASTING NOSING • RAILS ON SIDE AND REAR WITH BLACK VINYL CHAIN LINK FENCE • FIFTY TWO (52) 22" INTERKAL AURA CHAIRS • 8' X 12' PRESS BOX WITH LANDING MOVE BLEACHER FROM SOFTBALL TO BASEBALL FIELD <ul style="list-style-type: none"> • DISASSEMBLE, MOVE, AND REASSEMBLE BLEACHER REPAIR 1ST BASEBALL BLEACHER <ul style="list-style-type: none"> • CHAIN LINK FENCE, END AND SUPPORT RAILS, SUPPORTS, ETC. SOFTBALL HOME PLATE BLEACHER – 4 ROW X 18' ALL ALUMINUM CLOSED DECK BLEACHER + PRESS BOX – SEE ATTACHED PLANS <ul style="list-style-type: none"> • 14" RISE, 32" TREAD • ONE (1) 36" VERTICAL AISLE WITH STEPS, HANDRAILS, AND CONTRASTING NOSING • RAILS ON SIDE AND REAR WITH BLACK VINYL CHAIN LINK FENCE • THIRTY TWO (32) 22" INTERKAL AURA CHAIRS • 8' X 12' PRESS BOX WITH LANDING SOFTBALL 1ST AND 3RD BLEACHERS – TWO (2) 9 ROW X 21' ALL ALUMINUM CLOSED DECK <ul style="list-style-type: none"> • 14" RISE, 24" TREAD WITH NOMINAL 2X10 SEATS • ONE (1) 54" VERTICAL AISLE WITH HANDRAILS AND CONTRASTING NOSING • RAILY ON SIDE AND REA WITH BLACK VINYL CHAIN LINK FENCE 	MATERIALS DELIVERED AND INSTALLED \$348,083 DEDUCT FOR SEMI-CLOSED DECKING ON 1ST AND 3RD SOFTBALL BLEACHERS - \$4,000 <u>FLAT/LEVEL CONCRETE PAD RESPONSIBILITY OF OTHERS</u>
	INSTALLATION: Installers will provide cleanup of debris to a central location for removal by others.
NOTES	<ul style="list-style-type: none"> • Unless otherwise stated above, this quote does NOT include engineered drawings. If engineered drawings are required, this will increase the lead time and there will be additional costs. • All pricing is subject to change without prior notice due to currency fluctuations, fuel prices, tariffs and/or unforeseen economic circumstances. • Bleacher is designed per manufacturer's standard interpretation of the ICC 300 of the IBC 2012 building code. Any additional local or state requirements may result in additional charges, all to be borne by the owner. Bleachers are designed to rest on a firm, flat & level surface. No provisions have been made to prevent wind overturning. This shall be the responsibility of the owner. • Allow 16 to 18 weeks for shop drawings • Delivery varies from 16 to 18 weeks upon receipt of order and approvals.
TERMS	<ul style="list-style-type: none"> • NET 30 DAYS, INVOICED AT ARRIVAL. 1.5% PER MONTH TO BE CHARGED ON PAST DUE AMOUNTS.
TO ORDER SEND THIS SIGNED QUOTE, PURCHASE ORDER AND APPLICABLE TAX EXEMPTION DOCUMENTATION PAYABLE TO HEARTLAND SEATING, INC. 11222 JOHNSON DRIVE, SHAWNEE, KS 66203	



Heartland Seating
 – Spectator Seating Specialists –



July 18, 2025

11222 Johnson Drive, Shawnee, KS 66203
 Phone: (913)268-0069 Fax: (913) 962-0803
sales@heartlandseating.com www.heartlandseating.com

Prices are good for 21 days and do not include applicable taxes, prevailing or union wages, licenses, bonds, permit fees, including state approval fees, or dumpster. Unless specifically included above, price does not include removal, demolition, soil testing, site work, concrete or foundations, inspections, consequential or liquidated damages. If you wish to have additional items included, please call for a revised quote.

For installations by Heartland Seating, Inc., site shall be ready to install bleachers upon receipt to avoid extra handling or storage charges.

Mill finish aluminum is standard finish for footboards and risers. Mill finish is subject to discoloration and staining due to moisture entrapment during transit and or storage at the job site during installation. Discolored materials will normalize in time and are installed per industry standard. This is not defective material. If you wish to avoid possibility of staining, you may request to have clear anodized finish for an added cost.

Phil Budig

 Phil Budig

Acceptance by: _____

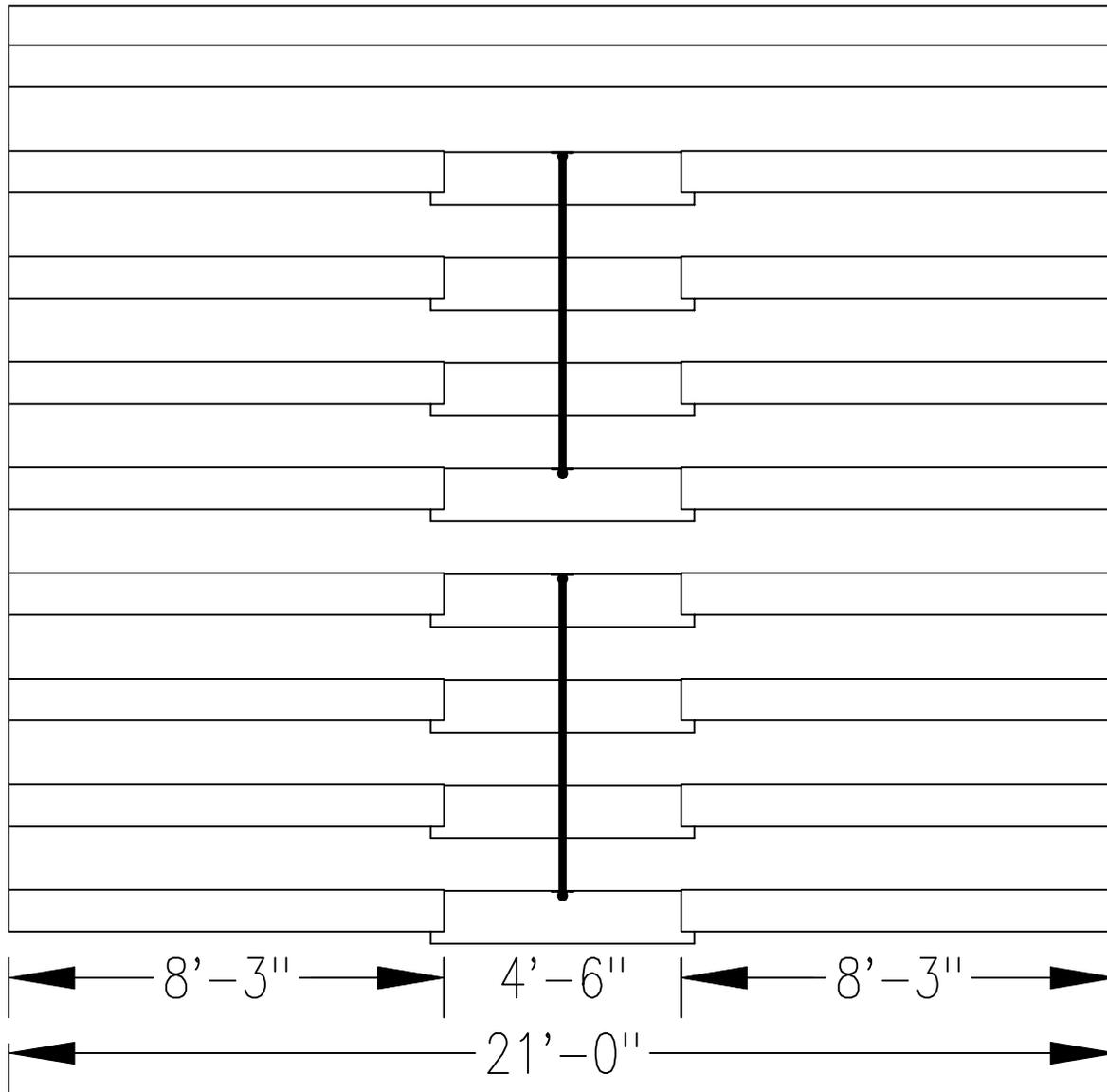
Date: _____

Title: _____

PO #: _____

Delivery Address: _____

PO Total \$ _____

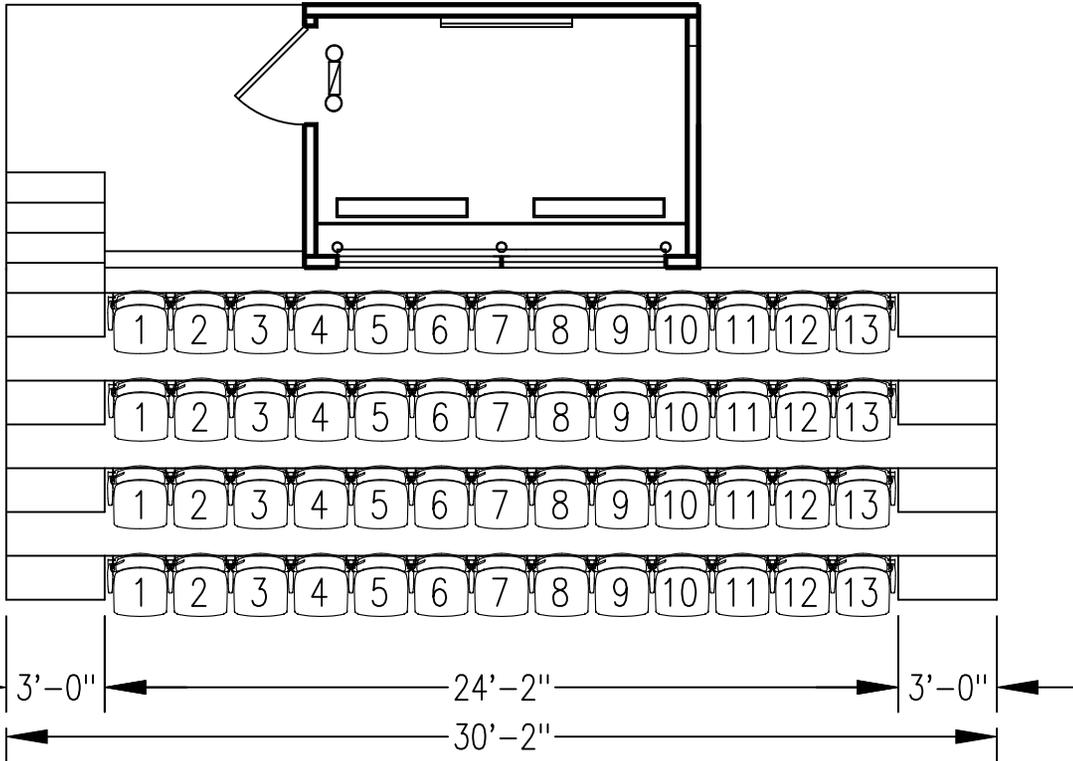


SEATING PLAN

$1/8'' = 1'-0''$

94 NET SEATS @ 18" PER SPACE

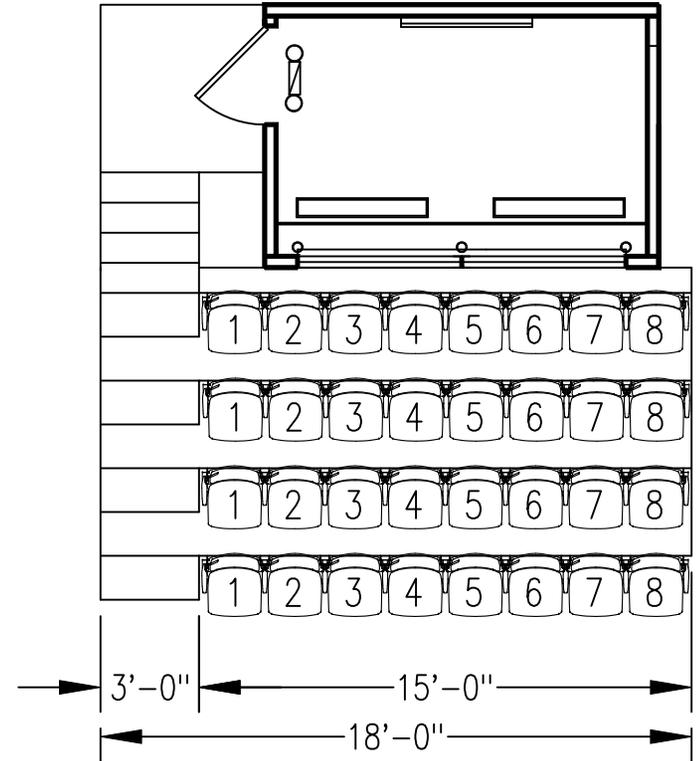
BASEBALL



SEATING PLAN

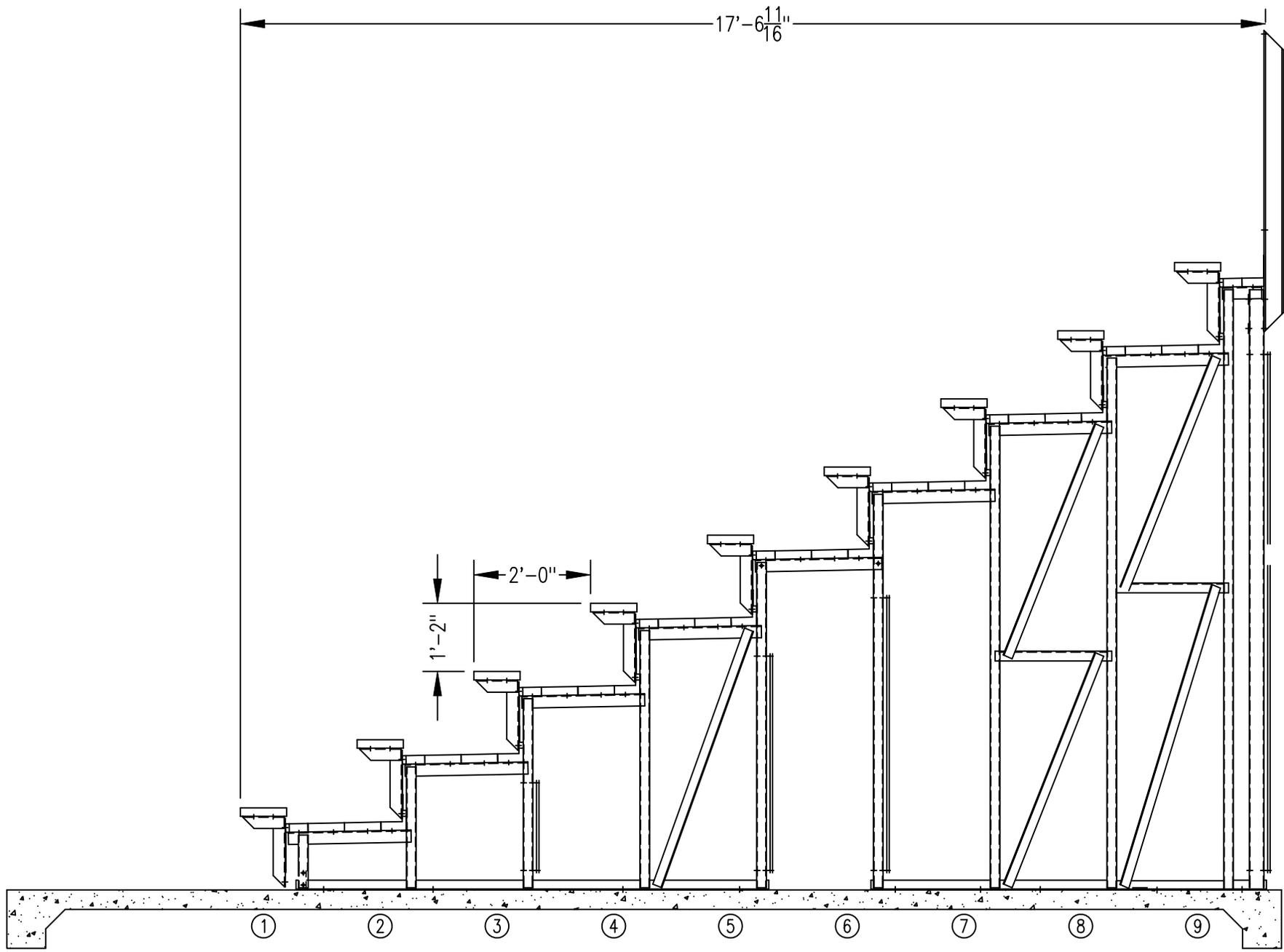
$1/8'' = 1'-0''$
56 NET CHAIRS @ 22" PER SPACE

SOFTBALL

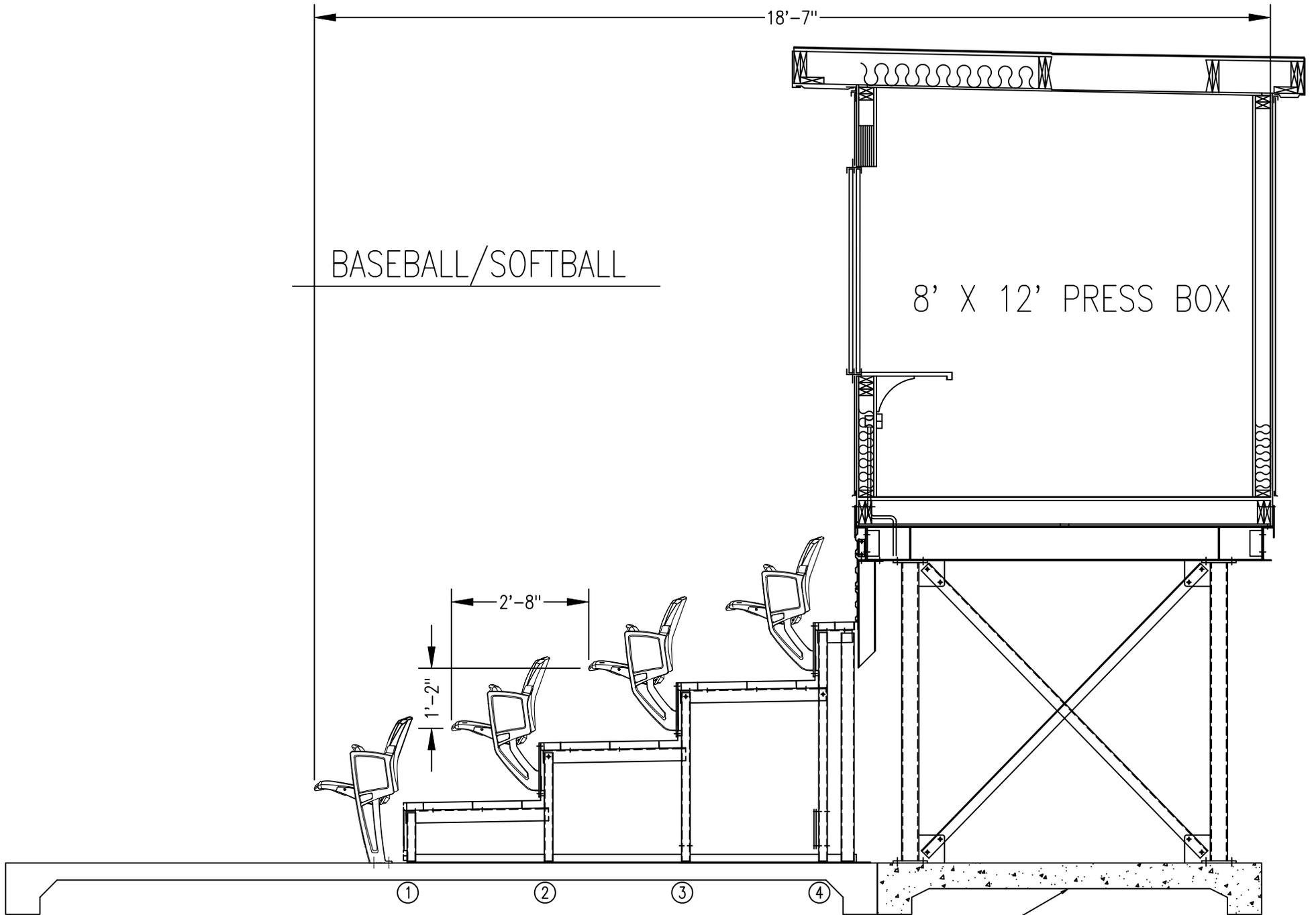


SEATING PLAN

$1/8'' = 1'-0''$
32 NET CHAIRS @ 22" PER SPACE



SECTION A
 $1/2" = 1'-0"$ E2



BASEBALL/SOFTBALL

8' X 12' PRESS BOX

2'-8"

1'-2"

①

②

③

④

THICKENED 6" FLAT AND LEVEL CONCRETE PAD

SECTION

3/8" = 1'-0"

A
E1

9. **Personnel**

9.A. Executive Session Regarding Personnel

10. **Student Issue**

10.A. Executive Session Regarding A Student
Issue

11. **Closing Items**

11.A. Debriefing

11.B. Adjournment