

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

Executive Board Agenda

Wednesday, June 17, 2020 ♦ 8:30 a.m. – 9:45 a.m. ♦ Orientation for New Members

Wednesday, June 17, 2020 ♦ 10:00 a.m. – 4:00 p.m.

Thursday, June 18, 2020 ♦ 8:30 a.m. – 11:00 a.m.

Virtual Attendance

Please join the meeting from your computer, tablet or smartphone via following:

Meeting ID:

Items will be addressed in order, as time allows.

8:30 a.m. 1. ORIENTATION FOR NEW EXECUTIVE BOARD MEMBER

Those in attendance will be Bill, Alan Stein (President), and Jason Herman.
–See Support Material for orientation agenda

10:00 a.m. 2. Pledge of Allegiance, Opening Remarks and Roll Call

3. Tell Me Something Good!

4. Meeting Format Expectations – **(Discussion)**

5. **Consent Agenda Items** – See Support Material – **(Action)**

(Note: All “Consent” agenda items may be subject to single vote. The Board will be asked prior to the motion of approval for the consent items if they would like to pull any of the items for discussion prior to the vote on that collection of items).

5.1 Approve April 30-May 1, 2020, Executive Board Minutes

5.2 Ratify items approved or denied by the Executive Director on behalf of the KSHSAA Executive Board per the policies and precedent set by the Board.

5.3 Authorize the following statement to appear in the minutes of this meeting:

“The Executive Board authorized a budget hearing to be held on Wednesday, September 16, 2020, at 11:30 a.m. in the office of the KSHSAA. The Association budget for the 2020-21 school year will be finalized at that time. Interested parties are welcome to attend.”

5.4 Designate the Executive Director to be the “Freedom of Information Officer” per K.S.A. 45-226 which became law July 1, 2000. Additionally, the Executive Director will serve as the “Custodian of the records” for purposes of the Open Records Law.

**Note: Counsel is asked annually to ensure we are compliant.*

6. **Public Forum Session** – **(No Action is taken on public forum topics)**

President Reads Statement, if speakers are registered

7. **Executive Director Report (Information/Discussion)**

- A. KSHSAA General Fund Cash Position on May 31, 2020 was \$3,432,907.41 compared to \$3,755,598.92 at the same time last year.

Cash Position on the corresponding dates in previous years:

2019 - \$3,755,598.92	2014 - \$3,034,090.29	2009 - \$2,267,293.45	2004 - \$2,000,627.64
2018 - \$3,514,262.98	2013 - \$2,664,518.15	2008 - \$2,333,174.17	2003 - \$1,944,954.48
2017 - \$3,649,955.95	2012 - \$2,222,752.51	2007 - \$2,536,459.70	2002 - \$2,009,533.34
2016 - \$3,522,453.90	2011 - \$2,087,899.89	2006 - \$2,085,500.89	2001 - \$2,136,398.21
2015 - \$3,063,872.40	2010 - \$2,136,481.68	2005 - \$1,942,899.44	2000 - \$2,157,363.52

- B. Review and discussion regarding financial status of the Association at the 11-month window of the school year. –*See Support Material*–
- C. CDARS (Certificate of Deposit Account Registry Service) summary for the 2019-20 school year. At this time, we have two separate CD’s that were converted to cash and two CD’s invested with renewal every four weeks; as of May 31, 2020, the following funds are held at Core First:

\$150,964.03 at 0.14 APY

\$150,857.45 at 0.02 APY

\$ 98,240.08 was liquidated and is in operation checking account

\$208,151.81 was liquidated and is in operation checking account

Note: Checking account is maintained at \$170,000 daily; excess of this value is held in “sweep” account paying 0.3% APY

- D. Discuss **preliminary budget suggestions**. Annual Capital Outlay Expenditure Analysis follows:

- 1) Immediate Priority (June or July, 2020)
- 2) Near Future Priority (2020-21 or 2021-22)
- 3) Priority 3-5 years from now
- 4) Priority 6-9 years from now
- 5) Priority 10 + years from now

Building & Office Equipment \$6000

- 1) Update select computers

Building & Office Equipment \$5000

- 1) Office and technology upgrades - QuickBooks est.

Furniture/Fixtures \$2000

- 2) Misc. est.

Printing Equipment \$4000

- 3) Maintenance & Misc. est.

Automobiles \$10,000

- 2) Trade automobiles during the 2020-21 fiscal year. est.

Computer Hardware & Software Consulting Services \$10,0000

- 2) Ongoing Software Upgrades & Programming est.

Computer Hardware & Software Consulting Services \$10,000
3) Ongoing Software Upgrades & Programming est.

Office Building

KSHSAA office history is as follows:

- a. 1910-1927 . . . no office space utilized
- b. 1927-1953 . . . rented office space in the National Reserve Building and New England Building.
- c. 1953-1968 . . . Owned 5,000 sq. ft. bldg. at 1300 Topeka Ave. (15 years)
- d. 1968 - 2000 . . . own 10,000 sq. ft. building at 520 West 27th (32 years)
- e. March 2001 . . . Began construction at 601 SW Commerce Place.
- f. June 17, 2002 . . . Moved into new 24,500 sq. ft. building (completing 18th year)

E. Final report for 2019-20 on 2,420 approvals (2,265 last year) in the following categories:

	10-1-2		16-1-4	17-1-1	18-1-4	18-1-6	18-1-12	18-1-13
	Sup.	Unsp.	Sem.	Age	N-Mbr.	T-E/P	FES	T-E/H
2019-20	1,138	348	9	23	49	293	362	187
2018-19	1,022	332	9	16	44	303	359	157
2017-18	941	331	9	36	47	323	351	191
2016-17	1,012	328	7	19	26	295	342	164
2015-16	916	300	14	35	29	302	383	185
2014-15	889	271	12	51	37	349	356	241
2013-14	863	246	5	57	46	353	396	171
2012-13	908	234	14	60	49	358	375	268
2011-12	784	246	7	51	50	447	371	353
2010-11	726	263	10	85	41	478	411	336

- F. Following this meeting, 2019-20 Executive Board binders will be emptied and prepared for the next year’s Board members. **If you wish to retain your binder, please contact Mindy within the next week.**
 - G. **2019-20 State Champions Report.** –*See Support Material*–
 - H. **2019-20 Member School Postseason Participation Report.**–*See Support Material*–
 - I. **37th Annual Governor’s Scholars Program** – Students Recognized via USPS
 - J. **eSports** – The NFHS Network and PlayVS have expressed renewed interest in developing eSports as a championship activity. Per their report, there are 211 Kansas High Schools with one or more participant.
8. **Administrative Staff Reports** – Cheryl, Fran, Brent, Mark, Jeremy, Craig and Rod. –*See Support Material*– **(Information/Discussion)**

9. **COVID-19 Planning**

- A. Pillars of Health –*See Support Material*–
- B. Financial
- C. Contingency Plans
- D. Rules Meetings for Officials
- E. Other considerations – needs of schools

10. **Championship Awards** – State medals were not awarded for the spring 2020 season. However, we maintain the full inventory. Staff will “show” the old and “new look” medals and provide a cost comparison of refurbishing versus new medals. The Executive Board will be asked for input regarding cost savings of “stickered” refurbished medallion for all spring sports and top three basketball team awards.

11. **Hall of Fame Committee** – The Executive Board is to appoint two members to the KSHSAA Hall of Fame Selection committee. Most recent past members, and current members of the committee are as follows:

Past Members – (most recent 10-year period)

Joan Friend, Syracuse	2006-2010
Max Porter, Phillipsburg	2006-2010
Brilla Scott, Lawrence	2007-2011
Carol Strickland, Emporia	2007-2011
Tom Hollingsworth, Arkansas City	2008-2012
Jim Keller, Douglass	2008-2012
Randy Fulton, Greensburg	2009-2013
Gayle McMillian, Salina	2009-2013
Ray Daniels, Kansas City	2010-2014
Don Smith, Goodland	2010-2014
Janis Whitfield, Newton	2011-2015
Joe Martin, Frontenac	2011-2015
Charlotte Davis, Kansas City	2012-2016
Bill Faflick, Wichita	2012-2016
Ardith Dunn, Satanta	2013-2017
Allaire Homburg, Stockton	2013-2017
Dale Cushinberry, Topeka	2014-2018
Bob Warkentine, Salina	2014-2018
Leticia Nielson, Wichita	2015-2019
Brad Smith, Altamont	2015-2019

Current Members

Mark Goodheart, Bison	2016-2020
Jean Ney, Kansas City	2016-2020
Bob Jackson, Logan	2017-2021
Tamie Preston, Dodge City	2017-2021
Marvin Estes, Wichita	2018-2022
Ginny Honomichl, Baldwin	2018-2022
Martha Gabel, Olathe	2019-2023
Gerald Henderson, McPherson	2019-2023

STAFF RECOMMENDATION: With the departure of Mark Goodheart, Bison, and Jean Ney, Kansas City, we recommend the following two individuals: Retired AD Kim Lohman, Lakin, and Superintendent Bill Lowry, Otis-Bison and Stockton school districts. Both have experience which will serve the committee well. Additionally, it is recommended Bob Jackson, Logan, serve as chairperson of the committee. **(Action)**

12. **Policy Review** – Annually, staff evaluate, editorially update, and possibly revise the KSHSAA POLICIES in the following categories:

- A. Awards
- B. Ticket Prices
- C. Expenses Allowed Host Sites
- D. Items for Sales or Rent
- E. Rule Books
- F. Entry Fees
- G. Membership Dues and Penalties
- H. Fees Paid Officials, Interpreters, Judges, Adjudicators and Staff Members

It is recommended the Executive Board approve the staff recommendations noted in support material. –*See Support Material*– **(Action)**

13. **Advisory Group Recommendations** – At the April Executive Board meeting, member schools and advisory groups submitted recommendations. They were published as part of the April 30-May 1, 2020, Executive Board Meeting Minutes. At this meeting, final action will be completed for these items.

RECOMMENDATION: In your support material is a composite of all recommendations which were submitted by advisory groups in April. The staff's recommendations are listed per the following "action code":

- 1) Recommendations adopted by the Executive Board
- 2) Items to be referred to the Board of Directors
- 3) Items to be referred to the fall Regional Meetings
- 4) Recommendations denied
- 5) No action, either because they are in existence or because no action is necessary

While reading through staff recommendations, you may wish to assign your own "action code" (1, 2, 3, 4, or 5) to items. Those topics you disagree with or have questions about, would then be subject to discussion. In the interest of time, should all Executive Board members agree with staff recommendation(s), the item(s) would require action but not necessarily discussion. –*See Support Material*– **(Discussion, Action)**

14. **Review of Meeting Notes** – On May 1, as part of the Board of Director meeting, breakout sessions were conducted per classification. In addition to those needing to elect new Exec Board representatives, all breakout groups processed through a series of questions. This is an opportunity to reflect upon those discussions. –*See Support Material*– **(Discussion)**

15. **Golf Manual Update** – Staff recommends updating the Golf manual to replace current language to now include “Participants will be permitted to carry a cell phone in their golf bag for emergency use only. The use of the phone for any reason other than for emergency communication will be subject to disqualification.” –*See Support Material*– **(Discussion, Action)**
16. **Football Manual Update** – Staff recommends updating the Football Manual per detail provided in the support material to eliminate home/visitor revenue sharing expectation for week 9 of the regular season schedule –*See Support Material*– **(Discussion, Action)**
17. **Girls Wrestling Updates** – In preparation for the upcoming second season of girls championship wrestling, staff recommends adoption of updates to have four regionals and a two day state tournament (qualifying 16 per weight class) and adding one weight class – *See Support Material*– **(Discussion, Action)**
18. **Music Manual Update** – Staff recommends updating the Music manual to reflect changes detailed in support material to include language indicating support staff are to be employed by the school. –*See Support Material*– **(Discussion, Action)**
19. **Volleyball Manual Updates** – Staff recommends updates to the volleyball manual per detail provided in support material in the following categories: – *See Support Material* – **(Discussion, Action)**
 - A. Warm up procedure postseason
 - B. Warm up procedure regular season
 - C. State time schedule
20. **Tennis Manual Update** –*See Support Material*– **(Discussion, Action)**
21. **Virtual Debate** – Staff recommends the adoption of virtual debate as proposed by KSCA excluding an exemption from the 500 mile limit. –*See Support Material*– **(Discussion, Action)**
22. **Officials** – It is recommended the KSHSAA adopt a “zone mileage reimbursement” protocol for regional and substate officials assignments. –*See Support Material*– **(Discussion, Action)**
23. **Cross Country Reimbursement Policy** – It is recommended the KSHSAA modify the process used to compensate regional cross country host sites in a more equitable manner as detailed in support materials. –*See Support Material*– **(Discussion, Action)**
24. **Scholarship and Transfer Eligibility** – Staff recommends the Executive Board support the following recommended interpretations:
 - A. It is not considered an approved hardship transfer for a student changing schools when a school does not offer an activity or level of activity.
 - B. Scholarship eligibility for the fall shall be based upon criteria established at the school attended by the student in the spring of 2020. Specifically, a transfer student may not gain scholarship eligibility when they transfer to a school with a lesser standard, nor may a student lose eligibility when the new school has a higher level of academic accountability (applicable only to the fall of 2020).

- C. For the purposes of Handbook Transfer Rule - ***Rule 18-1-6 Possible Limited Eligibility***, a student shall not be considered rostered in any spring activity for the spring of 2020 (applicable only for the 2020-21 school year).

(Discussion, Action)

25. **Sportsmanship** – A staff committee met to discuss and plan upgrades to sportsmanship efforts to be implemented with the new school year. Work includes significant upgrades to the Sportsmanship Manual, development of league sportsmanship awards, and the development of a sportsmanship social media campaign. –*See Support Material*–
(Discussion)
26. **Public/Private Discussion** – At recent Executive Board meetings, there has been discussion and action relative to concerns expressed regarding disparity of public school postseason success compared to private member school postseason success. The Executive board will review recent correspondences and championship data regarding public/private schools. –*See Support Material*– **(Discussion)**
27. **CPR/AED Training for Coach/Sponsors** – The staff recommend the Executive Board empower the staff to suspend, for one year only, the hands-on/in-person requirement for coach/sponsor CPR/AED training. This is for unique circumstances in communities where face to face instruction is not possible and would only be extended to schools requesting the exception based upon demonstrated needs. –*See Support Material*–
(Discussion, Action)
28. **KSHSAA Staff Policy Updates** – Following a review of the KSHSAA Staff Handbook, it is recommended the following language be placed at the beginning of the staff handbook in order to update and relocate the statement found at the end of the Staff Handbook.

Proposed language - The KSHSAA values every employee and strives to provide a work environment that fosters growth and job satisfaction, while working towards the mission of the Association in serving KSHSAA member schools, students and registered officials. This handbook does not imply nor create a contract of continuing employment for any employee. All employees are considered at-will unless a contract exists indicating otherwise, signed by the Executive Director and Executive Board President. The guidelines and policies in this handbook are subject to change at the discretion of the Executive Director.

Current language – Employment At-Will (Classified Employees) – These policies and/or any oral statements are not to be construed as a guarantee of employment for a specified time or any specific type of work. These policies are not intended to create any continuing employment or contractual rights. The Association reserves the right to change, modify or revoke any or all policies. **(Discussion, Action)**

29. **KSHSAA Handbook Updates and BOD Agenda development** – Staff recommends the attached proposed *Handbook* updates be considered for placement on the September Board of Directors Agenda. – *See Support Material* – **(Discussion, Action)**
- A. **Rule 41** Tennis
- B. **Rule 11** Athletic Officials

30. **NFHS Summer Meeting** – Registration and Agenda review – *See Support Material – (Discussion)*
31. Additional Items for the Good of the Association.

Executive Committee and Executive Director Only

32. **KSHSAA Contracts and Salaries** for the KSHSAA administrative team for 2020-21 school year will be finalized.
33. **Adjournment**