

**JEFFERSON WEST USD #340**  
**Minutes of Regular Meeting**  
**May 2, 2005**

**I. CALL MEETING TO ORDER**

The meeting was called by to order by President Dave Jolly at 7:00pm. Members present: Bill Bradford, Dan Harden, Bette Lopez, Carol Meneley, Blaine Moore, and Jeff VanPetten. Officials present: Amy Adams-Mitchell, Board Clerk; Rob Little, Superintendent; Mary Getto, Director of Curriculum and Instruction; Pat Happer and Ed West, Principals.

- A. *Comments from Patrons and Guests* – There were no comments.
- B. *Communications* – Jeff VanPetten read a paragraph which stated the overall intent and purpose of the teaching staff to those in attendance. It is noted as part of the official minutes:

We can be proud of our teachers for all the diligence and hard work they put into teaching our students at all grade levels. We have always stated that when students take a State assessment, that assessment is not only an assessment of what the students are learning at that grade level but at each grade level up to that point in time. These are assessments of our curriculums and teaching over time. Our teachers have done an outstanding job of developing our curriculums and teaching those curriculums to each and every student.

**II. APPROVE AGENDA (a)**

A. *Items added*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to accept the items added as presented. Motion carried 7-0.

**III. CONSENT AGENDA (a)**

A. *Minutes of April 4, 2005*

B. *Claims for Payment*

C. *Treasurer's Report*

Motion was made by Bette Lopez and seconded by Carol Meneley to approve the consent agenda as presented. Motion carried 7-0.

**IV. BOARD ISSUES**

A. *05/06 School Contract – (a)*

1. *Jefferson County Health Dept*

Motion was made by Carol Meneley and seconded by Bette Lopez to approve the 2005/06 School Contract for nursing staff provided by Jf Cnty Health Dept as

presented. Motion passed 6-1.

**B. KATS Agreement (i)**

This information was presented as information only. We expect the formal contract next month. The Agreement will expire on June 30, 2005.

**C. Job Descriptions (i) or (a)**

1. *Administrative Liaison*
2. *Asst Principal*
3. *Athletic/Activities Director*
4. *Director of Curriculum & Instruction*
5. *Principal*
6. *Superintendent*

Motion was made by Dan Harden and seconded by Bill Bradford to accept the job descriptions as presented. Motion carried 7-0.

**D. Tobacco Policy (i) or (a)**

1. *Survey published in Tiger Talk this month*

After some discussion regarding the proposed tobacco use free policies a motion was made by Bill Bradford and seconded by Dan Harden stating the Tobacco Use Free Policy read as the following:

The use of tobacco in any form is prohibited in or on all district owned, leased, or rented personal or real property. Exceptions may be allowed in parking lots, and then only if within an enclosed vehicle or out of the direct view of students attending school or activities.

Motion carried 7-0.

**E. KDOT Update (i)**

1. *Dave Jolly & Jeff VanPetten*

A brief update of the K4 Corridor Project was given. The Work Group would be meeting again on May 19<sup>th</sup> and a public meeting would be held later. Area maps are on display at City Hall and the District Office. All patrons are encouraged to view the maps and voice their concerns or opinions at the public meeting to be held during the month of June.

**F. Letter from Larry Mears, Atty (i)**

*Berberich Trahan & Co PA Audit Services Letter*

Dr. Little stated there would be a meeting held with Berberich Trahan to discuss the changes in language for next years audit service letter as advised by Larry Mears, Board Attorney.

**V. STUDENT ISSUES**

**A. Out-of-District Student Status - (i)**

This topic was discussed in executive session for confidentiality.

B. *Request for out-of-state trip – (a)*

1. *Steve Buss- Adv Ag Ed Trip to Omaha Zoo, April 20*

Motion was made by Jeff VanPetten and seconded by Blaine Moore to approve the out-of-state trip for the Adv Ag Ed trip to Omaha Zoo on April 20. Motion carried 7-0.

**VI. FACILITIES/EQUIPMENT**

A. *Transportation Hardware – (i) or (a)*

After some discussion it was decided to form a committee to report to the Board in June with suggestions regarding transportation issues that have developed.

B. *IS Parking Lot*

1. *Return of Check to ATM - (a)*

*ATM has requested their bid be dropped and check returned.*

Motion was made by Carol Meneley and seconded by Jeff VanPetten to accept the request from ATM to drop their bid and return check. Motion carried 7-0.

2. *Graybeal Construction Approval – (a)*

*Base Bid @ \$97,700.00*

*Alt #1 @ \$9,400.00*

*Unit Price/Cubic Yard @ \$30.00*

Motion was made by Carol Meneley and seconded by Bette Lopez to approve the bid by Graybeal Construction as presented in the agenda. Motion carried 7-0.

C. *NEKESC-*

1. *Minutes – (i)*

The Service Center minutes were noted.

D. *Food Service (a)*

1. *Three section reach-in cooler for the ES – US Food Service @ \$3715.98*

Motion was made by Carol Meneley and seconded by Dan Harden to approve the purchase of the cooler as presented. Motion carried 7-0.

**VII. PERSONNEL ISSUES**

Motion was made by Jeff VanPetten and seconded by Bill Bradford to adjourn to executive session at 8:04pm for a period of thirty minutes to discuss matters of non-elected personnel, student issues, and negotiations as per KSA 75-4319. Motion carried 7-0. The Board invited Administrative Personnel in as needed. Mary Getto was invited into executive session at 8:07pm, exited at 8:18pm. Ed West was invited into executive session at 8:19pm, exited at 8:30pm. Pat Happer was invited into executive session at 8:31pm, exited at 8:40pm. The Board returned to open session at 8:34pm. Upon return to open session a motion was made by Carol Meneley seconded by Bill Bradford to extend executive session

for an additional fifteen minutes. Motion carried 7-0. The Board returned to open session at 8:50pm.

A. *Planning & Negotiations (i)*

B. *Resignations (a)*

1. *Bryan Roberts from summer ballfield marking*

Motion was made by Bill Bradford and seconded by Blaine Moore to accept the resignation of Bryan Roberts as summer ballfield marker. Motion passed 7-0.

2. *Retirement (a)*

a. *Marvel Foster from Bus Driving*

b. *Bill Rodecap from Bus Driving*

c. *Pat Mahoney from Teaching*

Motion was made by Jeff VanPetten and seconded by Bill Bradford to accept the retirement announcements as presented. The Board thanked and commended the group for their years of service to the district. Motion carried 7-0.

C. *Staffing*

1. *Appointment (a)*

a. *HS Secretary Aide – Melanie Bostwick*

b. *Summer Ballfield marking – Curtis Farris*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to appoint Melanie Bostwick to HS Secretary Aide and Curtis Farris to summer ballfield marker. Motion carried 7-0.

2. *Short-term leave (a)*

Motion was made by Jeff VanPetten and seconded by Blaine Moore to grant an additional ten days personal leave to Jan Wells as referenced in the negotiated contract. Motion carried 7-0.

D. *Supplementals*

1. *Appointments- (a)*

a. *HS JV Girls Basketball Assistant Coach –*

b. *MS Girls Basketball Assistant Coach –*

c. *HS Football Assistant Coach – Evan Beck*

d. *MS FB Assistant Coach – Phil Korb*

Motion was made by Bette Lopez and seconded by Carol Meneley to approve the recommendations of Evan Beck for HS Football Assistant Coach and Phil Korb for MS Football Assistant Coach. Motion carried 7-0.

E. *Summer School (a)*

1. *ES/IS – Jana Happer & Jody Lockhart & Lori Rodecap, if needed*

2. *MS – Mary Naumann*

3. *HS – Lisa Sage & Scott Campbell*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve

the staffing for summer school as presented. Motion carried 7-0.

*F. HS Math (a)*

*1. Increase Leslie Bruton to full-time math*

Motion was made by Bette Lopez and seconded by Carol Meneley to approve the increase of staffing time for Leslie Bruton to full-time math. Motion carried 7-0.

*G. HS Modified Start Schedule (i)*

Ed West, HS Principal, explained the general concept of these ideas; currently is gathering feedback from staff.

*H. Elementary Teacher addition (a)*

Motion was made by Carol Meneley and seconded by Blaine Moore for authority to be extended to Pat Happer to add an Elementary Teacher due to enrollment changes. Motion carried 7-0.

**VIII. CALENDAR ITEMS/TRAINING PROGRAMS**

- *Academic Awards @ 7pm* 5/3
- *FFA Banquet @ 6pm* 5/7
- *Fine Arts Night @ 7pm* 5/8
- *KASB Spring Regional Meeting in Topeka* 5/11
- *HS Baccalaureate @ 6:30pm* 5/14
- *HS Graduation @ 2pm* 5/15
- *8<sup>th</sup> Grade Promotion @ HS @ 7pm* 5/16
- *Retirement Receptions* 5/19
- *HS Spring Athletic Awards Night @ 7pm* 5/19
- *ES/IS Awards Assemblies* 5/20
- *LAST DAY OF SCHOOL FOR ALL STUDENTS* 5/20
- *In-Service/Work Days* 5/23 – 5/27
- *Memorial Day – Office Closed* 5/31

**IX. ADJOURN**

Meeting was adjourned at 9:10pm by President Dave Jolly.

Respectfully submitted,

---

Amy Adams-Mitchell, Board Clerk

---

Dave Jolly, President