

**JEFFERSON WEST USD #340**  
**Minutes of Regular Meeting**  
**June 6, 2005**

**I. CALL MEETING TO ORDER**

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

A. *Comments from Patrons and Guests* – There were no comments.

B. *Communications* –  
*Thank you notes from 6<sup>th</sup> grade class.*  
*Thank you note from 7<sup>th</sup> grade class.*

Communications were shared with the Board members. Dave Jolly presented Bette Lopez with a plaque honoring her years of service as a board member; her time spent as a member of the Board was appreciated by all.

**II. APPROVE AGENDA (a)**

A. *Items added*

Motion was made by Carol Meneley and seconded by Bette Lopez to accept the items added as presented. Motion carried 5-0.

**III. CONSENT AGENDA (a)**

A. *Minutes of May 2, 2005*

B. *Claims for Payment*

C. *Treasurer's Report*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to approve the consent agenda as presented with a change in the minutes of May 2, 2005, regarding the vote under Board Issues, Item A to be to read motion passed 6-0, with one abstention. Motion carried 5-0.

**VI. FACILITIES/EQUIPMENT - \*\*this item taken out of order\*\***

B. *Industrial Park (i)*

1. *Jim McGrath, Jefferson County Economic Development – (please take early)*  
Jim McGrath with Jf Cnty Economic Development shared a map and information regarding 47 acres along 82<sup>nd</sup> Street.

**V. STUDENT ISSUES - \*\* this item taken out of order\*\***

C. *Parental Request to discuss Student Issue (i)*

1. *Lee Watts -(Executive session, may take earlier)*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to adjourn to executive session at 7:10pm for a period of twenty minutes to discuss matters of student issues as per KSA 75-4319. Motion carried 5-0. The Board invited Ed West in. The parent and student were invited into executive session at 7:20pm and exited at 7:25pm. The Board returned to open session at 7:30pm.

**IV. BOARD ISSUES**

A. *Transportation Committee Report (i) or (a)*

1. *Students must ride district transportation to and from all school activities; such as: practices, games, JDLA, KATS, etc. Parents who wish to transport their children after such an activity must sign waivers for each occurrence.*

2. *The consolidation of district athletic facilities to one general location should be studied for cost and implemented as soon as practical.*

3. *Driver's education at JWHS should be limited to students age 15 and over on May 31<sup>st</sup>, (it is now 14, would effect 19 of 77 students, we are one of the few districts that allow since the law changed 6 or 7 years ago.*

Motion was made by Bill Bradford and seconded by Jeff VanPetten to adopt item #1 as proposed, add item #2 to short term board goals, and review dates affecting students from item #3 in November or December. Motion passed 5-0.

B. *Supplemental Medical Insurance (a)*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to approve item #1, KSHSAA membership and catastrophic insurance and to review item #2, secondary insurance at the next board meeting. Motion carried 5-0.

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

1. *Counselor*
2. *Librarian*
3. *Teacher*
4. *Substitute Teacher*
5. *Food Service Supervisor*
6. *Transportation Supervisor*
7. *Director of Support Services*

Motion was made by Bill Bradford and seconded by Carol Meneley to approve the job descriptions as presented. Motion carried 5-0.

D. *Handbooks (a)*

1. *Classified Staff*
2. *ES Student/Parent Handbook*
3. *ES Faculty Handbook*
4. *IS Student/Parent Handbook*
5. *IS Faculty Handbook*
6. *MS Student Handbook*

7. *MS Faculty Handbook*
8. *HS Student Handbook*
9. *HS Faculty Handbook*
10. *MS/HS Athletic Handbook*

Motion made by Jeff VanPetten and seconded by Bette Lopez to approve the handbooks as presented with the following change noted: the number of absences in the HS student handbook will be changed. The Board also expected information regarding changes in transportation policy included. Motion carried 5-0.

*E. KDOT Update (i)*

*1. Jeff VanPetten*

A brief update of the K4 Corridor Project was given. The Work Group met on May 19<sup>th</sup>; currently a round-a-bout is being considered for placement in the general area between Miller and Main. 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 in the near future.

*F. Board Calendar for 05-06 year (a)*

*Board of Education Meeting Location, Times and Dates (K.S.A. 72-8205)*

- Monday, July 11, 2005, 7:00 pm*
- Monday, August 8, 2005, 7:00pm*
- Monday, September 12, 2005, 7:00pm*
- Monday, October 10, 2005, 7:00pm*
- Monday, November 14, 2005, 7:00pm*
- Monday, December 12, 2005, 7:00pm*
- Monday, January 9, 2006, 7:00pm*
- Monday, February 13, 2006, 7:00pm*
- Monday, March 13, 2006, 7:00pm*
- Monday, April 10, 2006, 7:00pm*
- Monday, May 8, 2006, 7:00pm*
- Monday, June 12, 2006, 7:00pm*
- Monday, June 26, 2006, 5:30pm*

*Meeting Location: Board Office 601 E. Wyandotte, Meriden, Kansas.*

*Meeting Time: 7:00 p.m. unless otherwise noted.*

Motion was made by Bill Bradford and seconded by Bette Lopez to approve the Board meeting dates as presented. Motion carried 5-0.

*G. 02-03 Audit on Title IV Student Financial Assistance @ KATS (i)*

This information was noted.

*H. District Paid Salary Protection Insurance for all employees (a)*

Information was shared with JWEA and the Board regarding a change of companies. Motion was made by Carol Meneley and seconded by Bette Lopez to approve the recommendation of Standard Insurance to provide the salary protection insurance for all employees. Motion carried 5-0.

*I. 05-06 KASB Dues Billing (a)*

- 1. Membership @ \$6514.00*
- 2. Legal Assistance Fees @ \$1100.00*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to approve payment for the 2005-06 KASB dues billings. Motion carried 5-0.

*J. School Finance (i)*

There was nothing to report on this issue at this time.

**V. STUDENT ISSUES**

*A. Early Graduation Request for Dec '05 – (a)*

- 1. Amber Palmateer*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve the request for early graduation as recommended. Motion carried 5-0.

*B. Activities Year in Review @ HS - (i)*

This information will be published in the newsletter and vindicator.

*C. Parental Request to discuss Student Issue (i)*

- 1. Lee Watts -(Executive session, may take earlier)*

This item was taken out of sequence earlier. This topic was discussed in executive session for confidentiality.

*D. Request for Out-of-State Trip (a)*

- 1. Steve Buss, FFA Nationals, Louisville, KY*

Motion was made by Jeff VanPetten and seconded by Bill Bradford to approve the request for the out-of-state trip as presented. Motion carried 5-0.

*E. Late Start Proposal from HS (a)*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve the request for late start proposal at the HS for a pilot semester. Motion carried 5-0.

**VI. FACILITIES/EQUIPMENT**

*A. Transportation Hardware – (i)*

This topic was included in discussion with the transportation committee report.

*B. Industrial Park (i)*

- 1. Jim McGrath, Jefferson County Economic Development – (please take early)*

This topic was taken early.

*C. NEKESC-*

- 1. Minutes – (i)*

The minutes were noted.

*D. Parking Lot at IS (i)*

Work began at the IS parking lot 5/31/05.

## **VII. PERSONNEL ISSUES**

Motion was made by Jeff VanPetten and seconded by Carol Meneley to adjourn to executive session at 8:45pm for a period of fifteen minutes to discuss matters of non-elected personnel as per KSA 75-4319. Motion carried 5-0. Upon return to open session a motion was made by Jeff VanPetten and seconded by Bill Bradford to extend executive session for an additional ten minutes, motion carried 5-0, at which time the Board invited Food Service Personnel in at 9:00pm and exited at 9:08pm. The Board returned to open session at 9:10pm.

### *A. Retirement (a)*

#### *1. Kathy Watson from Food Service*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to approve the request for early retirement from Kathy Watson, Food Service. Motion carried 5-0.

### *B. Personnel*

#### *1. Leave Request (a)*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to grant additional personal leave to Jan Wells to complete her contract (13 days). Motion carried 5-0.

#### *2. Food Service Staff (i) or (a)*

##### *a. Request to be paid for time lost to weather*

The Board took this information under advisement.

#### *3. ES/IS Teacher Recommendation*

##### *a. ES/IS Position – Wes Sturgeon*

Motion was made by Bill Bradford and seconded by Jeff VanPetten to approve the recommendation from Pat Happer for the ES/IS teaching position as Wes Sturgeon. Motion carried 5-0.

### *C. Supplementals*

#### *1. Resignations – (a)*

##### *a. Dan Hypse from FR Boys Basketball Coach*

##### *b. Daniel Gomez from HS VB Assistant Coach*

##### *c. Mark Ketchum from HS FB Assistant Coach*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve the resignations as presented. Motion carried 5-0.

#### *1. Appointments- (a)*

##### *a. HS JV Girls Basketball Assistant Coach – Dan Hypse*

##### *b. MS Girls Basketball Assistant Coach – Deb Schmidt*

##### *c. MS VB Head Coach – Lori Ferguson*

##### *d. HS FR VB Coach – Chad Jackson*

##### *e. MS GBKB Head Coach – Chad Jackson*

##### *f. HS FR BBKB Coach – Brandan Giltner*

##### *g. MS BBKB Head Coach – Justin Schwinn*

*h. HS VB Assist Coach – Sarah Canseco*

Motion was made by Bill Bradford and seconded by Carol Meneley to approve the appointments as presented for supplemental coaching positions. Motion carried 5-0.

*1. Vacancies – (i)*

- a. MS GBKB Assist Coach -TBD*
- b. HS Softball Assist Coach – TBD*

*D. Payroll (a)*

*Question*

- a. Pay date on 25<sup>th</sup> or the last district business day prior.*
- b. Pay date on 4<sup>th</sup> Friday or last district business day prior.*
- c. Time card cut-off the 2<sup>nd</sup> Friday of each month.*
- d. (Language on both) Ask JWEA if they will accept the last district business day in their contracts?*

This item will be discussed during negotiations, if allowed.

*E. Negotiations (i)*

There was nothing to report at this time.

*F. Summer Curriculum Work (a)*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve the recommendation for summer curriculum work as requested by Mary Getto for Dolores Korb, Jody Lockhart, Larry Deiter, Larry Latimer, and Shawn Dolezilek. Motion carried 5-0.

**VIII. CALENDAR ITEMS/TRAINING PROGRAMS**

- Summer School & Driver's Ed Training 6/1 – 6/30
- KASB New Board Member Workshop 6/4
- KASB Legislative Committee Mtg 6/11
- KASB Board of Directors Mtg 6/11
- KASB School Law Seminar 6/22 – 6/24
- Reconvened Board Mtg 6/24 @ ???

**IX. ADJOURN to Reconvene on June 28<sup>th</sup> @ 5:30pm**

Meeting was recessed by President Dave Jolly at 9:20pm.

Respectfully submitted,

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Amy Adams-Mitchell, Board Clerk

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Board President