

**USD 340 BOARD OF EDUCATION
REGULAR MEETING**

July 5, 2011

5:30pm

601 E Wyandotte, Meriden, KS 66512

- Members Present** Linda Jones-Giltner, Shannon McMahon, Dreana McClurg, Frank Sayles, Jeff Van Petten
- Members Absent** Scott Gibson, Don Knowles
- Others Present** Superintendent Pat Happer, Clerk Amy Adams-Mitchell.
Patrons/Staff: Clarke Davis, Leslie Anderson, Scott Myers
- Call to Order** The meeting was called to order at 5:30pm by President McClurg.
A five minute recess was taken to wait on additional board members to arrive. Knowles arrived at 5:33pm; Gibson arrived at 5:34pm. The meeting was called back to order at 5:35pm.
- Election of Officers** Motion by McClurg to nominate Van Petten for Board President. Motion died for lack of second.
Motion by Knowles, seconded by Jones-Giltner to nominate Sayles for Board President. Motion by McMahon, seconded by McClurg to nominate Van Petten for Board President. Motion for Sayles failed 3-4; Gibson, McMahon, McClurg, and Van Petten against. Motion for Van Petten passed 4-3, Jones-Giltner, Knowles, and Sayles against.
Motion by Gibson, seconded by Van Petten to nominate Sayles for Board Vice President. Motion carried 7-0.
- New Board Member** Scott Gibson was welcomed by the Board; he is replacing Blaine Moore, position 1. He is a graduate of Jefferson West and currently has three children, one attending each building with another at home.
- Approve Agenda** Motion by McMahon, seconded by Sayles to approve agenda as presented. Motion carried 7-0.
- Appointments for** Motion by McClurg, seconded by Knowles to approve

Board Operations the following Board Appointments: Board Clerk, Amy Adams-Mitchell; Board Treasurer, Marcia Ricklefs; Board Attorney, Larry Mears; Deputy Clerk, Dayna Heineken. Motion carried 7-0.

Consent Agenda Motion by McMahon, seconded by McClurg to approve the consent agenda as presented, which included the minutes of June 27, 2011. Motion carried 7-0.

Establish Meeting Dates, Times, & Locations Motion by Sayles, seconded by McMahon to approve the following dates, times, and locations, as modified, as the established board meeting schedule for the 2011-12 school year.

Monday, August 8th, 2011, 7:00pm
Monday, September 12th, 2011, 7:00pm ***Elementary School**
Monday, October 10th, 2011, 7:00pm
Monday, November 14th, 2011, 7:00pm ***Middle School**
Monday, December 12th, 2011, 7:00pm
Monday, January 9th, 2012, 7:00pm ***High School**
Monday, February 13th, 2012, 7:00pm
Monday, March 12th, 2012, 7:00pm
Monday, April 9th, 2012, 7:00pm
Tuesday, May 15th, 2012, 7:00pm
Monday, June 11th, 2012, 7:00pm
Monday, June 25th, 2012, **5:30pm**
Meeting Location: District Office 601 E Wyandotte, Meriden, Kansas, with the exception of the **September, November, January** meetings. Meeting Time: 7:00pm unless otherwise noted. Meeting locations may change throughout the year. Motion carried 7-0.

Annual Appointments Motion by McClurg, seconded by Jones-Giltner to approve the following Annual Appointments as presented:

- Agent for KPERS: Amy Adams-Mitchell
- Food Service Representative & Hearing Officer: Mr. Pat Happer
- Impact Aid Representative & P.L.874 Rep: Mr. Pat Happer
- Coordinator for Homeless Duties: Mr. Pat Happer
- Attendance and Compliance Officer, Reporting Agent, & Hearing Officers: Mr. Pat Happer, Mrs. Rhonda Frakes, Mr. John Hamon, Mr. Wes Sturgeon
- Title IX Officer and Compliance Officer: Mr. Pat Happer
- ADA Hearing and Compliance Officer: Mr. Pat Happer

Motion carried 7-0.

Annual Designations Motion by Jones-Giltner, seconded by McClurg to approve the following Annual Designations as presented:

Depository for District Funds: Denison State Bank in Meriden
Official Newspaper: Valley Falls Vindicator
Motion carried 7-0.

Organizational Adoptions Motion by McMahon, seconded by McClurg to adopt the 1,116 hour calendar for the 2011-12 school year. Motion carried 7-0.

GAAP Waiver Motion by McMahon, seconded by McClurg to adopt the GAAP Waiver Resolution as read and presented. Motion carried 7-0.

RESOLUTION TO WAIVE THE ANNUAL REQUIREMENT OF GENERAL ACCEPTED ACCOUNTING PRINCIPLES AND FIXED ASSET ACCOUNTING

Mr. President, I move the adoption of the following resolution:

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 340, Jefferson County, Kansas, has determined that the financial statements and financial reports for the 2011-2012 school year to be prepared in conformity with the requirements of KSA 75-1120a are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the board, the unified school district, or the members of the general public of the district; and WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of said district which required financial statements and financial reports to be prepared in conformity with said act of the school year 2011-2012; NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 340, Jefferson County, Kansas, in a regular meeting duly assembled this 5th day of July 2011, that said board request the Director of Accounts and Reports to waive the requirements of said law as they apply to the unified school district for the school year 2011-2012; and BE IT FURTHER RESOLVED that the said board shall cause its financial statement and financial reports of the said district to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this state.

Petty Cash Motion by McClurg, seconded by Jones-Giltner, to adopt the following petty cash levels as presented: Elementary School, \$750; Middle School, \$750; High School, \$1,050; District Office, \$1,150. Motion carried 7-0.

Mileage Reimbursement Motion by Sayles, seconded by Jones-Giltner to approve the state rate of 51 cents per mile, as managed by the Secretary of Administration as authorized by KSA 75-3203a, for privately owned vehicles. Motion carried 7-0.

Student Meal Prices The following meal prices were approved at the June 27, 2011, Board Meeting.

JWES	breakfast \$1.40	lunch \$2.25
JWMS	breakfast \$1.50	lunch \$2.25

JWHS	breakfast \$1.50	lunch \$2.35
Adults	breakfast \$1.85	lunch \$3.15
Milk	\$0.50	

No change in breakfast; 10 cent increase in lunch and milk prices.

Textbook Fees Motion by McMahon, seconded by Sayles to approve the textbook rental fee, as presented, of \$65 for all students. Motion carried 7-0.

Credit Cards Motion by Sayles, seconded by McClurg to approve a credit limit of \$2,500 and the following credit cards, with no use without prior administrative approval, except in emergency situations: Visa, Sams Club, Barnes & Noble, Casey's, Country Harvest, Dillions, Diamond Shamrock, Valero, Lowes, Office Max, and Office Depot. Motion carried 7-0.

Physical Fee Motion by Jones-Giltner, seconded by McMahon to approve the reimbursement of \$25, as presented, for employee physical exams of required personnel. Motion carried 7-0.

Substitute Teacher Rate Motion by McMahon, seconded by Jones-Giltner to approve an increase in the daily Substitute Teacher Rate from \$75 to \$80, as presented; with other rates being maintained. Motion carried 7-0.

Destruction of Records Motion by Jones-Giltner, seconded by Sayles to approve the adoption of destruction of records as presented. Motion carried 7-0.

Early Payment of Claims Motion by McClurg, seconded by McMahon to approve the adoption of early payment of claims as presented. Motion carried 7-0.

Authorization of Accts Motion by Sayles, seconded by Knowles to approve the authorization of activity accounts as presented:
ES District Activity Funds: vending machines, petty cash, library/book fair, yearbook, KDG snack, events/activities, special projects.
MS District Activity Funds: Sales Tax; athletics; athletics participation.

MS Classroom Fees: sales tax, vocal, technology/shop, JW plus, home economics, band, yearbook, art, cheerleaders, FCCLA

MS Fee Funds: student beverage machines, book fair.

HS Student Activity Funds: art, cheerleader, FFA, Stuco, Drama, FCCLA, Weststeppers, Debate, Foreign Language, SADD, Band, FCA, FBLA, Forensics, NHS, Scholar's Bowl, Lakeside, Freshman, Sophomore, Junior, Senior.

HS District Activity Funds: athletics, musical, field trips, yearbook, donations/fund raiser/misc, magazine sales, counselor.

HS District Funds: textbook, pe uniforms, band revolving, athletics participation.

HS School Fee Funds: art/photo, shop fees, library, student vending, calculator/locks/wkbks/agendas.

Motion carried 7-0.

Keystone Board

Motion by Sayles, seconded by Jones-Giltner to appoint McMahon as the representative for Keystone Learning Center, Knowles, as first alternate, with all other board members serving as secondary alternates. Motion carried 7-0.

Food Service

Motion by Jones-Giltner, seconded by Sayles to approve the recommendation of US Food Service, for food and non-food items, as presented. Motion carried 7-0.

Adjournment

The meeting was adjourned at 6:34pm.

Respectively Submitted:

Amy Adams-Mitchell, Board Clerk, USD 340

Jeff Van Petten, Board President, USD 340