

JEFFERSON WEST USD #340
Minutes of Regular Meeting
July 7, 2003

I. CALL MEETING TO ORDER

Meeting was called to order by President William Bradford at 7:00 p.m. Members present: Dan Harden, Dave Jolly, Carol Meneley, Blaine Moore. Officials Present: Tyra Hansen, Board Clerk; Rob Little, Superintendent; Mary Getto, Director of Curriculum. Patrons addressing the Board: Leslie Anderson, Anita Grahem and Karen Kiefat.

- A. *Comments from Patrons and Guests* - Karen Kiefat and Leslie Anderson addressed the Board.
- B. *Communications* - There were no communications.

II. APPROVE AGENDA

- A. *Items added* - Anita Grahem asked to be added to the agenda to discuss safety issues with special education students. Item added as item IV to agenda.

Motion was made by Dave Jolly and seconded by Bette Lopez to approve the agenda as amended. Motion carried 6-0.

III. ELECTION OF BOARD OF EDUCATION OFFICERS FOR 2003-2004

- A. *President* - Bette Lopez nominated Carol Meneley as President. Motion was made by Dave Jolly and seconded by Bette Lopez to close nominations for President. Motion carried 6-0. Motion was made by Bette Lopez and seconded by Bill Bradford to appoint Carol Meneley as Board of Education President. Motion carried 5-0 with one abstention.
- B. *Vice President* - Bette Lopez nominated Dave Jolly as Vice President. Motion was made by Bill Bradford and seconded by Bette Lopez to close nominations for Vice President. Motion carried 6-0. Motion was made by Bill Bradford and seconded by Bette Lopez to appoint Dave Jolly as Board of Education Vice President. Motion carried 5-0 with one abstention.

Jeff VanPetten arrived for Board meeting at this time.

IV. ADDED AGENDA ITEM

Anita Grahem asked that a portable phone always be in the vehicles used to transport special education students. Dr. Little stated that the district would look into cell phones or bag phones for the vehicles and arrange a workable solution.

V. APPOINTMENTS FOR BOARD OPERATIONS FOR 2003-2004

- A. *Clerk of the Board: Tyra Hansen*
Assistant Clerk of the Board: Sandra Mumaw
- C. *Treasurer: Marcia Ricklefs*
Assistant Treasurer: Claudia Wilson
- D. *Board Attorney: Larry Mears*

Motion was made by Jeff VanPetten and seconded by Bill Bradford to approve the

appointments listed. Motion carried 7-0.

VI. CONSENT AGENDA

- A. *Minutes of June 25, 2003*
- C. *Claims for Payment*
- D. *Treasurer's Report*

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

VII. BOARD ISSUES

- A. *Annual Appointments for 2003-2004*
 - 1. *Agent for KPERS: Tyra Hansen*
 - 2. *Food Service Representative and Hearing Officer: Dr. Rob Little*
 - 3. *P.L. 874 Representative: Tyra Hansen*
 - 4. *Attendance and Compliance Officer, Reporting Agent, and Hearing Officers: Dr. Rob Little and Mr. Randol Walker, Mr. Harley Lohness, Mr. Bill Scott, Mr. Pat Happer and Ms. Mary Getto.*
 - 5. *Title IX Officer and Compliance Officer: Dr. Rob Little*
 - 6. *ADA Hearing and Compliance Officer: Dr. Rob Little*

- B. *Annual Designations for 2003-2004*
 - 1. *Depository for District Funds: Countryside Bank (K.S.A. 9-1401)*
 - 2. *Official Newspaper: Valley Falls Vindicator*

- C. *Annual Organizational Adoptions for 2003-2004*
 - 1. *Adopt Annual Waiver of Requirements for Generally Accepted Accounting Principals (GAAP). (No change.) This waiver recognizes that financial statements and reports prepared in conformity with the requirements of K.S.A. 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.*
 - 2. *Adoption of Petty Cash Levels (K.S.A. 72-8208) (No change.)*
 - Elementary School: \$750*
 - Middle School: \$750*
 - High School: \$1,050*
 - Central Office: \$1,150*
 - 3. *Adopt Early Payment of Claims (K.S.A. 12-105b) as amended by SB 446. (No Change.)*
 - 4. *Credit Card Limits \$2500 credit limit on both major credit cards; no use without prior administrative approval, except in an emergency. (No change.)*

<i>Mastercard</i>	<i>Visa</i>
<i>Sam's Club</i>	<i>Diamond Shamrock</i>
<i>Ampride</i>	<i>Barnes and Noble</i>
<i>Country Harvest</i>	<i>Conoco</i>

*Office Depot
Best Buy
Whelan's
Ultrafleet*

*Office Max
Phillips 66
Casey's (Ozawkie)
Sprint*

5. *Reimbursement of Employee Physical Examinations: Recommend that the employee reimbursement of \$25 for required physical examinations remain the same. (No change.)*
6. *2003-2004 Substitute Teacher Rate: \$75 per day (\$5/day change)*
7. *Student Textbook Rental Fees: \$55 for all students (no change)*
8. *Student Breakfast and Lunch Prices: (no change)*

<i>JWES</i>	<i>lunch \$1.70</i>	<i>breakfast \$1.05</i>
<i>JWIS</i>	<i>lunch \$1.70</i>	<i>breakfast \$1.05</i>
<i>JWMS</i>	<i>lunch \$1.70</i>	<i>breakfast \$1.15</i>
<i>JWHS</i>	<i>lunch \$1.80</i>	<i>breakfast \$1.15</i>
<i>Adults</i>	<i>lunch \$2.60</i>	<i>breakfast \$1.50</i>
9. *Adoption of 1116 Hour Calendar (K.S.A. 72-1106) (no change)*
10. *Board of Education Meeting Location, Times and Dates (K.S.A. 72-8205)*

Monday, August 4, 2003, 7:00 p.m.
Tuesday, September 2, 2003, 7:00 p.m. (after Labor Day)
Monday, October 6, 2003, 7:00 p.m.
Monday, November 3, 2003, 7:00 p.m.
Monday, December 1, 2003, 7:00 p.m.
Monday, January 5, 2004, 7:00 p.m.
Monday, February 2, 2004, 7:00 p.m.
Monday, March 1, 2004, 7:00 p.m.
Monday, April 5, 2004, 7:00 p.m.
Monday, May 3, 2004, 7:00 p.m.
Monday, June 7, 2004, 7:00 p.m.
Friday, June 25, 2004, 5:30 p.m. (Reconvened meeting)
Monday, July 5, 2004, 7:00 p.m.

Meeting Location: Board Office 601 E. Wyandotte, Meriden, Kansas.
Meeting Time: 7:00 p.m. unless otherwise noted.
11. *Destruction of Records (K.S.A. 72-5369) (no change)*

The Board of Education of any school district or the board of trustees of any community junior college may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply:

 - (a) *Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders, five (5) years.*
 - (b) *Formal audit reports, five (5) years.*
 - (c) *Financial papers of any type relating to programs supported by federal funds, three (3) years or such longer time as may be required by applicable federal law.*
 - (d) *All financial papers not otherwise specified in this section may be*

destroyed at any time after formal audit reports have been completed and filed in the appropriate office for a period of six (6) months.

- (e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.*
- (f) Insurance policies, five (5) years after the expiration of the term thereof.*
- (g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.*

Motion was made by Dave Jolly and seconded by Bette Lopez to approve the annual appointments, designations and adoptions for 2003-2004; including items A 1-6, B 1-2, C 1-11. Motion carried 7-0.

D. Authorize Activity Accounts (no change)

Elementary and Intermediate Schools:

District Activity Fund:

Vending Machines

Library/Book Fair

Music

Yearbook

Technology

Kindergarten Snack

Accelerated Reader

Event/Activity

Petty Cash

Special Projects

Middle School:

Activity Fees:

Basketball Officials

Basketball Gate Receipts

Basketball Entry Fees

Football Officials

Football Receipts

Track Entry Fees Paid

Track Entry Receipts

Volleyball Officials

Volleyball Gate Receipts

Volleyball Entry Fees Paid

Volleyball Entry Receipts

Sales Tax

Classroom Fees:

Sales Tax

Home Economics

Tent Sale

Band

Vocal

Yearbook

Technology

Writer's Club

Accelerated Reader

Cheerleaders

JW Plus

Art Fees

Garden Club

Fee Funds:

Students' Pop/Juice Machines

Staff Pop Machines

Book Fair (Library)

High School:

Student Activity Funds:

<i>Art</i>	<i>KFE</i>	<i>FBLA</i>
<i>Cheerleader</i>	<i>Pompon</i>	<i>Forensics</i>
<i>FFA</i>	<i>VICA</i>	<i>NHS</i>
<i>Key Club</i>	<i>Debate</i>	<i>Scholar's Bowl</i>
<i>Pep Club</i>	<i>Foreign Language</i>	<i>Lakeside</i>
<i>Stuco</i>	<i>Letterwinners</i>	<i>Freshman</i>
<i>Drama</i>	<i>SADD</i>	<i>Sophomore</i>
<i>FCCLA</i>	<i>Band</i>	<i>Junior</i>
<i>Senior</i>		

District Activity Funds:

<i>Athletics</i>	<i>Musical</i>	<i>Field Trips</i>
<i>Donations/Fund Raiser/Misc.</i>		<i>Yearbook</i>
<i>Magazine Sales</i>	<i>PE Uniforms</i>	<i>Band Revolving</i>
<i>Textbook</i>	<i>Athletics Participation</i>	

Fee Funds:

<i>Art/Photo</i>	<i>Shop Fees</i>	<i>Library</i>
<i>Highland Lab</i>	<i>Calc/Locks/Wkbks/Agenda</i>	
<i>Student Vending</i>		

Motion was made by Jeff VanPetten and seconded by Dave Jolly to approve the activity accounts as listed. Motion carried 7-0.

E. NEKESC Representative and Alternates

Motion was made by Dave Jolly and seconded by Bette Lopez that Carol Meneley continue as the Board representative and the remaining Board members will be alternates. Motion carried 7-0.

F. Budget Discussion and Hearing Date

Motion was made by Bill Bradford and seconded by Bette Lopez to set August 4, 2003, 7:00 p.m. as the hearing date. Motion carried 7-0.

G. Policy

1. All policy statements found in the minutes prior to July 1, 2003, be rescinded, and that the board of Education adopt the policies as recommended to govern this school district during the 2003-2004 school year, subject to review, amendment, and revision by the Board. This item was postponed until the August 4, 2003 Board meeting, at which time updated Policy Handbooks will be handed out.

VIII. STUDENT ISSUES

A. Annual Report to Board - Student Assessment - Mary Getto explained the results of the student assessments and noted of success as well as areas needing increased emphasis.

IX. FACILITIES/EQUIPMENT

- A. *Project Status*
- *Parking Lot Projects*
- *Middle School Stage*
- *Middle School Gym Walls*

Les Grose handed out an update on all projects and discussed the status of the listed projects.

- B. *Technology Lease* - Rob Little explained that the low bid was from Cybertron for \$45,595 for a three-year lease. The lease will be with Countryside Bank at an interest rate of 3.5%. The District will be the owner following the final payment to the leaseholder. Motion was made by Dan Harden and seconded by Jeff VanPetten to approve the low bid and the technology lease with Countryside Bank. Motion carried 7-0.

X. PERSONNEL

- A. *Professional Development* - Mary Getto explained the professional development plan. Motion was made by Dan Harden and seconded by Dave Jolly to approve the professional development plan for submission to KSDE. Motion carried 7-0.

XI. CALENDAR ITEMS/TRAINING PROGRAMS

July 26, 2003 Board President's Seminar

XII. ADJOURN

Meeting was adjourned by President Carol Meneley at 8:15 p.m.

Respectfully submitted,

Tyra Hansen, Board Clerk

Carol Meneley, President