

JEFFERSON WEST USD #340
Minutes of Regular Meeting
July 9, 2007

I. CALL MEETING TO ORDER

The meeting was called to order by Vice President Blaine Moore at 7:00pm. Members present: Dave Jolly, Dreana McClurg and Jeff Van Petten. Officials present: Amy Adams-Mitchell, Board Clerk; Scott Myers, Superintendent; and Mary Getto, Director of Curriculum and Instruction.

A. *Election of Board of Education Officers for 2007-2008 (a)*

1. *President*

Motion was made by Jeff Van Petten and seconded by Dave Jolly to nominate Blaine Moore for the position of President. Motion carried 4-0.

2. *Vice President*

Motion was made by Dave Jolly and seconded by Dreana McClurg to nominate Jeff Van Petten for the position of Vice President. Motion carried 4-0.

B. *Comments from Patrons and Guests*

There were none.

C. *Communications*

There were none.

II. APPROVE AGENDA (a)

A. *Items added*

Under VII. Personnel- resignations

Motion was made by Dave Jolly and seconded by Dreana McClurg to approve the items added presented. Motion carried 4-0.

III. APPOINTMENTS FOR BOARD OPERATIONS FOR 2007-2008 (a)

A. *Clerk of the Board: Amy Adams-Mitchell*

B. *Treasurer: Marcia Ricklefs*

C. *Board Attorney: Larry Mears*

D. *Deputy Clerk: Dayna Heineken*

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the Appointments for Board Operations as presented. Motion carried 4-0.

IV. CONSENT AGENDA (a)

A. *Minutes of June 25, 2007*

B. *Claims for Payment*

C. *Treasurer's Report*

Motion was made by Dave Jolly and seconded by Dreana McClurg to approve the consent agenda as presented. Motion carried 4-0.

V. BOARD ISSUES

A. Board of Education Meeting Location, Times and Dates (KSA 72-8205) (a)

Monday, August 13th, 2007, 7:00pm
Monday, September 10th, 2007, 7:00pm
Monday, October 8th, 2007, 7:00pm
Monday, November 12th, 2007, 7:00pm
Monday, December 10th, 2007, 7:00pm
Monday, January 14th, 2008, 7:00pm
Monday, February 11th, 2008, 7:00pm
Monday, March 10th, 2008, 7:00pm
Monday, April 14th, 2008, 7:00pm
Monday, May 12th, 2008, 7:00pm
Monday, June 9th, 2008, 7:00pm
Monday, June 23th, 2008, 5:30pm
Monday, July 14th, 2008, 7:00pm

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

Meeting Time: 7:00pm unless otherwise noted.

Motion was made by Dave Jolly and seconded by Dreana McClurg to approve the Board meeting dates, times, and location as presented. Motion carried 4-0.

B. Annual Appointments for 2007-2008 (a)

1. Food Service Representative Scott Myers
2. Hearing Officer for free/reduced meal application appeals Scott Myers
3. Impact Aid Representative Amy Adams-Mitchell
4. Coordinator for Homeless Children Duties Mary Getto
5. District Kpers Representative Amy Adams-Mitchell
6. Attendance/Compliance Officers; Reporting Agents; Hearing Officers
Scott Myers, Ed West, Harley Lohness, John Hamon, Pat Happer and Mary Getto
7. Title IX Officer and Compliance Officer Scott Myers
8. ADA Hearing and Compliance Officer Scott Myers

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the Annual Appointments for 2007-08 as presented. Motion carried 4-0.

C. Annual Designations for 2007-2008 (a)

1. Official Newspaper KSA 64-101 Valley Falls Vindicator
2. Depository for District Funds KSA 9-1401 Denison State Bank in Meriden

Motion was made by Jeff Van Petten and seconded by Dreana McClurg to approve the Annual Designations for 2007-08 as presented. Motion carried 4-0.

D. Annual Organizational Adoptions for 2007-2008 (a)

1. Adoption of 1116 Hour Calendar KSA 72-1106

Motion was made by Dave Jolly and seconded by Jeff Van Petten to approve the adoption of the 1116 hour calendar as presented. Motion carried 4-0.

2. *Adoption of Annual GAAP Waiver KSA 75-1120a*

This waiver recognizes that financial statements and reports 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.

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 2007-2008 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 2007-2008;

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 9th day of July 2007, 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 2007-2008; 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.

After reading aloud the GAAP Waiver a motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the waiver as presented. Motion carried 4-0.

3. *Adoption of Petty Cash Levels KSA 72-8208*

Elementary School: \$750

Middle School: \$750

High School: \$1,050

Central Office: \$1,150

Motion was made by Jeff Van Petten and seconded by Dreana McClurg to approve the Petty Cash Levels as presented. Motion carried 4-0.

4. *Establish mileage rate for reimbursement KSA 75-3203*

As authorized by KSA 75-3203a, the Secretary of Administration has fixed the private vehicle mileage reimbursement (state) rate for FY08 at: 47c per mile for privately owned automobiles

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the mileage reimbursement of 47 cents as presented. Motion carried 4-0.

5. *Establish Student Meal Prices (nickel increase to meals)*

<i>JWES</i>	<i>breakfast \$1.15</i>	<i>lunch \$1.80</i>
<i>JWIS</i>	<i>breakfast \$1.15</i>	<i>lunch \$1.80</i>
<i>JWMS</i>	<i>breakfast \$1.25</i>	<i>lunch \$1.80</i>
<i>JWHS</i>	<i>breakfast \$1.25</i>	<i>lunch \$1.90</i>
<i>Adults</i>	<i>breakfast \$1.60</i>	<i>lunch \$2.70</i>
<i>Milk</i>	<i>this year .30</i>	

Motion was made Dave Jolly and seconded by Jeff Van Petten to approve the breakfast, lunch, and milk prices as presented. Motion carried 4-0.

6. *Establish Textbook Rental Fees KSA 72-4141* \$55

Motion was made by Dreana McClurg and seconded by Dave Jolly to approve the student textbook rental fees and presented. Motion carried 4-0.

7. *Credit Card Limits \$2500 credit limit on major credit cards; no use without prior administrative approval, except in an emergency.*

<i>Visa</i>	<i>Dillions</i>	<i>Office Max</i>
<i>Sam's Club</i>	<i>Diamond Shamrock</i>	<i>Home Depot</i>
<i>Barnes and Noble</i>	<i>Valero</i>	<i>Office Depot</i>
<i>Casey's (Ozawkie)</i>		

Motion was made by Dreana McClurg and seconded by Dave Jolly to approve credit cards and monetary limits as presented. Motion carried 4-0.

8. *Reimbursement of Employee Physical Exam* \$25

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the reimbursement of \$25 for physical exam expense. Motion carried 4-0.

9. *Substitute Teacher Rate* \$75 per day

Motion was made by Dave Jolly and seconded by Dreana McClurg to approve the Substitute Teacher rate of \$75 per day. Motion carried 4-0.

10. *Destruction of Records KSA 72-5369*

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 Jeff Van Petten to approve the destruction of records as presented. Motion carried 4-0.

11. Adopt Early Payment of Claims KSA 12-105b

Motion was made by Dave Jolly and seconded by Jeff Van Petten to approve the adoption of early payment of claims as necessary. Motion carried 4-0.

E. Authorize Activity Accounts KSA 72-8208a (a)

Elementary and Intermediate School District Activity Funds

<i>Vending Machines</i>	<i>Library/Book Fair</i>
<i>Music</i>	<i>Yearbook</i>
<i>Technology</i>	<i>Kindergarten Snack</i>
<i>Accelerated Reader</i>	<i>Event/Activity</i>
<i>Petty Cash</i>	<i>Special Projects</i>

Middle School District Activity Funds:

<i>Basketball Officials</i>	<i>Basketball Gate Receipts</i>
<i>Basketball Entry Fees</i>	<i>Football Officials</i>
<i>Football Receipts</i>	<i>Track Entry Fees Paid</i>
<i>Track Entry Receipts</i>	<i>Volleyball Officials</i>
<i>Volleyball Gate Receipts</i>	<i>Volleyball Entry Fees Paid</i>
<i>Volleyball Entry Receipts</i>	<i>Sales Tax</i>

Middle School Classroom Fees

<i>Sales Tax</i>	<i>Home Economics</i>	<i>Art</i>
<i>Tent Sale</i>	<i>Yearbook</i>	<i>Vocal</i>
<i>Vocal</i>	<i>Writer's Club</i>	<i>Band</i>
<i>Technology</i>	<i>Cheerleaders</i>	
<i>Accelerated Reader</i>	<i>Garden Club</i>	
<i>JW Plus</i>		

Middle School Fee Funds

Students Beverage Machines

Staff Beverage 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>	<i>FCA</i>	

High School District Activity Funds

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

High School 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 Van Petten and seconded by Dave Jolly to approve the authorization of activity accounts as presented. Motion carried 4-0.

F. NEKESC Representative and Alternates (a)

Motion was made by Jeff Van Petten to appoint Dave Jolly as the Service Center representative, Dreana McClurg seconded; with all other board members serving as alternates. Motion carried 4-0.

G. Food Service Bids (a)

- 1. Milk and Milk Cooler: Anderson-Erickson*
- 2. Food & Non-food Items: Sysco*

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the low bids for Food Service as presented. Motion carried 4-0.

H. Policy (a)

- 1. All policy statements found in the minutes prior to July 9, 2007, be rescinded, and that the Board of Education adopt the policies as recommended to govern this school district during the 2007-2008 school year, subject to review, amendment, and revision by the Board.*

Motion was made by Dave Jolly and seconded by Jeff Van Petten that all policy statements found in the minutes prior to July 9, 2007, be rescinded, and that the Board of Education adopt the policies as recommended to govern this school district during the 2007-2008 school year, subject to review, amendment, and revision by the Board. Motion carried 4-0.

- I. Approve Handbooks (a)*
MS Staff Handbook
MS/HS Athletic Handbook
Classified Handbook

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the handbooks as presented with additional language added to the Classified Handbook regarding reimbursement for college courses needing pre-approval by the Superintendent. Motion carried 4-0.

- J. Policy Approvals (a)*
CYA – CYA Document Production, including electronic information
JDDC – Bullying
Diploma Seeking Students

Motion was made by Jeff Van Petten and seconded by Dave Jolly to approve the policies as presented, with Bullying Program information to follow at a later date. Motion carried 4-0.

- K. German Exchange Program (a)*

Motion was made by Jeff Van Petten and seconded by Dreana McClurg to approve the German Exchange Program as presented. Motion carried 4-0.

VI. FACILITIES/EQUIPMENT/PLANNING

- A. Greenhouse Project Update*

Mr. Myers stated that the greenhouse building supplies should be arriving the week of July 23. The roof repair on the vo-ag shop should begin this week.

VII. PERSONNEL ISSUES (EXEC)

Motion was made by Jeff Van Petten and seconded by Dave Jolly to adjourn to executive session per KSA 75-4319 for a period of five minutes to discuss matters of non-elected personnel; including Mr. Myers. Motion carried 4-0. The Board returned to open session at 7:40pm.

- A. Resignation (a)*

Motion was made by Jeff Van Petten and seconded by Dreana McClurg to accept the resignation as submitted by Curtis Farris for HS Asst FB and HS Asst Baseball. Motion carried 4-0.

VIII. BUDGET DISCUSSION and HEARING DATE

- A. August 13, 2007, 7:00pm – the regularly scheduled meeting

IX. SUPERINTENDENT UPDATE

Mr. Myers shared information regarding the TESA Program that he and Mary Getto attended in May and the Community Outreach Welding Program details are being finalized. .

X. CALENDAR ITEMS/TRAINING PROGRAMS

- *Enrollment at all buildings*

- *Beginning of Year Meeting @ HS @ 8:00am* 8/13
- *In-Service* 8/13, 14, 15
- *First Day of School* 8/16

X. ADJOURN

Meeting was adjourned by President Blaine Moore at 7:55pm.

Respectfully submitted,

Board Clerk, Amy Adams-Mitchell

Board President, Blaine Moore