

**JEFFERSON WEST USD #340**  
**Minutes of Regular Meeting**  
**July 10, 2006**

**I. CALL MEETING TO ORDER**

The meeting was called to order by Acting President Dan Harden at 7:00pm. Members present: Bill Bradford, Dave Jolly, Carol Meneley, Blaine Moore, and Sandra Mumaw. 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 2006-2007 (a)*

1. *President*

Motion was made by Bill Bradford and seconded by Dave Jolly to nominate Dan Harden for the position of President. Motion carried 6-0. Motion was made by Dave Jolly and seconded by Bill Bradford to cease nominations. Motion carried 6-0.

2. *Vice President*

Motion was made by Bill Bradford and seconded by Carol Meneley to nominate Blaine Moore for the position of Vice President. Motion carried 6-0. Motion was made by Dave Jolly and seconded by Sandra Mumaw to cease nominations. Motion carried 6-0.

B. *Comments from Patrons and Guests*

Anita Grahem addressed the Board regarding the no smoking/tobacco policy.

C. *Communications*

There were none.

**II. APPROVE AGENDA (a)**

A. *Items added*

Motion was made by Dave Jolly and seconded by Blaine Moore to approve the agenda as presented. Motion carried 6-0.

**III. APPOINTMENTS FOR BOARD OPERATIONS FOR 2006-2007 (a)**

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

B. *Treasurer: Marcia Ricklefs*

C. *Board Attorney: Larry Mears*

Motion was made by Bill Bradford and seconded by Sandra Mumaw to approve the Appointments for Board Operations as presented. Motion carried 6-0.

**IV. CONSENT AGENDA (a)**

A. *Minutes of June 26, 2006*

B. *Claims for Payment*

C. *Treasurer's Report*

Motion was made by Dave Jolly and seconded by Carol Meneley to approve the consent

agenda as presented. Motion carried 6-0.

## V. BOARD ISSUES

### A. *Annual Appointments for 2006-2007 (a)*

1. *Agent for KPERS: Amy Adams-Mitchell*
2. *Food Service Representative and Hearing Officer: Mr. Scott Myers*
3. *P.L. 874 Representative: Amy Adams-Mitchell*
4. *Attendance and Compliance Officer, Reporting Agent, and Hearing Officers: Mr. Scott Myers, Mr. Ed West, Mr. Harley Lohness, Mr. Bill Scott, Mr. Pat Happer and Ms. Mary Getto*
5. *Title IX Officer and Compliance Officer: Mr. Scott Myers*
6. *ADA Hearing and Compliance Officer: Mr. Scott Myers*

Motion was made by Dave Jolly and seconded by Sandra Mumaw to approve the Annual Appointments for 2006-07 as presented. Motion carried 6-0.

### B. *Annual Designations for 2006-2007 (a)*

1. *Depository for District Funds: Denison State Bank in Meriden (KSA 9-1401)*
2. *Official Newspaper: Valley Falls Vindicator*

Motion was made by Sandra Mumaw and seconded by Dave Jolly to approve the Annual Designations for 2006-07 as presented. Motion carried 6-0.

### C. *Annual Organizational Adoptions for 2006-2007 (a)*

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.*

#### *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 2006-2007 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 2006-*

*2007;*

*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 10<sup>th</sup> day of July 2006, 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 2006-2007; and*

*BE IT FURTHER RESOLVED that the said board shall cause its financial statement and financial reports of the said*



|               |                      |                         |
|---------------|----------------------|-------------------------|
| <i>JWIS</i>   | <i>lunch \$1.75</i>  | <i>breakfast \$1.10</i> |
| <i>JWMS</i>   | <i>lunch \$1.75</i>  | <i>breakfast \$1.20</i> |
| <i>JWHS</i>   | <i>lunch \$1.85</i>  | <i>breakfast \$1.20</i> |
| <i>Adults</i> | <i>lunch \$2.65</i>  | <i>breakfast \$1.55</i> |
| <i>Milk</i>   | <i>last year .25</i> | <i>this year .30</i>    |

Motion was made Sandra Mumaw and seconded by Carol Meneley to approve the breakfast, lunch, and milk prices as presented. Motion carried 6-0.

9. *Adoption of 1116 Hour Calendar (K.S.A. 72-1106) (no change)*

Motion was made by Blaine Moore and seconded by Dave Jolly to approve the adoption of the 1116 hour calendar as presented. Motion carried 6-0.

10. *Destruction of Records (KSA 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 Bill Bradford to approve the destruction of records as presented. Motion carried 6-0.

D. *Authorize Activity Accounts (a)*

*Elementary and Intermediate Schools:*

*District Activity Fund:*

|                           |                           |
|---------------------------|---------------------------|
| <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:

*Activity Fees:*

*Basketball Officials*  
*Basketball Entry Fees*  
*Football Receipts*  
*Track Entry Receipts*  
*Volleyball Gate Receipts*  
*Volleyball Entry Receipts*

*Basketball Gate Receipts*  
*Football Officials*  
*Track Entry Fees Paid*  
*Volleyball Officials*  
*Volleyball Entry Fees Paid*  
*Sales Tax*

Classroom Fees:

*Sales Tax*  
*Tent Sale*  
*Vocal*  
*Technology*  
*Accelerated Reader*  
*JW Plus*  
*Garden Club*

*Home Economics*  
*Band*  
*Yearbook*  
*Writer's Club*  
*Cheerleaders*  
*Art Fees*

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>      | <i>FCA</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> |                |

*Student Vending*

Motion was made by Sandra Mumaw and seconded by Carol Meneley to approve the authorization of activity accounts as presented. Motion carried 6-0.

*E. NEKESC Representative and Alternates (a)*

Carol Meneley volunteered to be the service center representative, Bill Bradford seconded; with all other board members serving as alternates. Motion carried 6-0.

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

*Monday, August 14<sup>th</sup>, 2006, 7:00pm*  
*Monday, September 11<sup>th</sup>, 2006, 7:00pm*  
*Monday, October 9<sup>th</sup>, 2006, 7:00pm*  
*Monday, November 13<sup>th</sup>, 2006, 7:00pm*  
*Monday, December 11<sup>th</sup>, 2006, 7:00pm*  
*Monday, January 8<sup>th</sup>, 2007, 7:00pm*  
*Monday, February 12<sup>th</sup>, 2007, 7:00pm*  
*Monday, March 12<sup>th</sup>, 2007, 7:00pm*  
*Monday, April 9<sup>th</sup>, 2007, 7:00pm*  
*Monday, May 14<sup>th</sup>, 2007, 7:00pm*  
*Monday, June 11<sup>th</sup>, 2007, 7:00pm*  
*Monday, June 25<sup>th</sup>, 2007, 5:30pm*  
*Monday, July 09<sup>th</sup>, 2007, 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 Sandra Mumaw to approve the Board meeting dates, times, and location as presented. Motion carried 6-0.

*G. Food Service (a)*

- 1. Milk and Milk Cooler: Roberts Dairy*
- 2. Food & Non-food Items: US Food Service*

Motion was made by Carol Meneley and seconded by Dave Jolly to approve the low bids for Food Service as presented. Motion carried 5-1, Bill Bradford abstaining.

*H. Policy (i) or (a)*

- 1. All policy statements found in the minutes prior to July 10, 2006, be rescinded, and that the Board of Education adopt the policies as recommended to govern this school district during the 2006-2007 school year, subject to review, amendment, and revision by the Board.*

Motion was made by Dave Jolly and seconded by Sandra Mumaw that all policy statements found in the minutes prior to July 10, 2006, be rescinded, and that the Board of Education adopt the policies as recommended to govern this school district during the 2006-2007 school year, subject to review, amendment, and revision by the Board.

Motion carried 6-0.

*I. Early Retirement Program Review Legal Agreement (i)*

*Will see if KASB can review for us, if not; Foulston Siefkin LLP,  
James P Rankin, Attorney; Fee of \$280/hr*

KASB is not able to review this material due to the in-depth tax considerations.

Information will be sent to Mr. James P Rankin along with the signed financial agreement.

## **VI. FACILITIES/EQUIPMENT/PLANNING**

### *A. Computer Lease*

Motion was made by Carol Meneley and seconded by Blaine Moore to approve the bid from Cybertron as presented. Motion carried 6-0.

Motion was made by Dave Jolly and seconded by Blaine Moore to adjourn to executive session per KSA 75-4319 for a period of twenty minutes to discuss matters of non-elected personnel; including Mr. Myers and Mary Getto, as needed. Motion carried 6-0. Upon return to open session, a motion was made by Bill Bradford and seconded by Dave Jolly to extend executive session for a period of fifteen minutes. Motion carried 6-0. Upon return to open session, a motion was made by Dave Jolly and seconded by Sandra Mumaw to extend executive session for a period of fifteen minutes. Motion carried 6-0. Upon return to open session, a motion was made by Bill Bradford and seconded by Sandra Mumaw to extend executive session for a period of five minutes. Motion carried 6-0. Upon return to open session, a motion was made by Dave Jolly and seconded by Blaine Moore to extend executive session for a period of five minutes. Motion carried 6-0. Mary Getto exited executive session at 8:16pm. The Board returned to open session at 8:20pm.

## **VII. PERSONNEL ISSUES (EXEC)**

### *A. Contract (a)*

Motion was made by Carol Meneley and seconded by Blaine Moore to approve the recommendation and appointment of Danette Kerns for the Fourth Grade position. Motion carried 6-0.

### *B. Resignation (a)*

Motion was made by Bill Bradford and seconded by Dave Jolly to accept the resignation as submitted by Tyra Hansen as Student Data Management Clerk. Motion carried 6-0.

### *C. Supplemental Contract Proposal – Mary Getto will present*

Motion was made by Sandra Mumaw and seconded by Carol Meneley to accept and approve the recommendations as presented for the Student Data Management position; work schedule modification from nine to twelve months; base financials to be determined later; with a supplemental contract based at the same rate for Board Clerk and Board Treasurer. Motion carried 6-0.

## **VIII. BUDGET DISCUSSION and HEARING DATE**

A. August 14, 2006, 7:00pm – would be the regularly scheduled meeting  
*Publication dates, construction of the budget, etc. are delayed.*  
*It may be necessary to schedule special meeting(s), as needed.*

## **IX. CALENDAR ITEMS/TRAINING PROGRAMS**

- *Enrollment at all buildings*

- *Beginning of Year Meeting @ HS @ 8:00am* 8/14
- *In-Service* 8/14, 15, 16
- *First Day of School* 8/17

**X. ADJOURN**

Meeting was adjourned by President Dan Harden at 8:27pm.

Respectfully submitted,

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Board Clerk, Amy Adams-Mitchell

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Board President, Dan Harden