

JEFFERSON WEST USD #340
Minutes of Regular Meeting
July 11, 2005

I. CALL MEETING TO ORDER

The meeting was called to order by President Dave Jolly at 7:02pm. Members present: Bill Bradford, Dan Harden, Blaine Moore, Sandra Mumaw, and Jeff VanPetten. Officials present: Amy Adams-Mitchell, Board Clerk; Rob Little, Superintendent; and Mary Getto, Director of Curriculum and Instruction.

A. *Election of Board of Education Officers for 2005-2006 (a)*

1. *President*

Motion was made by Bill Bradford and seconded by Dan Harden to nominate Jeff VanPetten for the position of President. Motion carried 6-0.

2. *Vice President*

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

B. *Comments from Patrons and Guests*

Leslie Anderson had a question regarding transportation. Kirk Fast thanked Dave Jolly for his year of service as Board president.

C. *Communications-* There were none.

II. APPROVE AGENDA (a)

A. *Items added*

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

III. APPOINTMENTS FOR BOARD OPERATIONS FOR 2005-2006 (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 Blaine Moore to approve the Appointments for Board Operations as presented. Motion carried 6-0.

IV. CONSENT AGENDA (a)

A. *Minutes of June 28, 2005*

B. *Claims for Payment*

C. *Treasurer's Report*

Motion was made by Dave Jolly and seconded by Sandra Mumaw to approve the consent agenda as presented. Motion carried 6-0.

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

Motion was made by Dave Jolly and seconded by Sandra Mumaw to adjourn to executive session for a period of fifteen minutes to discuss matters of acquiring real estate as per KSA 75-4319. Motion carried 6-0; the Board invited Dale Glenn in. Upon return to open session a motion was made by Dave Jolly and seconded by Jeff VanPetten to extend executive session for an additional ten minutes, 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 an additional five minutes, motion carried 6-0. Dale Glenn exited at 7:33pm. The Board returned to open session at 7:38pm.

B. Activities Programs/Locations (i) or (a)

Bill Bradford exited the room at 7:39pm and returned at 7:40pm.

V. BOARD ISSUES

A. Annual Appointments for 2005-2006 (a)

1. *Agent for KPERS: Amy Adams-Mitchell*
2. *Food Service Representative and Hearing Officer: Dr. Rob Little*
3. *P.L. 874 Representative: Amy Adams-Mitchell*
4. *Attendance and Compliance Officer, Reporting Agent, and Hearing Officers: Dr. Rob Little and Mr. Ed West, 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*

Motion was made by Dave Jolly and seconded by Dan Harden to approve the Annual Appointments as presented. Motion carried 6-0.

B. Annual Designations for 2005-2006 (a)

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

Motion was made by Blaine Moore and seconded by Dave Jolly to approve the Annual Designations for 2005-2006 as presented. Motion carried 6-0.

C. Annual Organizational Adoptions for 2005-2006 (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 2005-2006 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 2005-2006;

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 11th day of July 2005, 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 2005-2006; 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.

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>
<i>Office Depot</i>	<i>Office Max</i>
<i>Best Buy</i>	<i>Phillips 66</i>
<i>Whelan's</i>	<i>Casey's (Ozawkie)</i>
<i>Ultrafleet</i>	<i>Sprint</i>

5. *Reimbursement of Employee Physical Examinations: Recommend that the employee reimbursement of \$25 for required physical examinations remain the same. (no change)*

6. *2005-2006 Substitute Teacher Rate: \$75 per day (no 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 \$1.75</i>	<i>breakfast \$1.10</i>
<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>

9. *Adoption of 1116 Hour Calendar (K.S.A. 72-1106) (no change)*
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 all items in “C” as noted above. Motion carried 6-0.

D. Authorize Activity Accounts (a) (see change- bolded)

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:

<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>

Track Entry Receipts
Volleyball Gate Receipts
Volleyball Entry Receipts

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 (added)</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 Bill Bradford and seconded by Dan Moore to accept and authorize the activity accounts as presented. Motion carried 6-0.

E. *NEKESC Representative and Alternates (a)*

Carol Meneley has volunteered

All other members as alternates, as needed

Motion made by Dave Jolly and seconded by Blaine Moore to designate Carol Meneley as the NEKESC Representative with all other Board Members designated as alternates. Motion carried 6-0.

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

Monday, August 8th, 2005, 7:00pm

Monday, September 12th, 2005, 7:00pm

Monday, October 10th, 2005, 7:00pm

Monday, November 14th, 2005, 7:00pm

Monday, December 12th, 2005, 7:00pm

Monday, January 9th, 2005, 7:00pm

Monday, February 13th, 2005, 7:00pm

Monday, March 13th, 2005, 7:00pm

Monday, April 10th, 2005, 7:00pm

Monday, May 8th, 2005, 7:00pm

Monday, June 12th, 2005, 7:00pm

Monday, June 26th, 2005, 5:30pm

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

Meeting Time: 7:00pm unless otherwise noted.

This was an information item only.

G. *Food Service (a)*

1. Milk and Milk Cooler: Roberts Dairy

2. Food & Non-food Items: US Food Service

Motion was made by Dave Jolly and seconded by Dan Harden 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 11, 2005, be rescinded, and that the Board of Education adopt the policies as recommended to govern this school district during the 2005-2006 school year, subject to review, amendment, and revision by the Board.

Motion was made by Dave Jolly and seconded by Blaine Moore that all policy statements found in the minutes prior to July 11, 2005, be rescinded, and that the Board of Education adopt the policies as recommended to govern this school district during the 2005-2006 school year, subject to review, amendment, and revision by the Board. Motion carried 6-0. New pages 54 and 98 were added to the policy/regulation manual.

I. *GRN Representative for KASB (a)*

No action taken.

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

A. *IS Parking Lot (i)*

Dr. Little gave a brief update on the work being done in Ozawkie; work should be completed before school starts.

B. Activities Programs/Locations (i) or (a)

Motion was made by Dan Moore and seconded by Blaine Moore to give Dr. Little the authority to purchase a used bus after mechanic and transportation personnel have reviewed. Motion carried 6-0.

VII. PERSONNEL ISSUES

Motion was made by Dave Jolly and seconded by Bill Bradford to adjourn to executive session for a period of twenty minutes to discuss negotiations and matters of non-elected Personnel as per KSA 75-4319. Motion carried 6-0.

A. Negotiations (a)

B. Extended Leave Request

1. Carolyn Trimble - Bereavement

No action was taken.

VIII. BUDGET DISCUSSION and HEARING DATE

*A. August 8, 2005, 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.*

Motion was made by Dave Jolly and seconded by Sandra Mumaw to set a tentative budget hearing of 8/22/05 at 6pm. Motion carried 6-0.

IX. CALENDAR ITEMS/TRAINING PROGRAMS

- *Enrollment at all buildings* 8/3, 4
- *In-Service* 8/15, 16, 17
- *First Day of School* 8/18

X. ADJOURN

Meeting was adjourned by President Jeff VanPetten at 8:22pm.

Respectfully submitted,

Amy Adams-Mitchell, Board Clerk

Jeff VanPetten, Board President