

JEFFERSON WEST USD #340
Minutes for Regular Meeting
July 12, 2004

I. CALL MEETING TO ORDER

The meeting was called to order by President Carol Meneley at 7:00pm. Members present: Bill Bradford, Dave Jolly, Bette Lopez, and Blaine Moore. Officials present: Amy Adams-Mitchell, Board Clerk; Rob Little, Superintendent; Mary Getto, Curriculum Director; Ed West, HS Principal; Clarke Davis, Valley Falls Vindicator and Kirk Fast, patron of the community.

A. *Election of Board of Education Officers for 2004-2005 (a)*

1. *President*

Motion was made by Bill Bradford and seconded by Bette Lopez to nominate Dave Jolly For the position of President. Motion carried 5-0.

2. *Vice President*

Motion was made by Bette Lopez and seconded by Dave Jolly to nominate Jeff VanPetten for the position of Vice President. Motion carried 5-0. Jeff VanPetten arrived at 7:04pm.

B. *Comments from Patrons and Guests* – Kirk Fast addressed the Board.

C. *Communications* – There were none.

II. APPROVE AGENDA (a)

A. *Items added* –

Motion was made by Bette Lopez and seconded by Jeff VanPetten to approve the agenda as presented. Motion carried 6-0.

III. APPOINTMENTS FOR BOARD OPERATIONS FOR 2004-2005 (a)

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

B. *Treasurer: Marcia Ricklefs*
Supplemental Duties Agreement

C. *Board Attorney: Larry Mears*

Motion was made by Bill Bradford and seconded by Jeff VanPetten to approve the Appointments for Board Operations and Supplemental Duties Agreements as presented. Motion carried 6-0.

IV. CONSENT AGENDA (a)

A. *Minutes of June 25, 2004*

B. *Claims for Payment*

C. *Treasurer's Report*

Motion was made by Jeff VanPetten and seconded by Bette Lopez to approve the consent agenda as presented. Motion carried 6-0.

V. BOARD ISSUES

A. Annual Appointments for 2004-2005 (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 Jeff VanPetten and seconded by Bill Bradford to approve the Annual Appointments for 2004-2005 as presented. Motion carried 6-0.

B. Annual Designations for 2004-2005 (a)

1. *Depository for District Funds: Denison State Bank of Meriden (K.S.A. 9-1401)*
2. *Official Newspaper: Valley Falls Vindicator*

Motion was made by Bette Lopez and seconded by Carol Meneley to approve the Annual Designations for 2004 2005 as presented. Motion carried 6-0.

C. Annual Organizational Adoptions for 2004-2005 (a)

1. *Adopt Resolution for the Annual Waiver of Requirements for Generally Accepted Accounting Principals (GAAP). (See attached Resolution.)*
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. *2004-2005 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: (\$.05 change across the board)*

<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. *Board of Education Meeting Location, Times and Dates (K.S.A. 72-8205)*
Monday, August 2, 2004, 7:00 p.m.
Tuesday, September 7, 2004, 7:00 p.m. (after Labor Day)
Monday, October 4, 2004, 7:00 p.m.
Monday, November 1, 2004, 7:00 p.m.
Monday, December 6, 2004, 7:00 p.m.
Monday, January 3, 2005, 7:00 p.m.
Monday, February 7, 2005, 7:00 p.m.
Monday, March 7, 2005, 7:00 p.m.
Monday, April 4, 2005, 7:00 p.m.
Monday, May 2, 2005, 7:00 p.m.
Monday, June 6, 2005, 7:00 p.m.
Friday, June 24, 2005, 5:30 p.m. (reconvened meeting)
Monday, July 11, 2005, 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 Carol Meneley and seconded by Bill Bradford to approve the Items in "C" as noted above. Motion carried 6-0.

D. *Authorize Activity Accounts (a) (no change)*

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>
<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>

Classroom Fees:

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

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 Bill Bradford and seconded by Jeff VanPetten to accept and authorize the activity accounts as presented. Motion carried 6-0.

E. *NEKESC Representative and Alternates (a)*

Motion was made by Jeff VanPetten 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. *Policy Addition – Mary Getto (i) or (a)*

1. *IDAD – parental notification of Title I.*
2. *IDEA – student privacy rights.*
3. *JBCA- responsibility to homeless students.*

Mary Getto explained the policy additions being presented in reference to NCLB. Motion was made by Jeff VanPetten and seconded by Bette Lopez to approve the policy additions as presented and to designate Mary Getto as the representative for those needs. Motion carried 6-0.

G. *Policy Changes/Additions/Corrections – Rob Little (i) or (a)*

1. *BCAC – special meetings*
2. *CL-R - attendance*
3. *GAAC - typographical error*
4. *GAD - self-improvement approval*
5. *IDAB - student dropout plans*
6. *IF-R - Challenged Materials form*
7. *II-R - academic achievement reporting*
8. *IIBG - computer material created as classwork is BOE property*
9. *IIBG –R - Employee Technology Use form*
10. *JDD - personnel authorized to suspend or expell*
11. *JDD-R - official recordings*
12. *JGFGBA - student self-administered medications*

Rob Little explained the policy changes/additions/corrections being presented. Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve the information as presented with the addition of “a medicine for the treatment of anaphylactic reactions or asthma” being added to the Permission for Self-Administration of Medication Form in the heading of the form referenced to policy JGFGBA. Motion carried 6-0.

H. *Amicus Brief from Schools Supporting Low Enrollment Weighting (i)*

Rob Little briefly explained the letter received from SQE.

I. *Recommendation for advisory input regarding trophies (i) or (a)*

Rob Little explained two options regarding the district trophy committees. Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve Option 1 as pre-

sented with the addition of one Alumni Association member added to the committee if not already represented in the site council membership and the return of the trophies, plaques, etc taken from the high school. Upon return they will be secured. Motion carried 6-0.

VI. STUDENT ISSUES

- A. *Request for Early Graduation*
1. *Stefanie Tibbits*
 2. *Jordanne Hypse*

Motion was made by Bill Bradford and seconded by Blaine Moore to approve the requests for early graduation as presented. Motion carried 6-0.

VII. FACILITIES/EQUIPMENT/PLANNING

- A. *Dale Glenn – update discussion on Vo-Ag Ind Tech Bldg (i)*

Dale Glenn presented information and ideas regarding the plan layout and financing options for the Vo-Ag Industrial Tech Bldg. The Board directed Dr. Little to begin development of a 5-year plan with projections including this plan, roofing needs, etc.

- B. *Parking Lots (i)*

Rob Little shared information with the Board regarding current status of work being performed at the ES and MS.

- C. *Disposal of Equipment – Billie Esser*

1. *2 Overheads*
2. *Typewriter*

Motion was made by Jeff VanPetten and seconded by Carol Meneley to approve Billie Esser to dispose of the equipment as presented. Motion carried 6-0.

VIII. PERSONNEL ISSUES

Motion was made by Jeff VanPetten and seconded by Bill Bradford to adjourn to executive session at 8:22pm for a period of fifteen minutes to discuss issues at hand and personnel of non-elected personnel as per KSA 75-4319. Motion carried 6-0. The Board invited Rob Little into executive session. Upon return to open session, a motion was made by Carol Meneley and seconded by Bette Lopez to extend executive session by five minutes. Upon return to open session, a motion was made by Jeff VanPetten and seconded by Bill Bradford to extend executive session by additional five minutes. Motion carried 6-0. The Board returned to open session at 8:47pm.

- A. *Supplementals (a)*

1. *Appointment - HS Assistant FB Coach – Mark Ketchem*
2. *Appointment – Admin Liaison, Food Service & Transportation – H Lohness*
Supplemental Duties Agreement

Motion was made by Jeff VanPetten and seconded by Carol Meneley to accept the Supplemental Appointments as presented. Motion carried 6-0.

IX. BUDGET DISCUSSION and HEARING DATE

August 2, 2004, 7:00pm

Motion was made by Carol Meneley and seconded by Bette Lopez to schedule the Budget Discussion and Hearing Date for Monday, August 2, 2004 at 7:00pm. Motion carried 6-0.

X. CALENDAR ITEMS/TRAINING PROGRAMS

- July 17 KASB Board Presidents Workshop
- July 22 KASB New Clerks Seminar
- July 31 KASB Board Presidents Workshop
- August 3 and 4, 2004 Enrollment

XI. ADJOURN

The meeting was adjourned by the newly elected President, Dave Jolly at 9:05pm.

Respectfully submitted,

Amy Adams-Mitchell, Board Clerk

Dave Jolly, BOE President