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## BOARD OF EDUCATION AGENDA

Person West USD #340

District Office

July 12, 2010

7:00 p.m.

### I. CALL MEETING TO ORDER

- A. Election of Board of Education Officers for 2010-2011 *(a)*
  - 1. President
  - 2. Vice President
- B. Comments from Patrons and Guests
- C. Communications

### II. APPROVE AGENDA *(a)*

- A. Items added

### III. APPOINTMENTS FOR BOARD OPERATIONS FOR 2010-2011 *(a)*

- A. Clerk of the Board: Amy Adams-Mitchell
- B. Treasurer: Marcia Ricklefs
- C. Board Attorney: Larry Mears
- D. Deputy Clerk: Dayna Heineken

### IV. CONSENT AGENDA *(a)*

- A. Minutes of June 28, 2010
- B. Claims for Payment
- C. Treasurer's Report

### V. BOARD ISSUES

- A. Board of Education Meeting Location, Times and Dates (KSA 72-8205) *(a)*
  - Monday, August 9<sup>th</sup>, 2010, 7:00pm
  - Monday, September 13<sup>th</sup>, 2010, 7:00pm \*Elementary School
  - Monday, October 11<sup>th</sup>, 2010, 7:00pm
  - Monday, November 8<sup>th</sup>, 2010, 7:00pm \*Middle School
  - Monday, December 13<sup>th</sup>, 2010, 7:00pm
  - Monday, January 10<sup>th</sup>, 2011, 7:00pm \*High School
  - Monday, February 14<sup>th</sup>, 2011, 7:00pm
  - Monday, March 14<sup>th</sup>, 2011, 7:00pm \*Elementary School
  - Monday, April 11<sup>th</sup>, 2011, 7:00pm
  - Monday, May 9<sup>th</sup>, 2011, 7:00pm \*Middle School
  - Monday, June 13<sup>th</sup>, 2011, 7:00pm \*High School
  - Monday, June 27<sup>nd</sup>, 2011, 5:30pm

h, 2011, 7:00pm

e 601 E Wyandotte, Meriden, Kansas, with the exception

of the ~~September, November,~~ **January, March, May,** and the **first June** Meetings.

Meeting Time: 7:00pm unless otherwise noted. Meeting locations may change throughout the year.

B. Annual Appointments for 2010-2011 *(a)*

1. Agent for KPERS: Amy Adams-Mitchell
2. Food Service Representative and Hearing Officer: Dr. Scott Myers
3. Impact Aid Representative: Amy Adams-Mitchell
4. Coordinator for Homeless Duties: Dr. Scott Myers
5. P.L. 874 Representative: Dr. Scott Myers
6. Attendance and Compliance Officer, Reporting Agent, and Hearing Officers: Dr. Scott Myers, Mrs. Rhonda Frakes, Mr. Harley Lohness, Mr. John Hamon, Mr. Pat Happer
7. Title IX Officer and Compliance Officer: Dr. Scott Myers
8. ADA Hearing and Compliance Officer: Dr. Scott Myers

C. Annual Designations for 2010-2011 *(a)*

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

D. Annual Organizational Adoptions for 2010-2011 *(a)*

1. Adoption of 1116 Hour Calendar (KSA 72-1106)
2. Adoption of Annual GAAP Waiver KSA 75-1120a. (No change.)

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 2010-2011 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 2010-2011;

VED, by the Board of Education of Unified School District No. 340, Jefferson  
duly assembled this 12<sup>th</sup> day of July 2010, that said board request the Director of  
uirements of said law as they apply to the unified school district for the school year

2010-2011; 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.

3. Adoption of Petty Cash Levels (KSA 72-8208) (no change)
  - Elementary School: \$750
  - Middle School: \$750
  - High School: \$1,050
  - Central Office: \$1,150
  
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 FY11 at: 50.5e per mile for privately owned automobiles.
  
5. Establish Student Meal Prices:
 

JWES	breakfast \$1.40 inc .05	lunch \$2.15 inc .05
JWMS	breakfast \$1.50 inc .05	lunch \$2.15 inc .05
JWHS	breakfast \$1.50 inc .05	lunch \$2.25 inc .05
Adults	breakfast \$1.85 inc .05	lunch \$3.05 inc .05
Milk	.40 no inc	
  
6. Establish Textbook Rental Fees (KSA 72-4141): \$75 for all students, increase of \$10
  
7. Credit Card Limits of \$2500 on major credit card; no use without prior administrative approval, except in an emergency.
 

Visa	Dillions	Office Max
Samø Club	Diamond Shamrock	Valero
Barnes and Noble	Country Harvest	Office Depot
Caseyø (Ozawkie)	Lowes	
  
8. Reimbursement of Employee Physical Exams: \$25
  
9. 2010-2011 Substitute Teacher Rate: \$75 per day
  
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,

shall apply:

- (a) Accounting 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.

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

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

Elementary and Intermediate Schools District Activity Fund:

Vending Machines	Library/Book Fair
Music	Yearbook
Special Projects	Kindergarten Snack
Petty Cash	Event/Activity

Middle School District Activity Funds:

Athletics	Athletics Participation	Sales Tax
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Middle School Classroom Fees:

Sales Tax	Home Economics	FCCLA
Tent Sale	Band	Vocal
Technology/Shop	Yearbook	Art
JW Plus	Cheerleaders	

Middle School Fee Funds:

Studentsø Beverage Machines
Book Fair (Library)

Student Activity Funds:

Art	FCA	FBLA
Cheerleader	Pompon	Forensics
FFA	VICA	NHS
Key Club	Debate	Scholar's Bowl
Stuco	Foreign Language	Lakeside
Freshman	Sophomore	Senior
Drama	SADD	Junior
FCCLA	Band	

High School District Activity Funds:

Athletics	Musical	Field Trips
Donations/Fund Raiser/Misc.		Yearbook
Magazine Sales	Counselor	

High School District Funds:

Textbook	PE Uniforms
Band Revolving	Athletics Participation

High School Fee Funds:

Art/Photo	Shop Fees	Library
Calc/Locks/Wkbks/Agenda		Student Vending

- F. Keystone Learning Center Representative and Alternates **(a)**  
*To be determined*  
All other members as alternates, as needed
  
- G. Food Service **(a)**
  - 1. Milk and Milk Cooler: Anderson-Erickson
  - 2. Food & Non-food Items: US Food Service
  
- H. Policy Recommendation for Approval **(a)**
  - BDA Developing and Adopting Policy- Policy systems are going digital in many districts, and this language would reflect that trend.
  - GARID Slight wording change showing the Board is in compliance with the law.
  - IC Cleans up language regarding educational programming within each district.
  - ICAA Focuses Board's interest in research based practices.
  - ID Removes ambiguity, making it clear what is to be included in the instructional program.
  - IDA Redundant as it repeats IC's Recommendation is to remove this policy.
  - JRC Updates the policy, eliminating an archaic technology and provides the freedom for the administration and/or board to determine format of saved data.

**VII. FACILITIES/EQUIPMENT/PLANNING**

- A. HS HVAC and Boiler Bids *(a)*
- B. Bus Barn *(d)*
- C. Possible Bond Issue for Technology and/or Transportation *(d)*
- D. Property to Discard *(a)*

**VIII. PERSONNEL ISSUES (Executive Session KSA 75-4319)**

- A. Resignation(s) *(a)*
- B. Contract(s) *(a)*

**IX. NEGOTIATIONS *(e)***

**X. BUDGET DISCUSSION and HEARING DATE**

- A. August 9, 2010, 7:00pm ó would be the regularly scheduled meeting  
*It may be necessary to schedule special meeting(s), as needed.*

**XI. SUPERINTENDENT UPDATE**

- A. Appraiser Employed *(i)*
- B. KASB Handbook Recommendations *(d/a)*
- C. Transition Update *(d/a)*
- D. Board Tour of the District *(d)*

**XII. CALENDAR ITEMS/TRAINING PROGRAMS**

- Enrollment at all buildings 8/5, 6
- Beginning of Year Meeting @ HS @ 8:00am 8/16
- In-Service 8/16, 17, 18
- First Day of School 8/19

**XIII. ADJOURN**