

**USD 340 BOARD OF EDUCATION  
REGULAR MEETING  
July 13, 2009  
7:00pm  
601 E Wyandotte, Meriden, KS 66512**

- Members Present** Jones-Giltner, Don Knowles, McMahon, Sayles, Van Petten, McClurg (via phone)
- Members Absent** Moore
- Others Present** Superintendent Scott Myers, Clerk Amy Adams-Mitchell, Principals Pat Happer and John Hamon, CI Director Mary Getto.  
  
Patrons/Staff: Karen Kiefat, Kirk Fast, Clarke Davis, Jim Malloy.
- Call to Order** The meeting was called to order at 7:00pm by President Van Petten.
- Election of Officers** Motion by McMahon, seconded by McClurg to nominate Moore for Board President. Motion by Knowles to nominate McMahon, McMahon declined. Motion carried 6-0.  
  
Motion by McMahon, seconded by Van Petten to nominate McClurg for Board Vice President. Motion carried 6-0.  
  
Motion by McClurg, seconded by McMahon to have Van Petten as acting President for this meeting and continue in the absence of Moore. Motion carried 6-0.
- Comments** Karen Kiefat addressed the Board regarding Food Service costs; and expressed her unhappiness with the amount of processed foods that are being served. Steve Johnson, with the Touch Down Club, reported to the Board on several of the positive outcomes that have been achieved with this newly founded group. Some of those items include: Mom's Chalk Talk, Weight Lifting, Volunteer workers for Locker-room updates, Value Cards, Signage Placement, Golf Tourney and Raffle. The group was commended for the sign placed at the football stadium.
- Approve Agenda** Motion by Sayles, seconded by McMahon to approve agenda as presented. Motion carried 6-0.
- Appointments for** Motion by Jones-Giltner, seconded by Sayles to approve

**Board Operations** the following Board Appointments: Board Clerk, Amy Adams-Mitchell; Board Treasurer, Marcia Ricklefs; Board Attorney, Larry Mears; Deputy Clerk, Dayna Heineken. Motion carried 6-0.

**Consent Agenda** Motion by McMahon, seconded by McClurg to approve the consent agenda as presented, which included the minutes of June 22, 2009; check journals 1505, 1535, 7, 21; and the Treasurer's Report. Motion carried 6-0.

**Establish Meeting Dates, Times, & Locations** Motion by Sayles, seconded by Jones-Giltner to approve the following dates, times, and locations as the established board meeting schedule for the 2009-10 school year.  
Monday, August 10<sup>th</sup>, 2009, 7:00pm  
Monday, September 14<sup>th</sup>, 2009, 7:00pm  
Monday, October 12<sup>th</sup>, 2009, 7:00pm \*Elementary School  
Monday, November 9<sup>th</sup>, 2009, 7:00pm  
Monday, December 14<sup>th</sup>, 2009, 7:00pm \*Middle School  
Monday, January 11<sup>th</sup>, 2010, 7:00pm  
Monday, February 8<sup>th</sup>, 2010, 7:00pm \*High School  
Monday, March 8<sup>th</sup>, 2010, 7:00pm  
Monday, April 12<sup>th</sup>, 2010, 7:00pm \*Intermediate School  
Monday, May 10<sup>th</sup>, 2010, 7:00pm  
Monday, June 14<sup>th</sup>, 2010, 7:00pm  
Monday, June 28<sup>th</sup>, 2010, 5:30pm  
Monday, July 12<sup>th</sup>, 2010, 7:00pm  
Motion carried 7-0.

**Annual Appointments** Motion made by McClurg, seconded by McMahon to approve the following Annual Appointments as presented:  
Agent for KPERS: Amy Adams-Mitchell  
Food Service Representative & Hearing Officer: Mr. Scott Myers  
Impact Aid Representative: Amy Adams-Mitchell  
Coordinator for Homeless Duties: Mary Getto  
P.L. 874 Representative: Scott Myers  
Attendance and Compliance Officer, Reporting Agent, and Hearing Officers: Mr. Scott Myers, Mrs. Rhonda Frakes, Mr. Harley Lohness, Mr. John Hamon, Mr. Pat Happer and Ms. Mary Getto  
Title IX Officer and Compliance Officer: Mr. Scott Myers  
ADA Hearing and Compliance Officer: Mr. Scott Myers  
Motion carried 6-0.

**Annual Designations** Motion by McMahon, seconded by Sayles to approve the following Annual Designations as presented:  
Depository for District Funds: Denison State Bank in Meriden  
Official Newspaper: Valley Falls Vindicator  
Motion carried 6-0.

**GAAP Waiver** Motion by McMahon, seconded by McClurg to adopt the GAAP Waiver Resolution as read and presented. Motion carried 6-0.

**Annual Organizational Adoptions** **Motion by McMahon, seconded by Sayles** to adopt the 1,116 hour calendar for the 2009-10 school year.

**Petty Cash** to adopt the following petty cash levels as presented: Elementary School, \$750; Middle School, \$750; High School, \$1,050; District Office, \$1,150.

**Mileage Reimbursement** to maintain the mileage reimbursement rate at 50.5¢ per mile for privately owned vehicles, disregarding the federal and state rate of .55¢ per mile.

**Student Meal Prices** to approve meal prices as presented:

JWES	breakfast \$1.35	lunch \$2.10
JWIS	breakfast \$1.35	lunch \$2.10
JWMS	breakfast \$1.45	lunch \$2.10
JWHS	breakfast \$1.45	lunch \$2.20
Adults	breakfast \$1.80	lunch \$3.00
Milk	\$ .40	

It was also mentioned for the Food Service Director to visit the other buildings regularly to observe and ensure food quality.

**Textbook Fees** to approve the textbook rental fee, as presented, of \$65 for all students.

**Credit Cards** to approve a credit limit of \$2,500 and the following credit cards, with no use without prior administrative approval, except in emergency situations: Visa, Sams Club, Barnes & Noble, Casey's, Country Harvest, Dillions, Diamond Shamrock, Valero, Lowes, Office Max, and Office Depot.

**Physical Fee** to approve the reimbursement of employee physical exams of \$25 as presented.

**Substitute Teacher Rate** to approve the daily Substitute Teacher Rate of \$75 as presented.

**Destruction of Records** to approve the adoption of destruction of records as presented.

**Early Payment of Claims** to approve the adoption of early payment of claims as presented.

**Motion carried 6-0.**

- Authorization of Accts** Motion by McMahon, seconded by McClurg to approve the authorization of activity accounts as presented:  
**ES/IS** District Activity Funds: vending machines, music, petty cash, library/book fair, yearbook, KDG snack, events/activities, special projects.  
**MS** District Activity Funds: Sales Tax; athletics; athletics participation.  
**MS** Classroom Fees: sales tax, tent sale, vocal, technology/shop, JW plus, home economics, band, yearbook, art, cheerleaders, FCCLA  
**MS** Fee Funds: student beverage machines, book fair.  
**HS** Student Activity Funds: art, cheerleader, FFA, Key Club, Stuco, Drama, FCCLA, Pompon, VICA, Debate, Foreign Language, SADD, Band, FCA, FBLA. Forensics, NHS, Scholar's Bowl, Lakeside, Freshman, Sophomore, Junior, Senior.  
**HS** District Activity Funds: athletics, musical, field trips, yearbook, donations/fund raiser/misc, magazine sales, counselor.  
**HS** District Funds: textbook, pe uniforms, band revolving, athletics participation.  
**HS** School Fee Funds: art/photo, shop fees, library, student vending, calculator/locks/wkbks/agendas.  
Motion carried 6-0.
- Keystone Board** Motion by McClurg, seconded by Van Petten to appoint McMahon as the representative for Keystone Learning Center, with all other board members serving as alternates. Motion carried 6-0.
- Food Service** Motion by Knowles, seconded by Sayles to approve the recommendation of Anderson-Erickson, for milk and milk coolers, and US Food Service, for food and non-food items, as presented. Motion carried 6-0.
- Policy** Motion by Jones-Giltner, seconded by McMahon to rescind all policy statements found in minutes prior to July 13, 2009. Motion carried 6-0.
- Handbooks** This item was tabled.  
  
McMahon exited the board room at 8:13pm, returned at 8:15pm.
- Policy Addition** Motion by Sayles, seconded by Knowles to approve as presented, policy GARI Family & Medical Leave, which states that only "eligible" employees receive this benefit and JDDC Bullying, which expands policy to include electronic bullying. Motion carried 6-0.

- BOE Inter-Active Comm** Mr. Myers reminded the board members that three school board members can discuss school business without violating the Open Meetings Act but it would be improper for one to call all others in succession.
- Bus Route Adjustments** Mr. Christlieb had transportation route maps available for Board review. This was a discussion item only.
- Copier Service Contract** Motion by Jones-Giltner, seconded by Sayles to approve as presented, the Copy Service Contract with Logan Business Machines to be billed at \$.00825 per copy with the district reading copy counts every month. Motion carried 6-0.
- Janitorial Services** Mr. Myers shared with the Board information regarding contracting service labor for janitorial services; there was some discussion on this topic.
- MS Project – Windows** Motion by Jones-Giltner, seconded by McMahon to approve as presented, the only bid received for window replacement, given by Sowards Glass in the amount of \$28,700.00, with the Alt Addt of \$4,800 for glass replacement in door frames. Motion carried 6-0.
- MS Project – Masonry** Motion by Jones-Giltner, seconded by McMahon to approve as presented, the bid for masonry work, given by Restoration & Waterproofing Contractors, Inc in the amount of \$16,450.00. Motion carried 6-0. The other bid for this project was received from S & W Waterproofing in the amount of \$25,203.00.
- Masonic Bldg Project** Mr. Myers asked the Board for direction of utilization of this building.
- Executive Session** Motion by McMahon, seconded by Jones-Giltner to remain in the Board room (due to the attendance by McClurg via phone) for executive session per KSA 75-4319 for a period of fifteen minutes to discuss matters of negotiations, including Mr. Myers, and taking a five minute recess before adjourning. Motion carried 6-0.
- Return to Open Session** The Board returned to open session at 9:30pm.
- Executive Session** Motion by Knowles, seconded by McMahon to extend executive session in the Board room (due to the attendance by McClurg via phone) per KSA 75-4319 for a period of ten minutes to discuss matters of negotiations, including Mr. Myers. Motion carried 6-0.

- Return to Open Session** The Board returned to open session at 9:41pm.
- Budget Hearing** The budget hearing is scheduled for Monday, August 10, 2009. A preliminary budget worksheet was available for review.
- Fiscal Situation** Mr. Myers shared a worksheet regarding the fiscal situation for next year.
- SPED Situation** Motion by Knowles, seconded by Sayles to reaffirm the previous board action of June 8, 2009 which stated the following:  
The following resolution was read by Jolly, seconded by Harden: Mr. President, in response to the Keystone actions and in light of the fiscal challenges facing school districts across the state and due to the fact that Keystone continues to issue unacceptable rate hikes a 25.5% increase in rate for USD 340 for the 2009-10 school year, be it resolved the Unified School District 340 Board of Education strongly requests that Keystone take any legal steps necessary, including the elimination of positions within the organization, to lower the increase in assessment rates for next year to a more reasonable percentage increase (10%). Motion carried 7-0.
- Janitorial Supervision** Mr. Myers shared with the Board of the need to shift or have a transition of supervisory roles of custodians from building principals to maintenance director. This topic will be revisited at a later date.
- Technology Update** A brief update was given regarding the change to fiber optic wiring for internet service; work is progressing nicely.
- Goal Setting w/ KASB** A date of July 23<sup>rd</sup> was not workable for most board members; another date in late August or early September will be established.
- Adjournment** The meeting was adjourned at 10:25pm.

Respectively Submitted:

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Amy Adams-Mitchell, Board Clerk, USD 340

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Jeff Van Petten, Acting Board President, USD 340