

**Jefferson West USD #340**  
**Minutes of June 26, 2017**

**I. CALL MEETING TO ORDER**

- A. Comments from Patrons and Guests
- B. Communications- Thank You cards were shared.

The meeting was called to order by President McClurg at 5:30pm. Members present were: Dave Jensen, Don Knowles, Betty Majors, Dreana McClurg, and John Thelen. Others present: Pat Happer, Superintendent; Amy Adams-Mitchell, Board Clerk; and Rhonda Frakes, HS Principal.

**II. APPROVE AGENDA**

Motion made by Knowles, second by Jensen to approve the agenda as presented. Motion carried 5-0.

**III. CONSENT AGENDA**

- A. Minutes of June 12, 2017
- B. Claims for Payment, Check Journal(s)

Motion made by Majors, second by Knowles to approve the consent agenda as amended, minutes from June 12, 2017, had Don Knowles in attendance, he was absent. Motion carried 5-0.

**IV. BOARD ISSUES**

- A. Budget FY2018

Mr. Happer shared the latest budget information with the board.

- B. Benefits for Part Time Eligible Staff

- C. Staff Handbooks

Motion made by McClurg, second by Thelen to authorize the buyback of vacation for 12 month employees once they have utilized 50% of allocated vacation; with 50% of remaining vacation being eligible for purchase at the employee regular hourly rate. Motion carried 4-1, Knowles. Motion made by Knowles, second by Jensen to approve the classified handbook as presented. Motion carried 5-0. Motion made by Majors, second by Knowles to approve all other building handbooks as presented. Motion carried 5-0.

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- D. Property & Liability Insurance

Motion made by McClurg, second by Thelen to authorize the superintendent to attain other bids for property, liability, and workmen's comp insurance coverage not to exceed \$131,000 and to review with board member Dave Jensen. Motion carried 5-0.

- E. Keystone Assessment for 2017-18

Mr. Happer updated the board regarding the special education assessment for next year,

\$17,256.00, no increase.

F. Budget Authority Transfers

Motion made by Majors, second by Jensen to direct the Superintendent to transfer unused budget authority to Contingency Reserve, Food Service, Special Education, Capital Outlay, Textbook/Curriculum Resources, In-service/Staff Development, and/or At Risk Funds, as legal and necessary, subject to receipt of final state aid payments. Motion carried 5-0.

G. Donation

Motion made by Knowles, second by Thelen to accept the donation of \$500.00 for the art fund from the Millers. Motion carried 5-0.

**V. STUDENT ISSUES**

A. HS Credits for Graduation

Motion made by Jensen, second by Majors to approve the recommendation as presented to increase credit requirements for HS graduation from 26 to 30 effective with the 2021 graduating class. Motion carried 5-0.

B. HS Student Handbook

Motion made by Majors, second by Thelen to approve the recommendation as presented for the HS Student Handbook. Motion carried 5-0.

C. HS Activity/Athletic Handbook

Motion made by Majors, second by Thelen to approve the recommendation as presented for the HS Activity/Athletic Handbook. Motion carried 5-0.

**VI. FACILITIES/EQUIPMENT/PLANNING**

A. HVAC Units

Motion made by Jensen, second by Thelen to approve the recommendation as presented for replacement HVAC units from McElroys at \$249,585.00; other bids received were from Lower and Chucks Heating and Cooling. Motion carried 5-0.

B. Skylights @ HS – no action taken

C. Windows @ ES Library – no action taken

D. Repurposing AC Units – no action taken

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

**VIII. NEGOTIATIONS** *(Executive Session per KSA 75-4319)*

**IX. SUPERINTENDENT'S REPORT**

A. Phone/Intercom/Bell System

B. Summer Maintenance & Cleaning

C. Bond Fiscal Update

Mr. Happer gave updates on the above listed items.

**X. ADJOURN**

The meeting was adjourned at 7:12pm by President McClurg.

Respectfully submitted,

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Amy Adams-Mitchell, Board Clerk

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Dreana McClurg, Board President