

**Jefferson West USD #340**  
**Minutes of July 8, 2019**

**I. CALL MEETING TO ORDER**

A. Organization of Board of Education for 2019-2020

The meeting was called to order by President David Jensen at 6:31 pm. Members present were: Scott Gibson, Morgan Hall, Dave Jensen, Betty Majors, Dreana McClurg, Katherine Petesch, and John Thelen. Others present: Pat Happer, Superintendent; Dayna Lloyd, Deputy Clerk; Jessica Rodecap, John Clare at 7:05.

Motion made by Gibson, second by Petesch to approve the extension of the elected positions for Board President David Jensen and Vice President Dreana McClurg through January 13, 2020 due to statute changes. Motion carried 7-0.

Motion made by Gibson, second by Petesch to approve the extension of the  
**Meeting Location:** District Office 3675 74<sup>th</sup> Street, Meriden, Kansas

**Meeting Time:** 6:30 pm;

**Meeting Date:** Second Monday of every month

as presented. Motion carried 7-0.

B. Appointments for Board Operations for 2019-2020

a. Clerk of the Board: Amy Adams-Mitchell

b. Treasurer: Marcia Ricklefs

c. Attorney: Larry Mears

d. Deputy Clerk: Dayna Lloyd

Motion made by Gibson, second by McClurg to approve the appointments for board operations as presented and listed above. Motion carried 7-0.

C. Comments from Patrons and Guests

D. Communications

**II. APPROVE AGENDA**

Motion made by Majors, second by McClurg to approve the agenda as presented. Motion carried 7-0.

**III. APPROVAL of CONSENT AGENDA**

Motion made by Gibson, second by Hall to approve the consent agenda as presented for all other resolutions, approvals, and appointments as listed. Motion carried 7-0.

**IV. CONSENT AGENDA**

A. Approval of Minutes of June 24, 2019

B. Approval of Claims for Payment, Bldg & Treasurer's Rpt

C. Resolution to Establish Meeting Dates & Times (KSA 72-8205)

Monday, August 12<sup>th</sup>, 2019, 6:30 pm

Monday, September 9<sup>th</sup>, 2019, 6:30 pm

Monday, October 14<sup>th</sup>, 2019, 6:30 pm

Monday, November 11<sup>th</sup>, 2019, 6:30 pm

Monday, December 9<sup>th</sup>, 2019, 6:30 pm

Monday, January 13<sup>th</sup>, 2020, 6:30pm

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- D. Annual Appointments for 2019-20
  - 1. Appointment KPERS Designated Agent (KSA 74-4902(6)) – Amy Adams-Mitchell
  - 2. Appointment of Food Service Rep & Hearing Officer – Mr. Pat Happer
  - 3. Appointment of Impact Aid & PL874 Rep – Mr. Pat Happer
  - 4. Appointment of Coordinator for Homeless Duties – Mr. Pat Happer
  - 5. Appointment of Title VI and VII Compliance Coordinator – Mr. Pat Happer
  - 6. Appointment of Attendance & Compliance Officers – Mr. Pat Happer, Mrs. Rhonda Frakes, Mr. John Hamon, Mr. Wes Sturgeon, Mr. Brandan Giltner
  - 7. Appointment of Title IX Compliance and Hearing Officer – Mr. Pat Happer
  - 8. Appointment of ADA & Section 504 Compliance Hearing Officer – Mr. Pat Happer
- E. Annual Designations for 2019-20
  - 1. Appointment for Depository of District Funds – Denison State Bank (KSA 9-1401)
  - 2. Appointment of Official Newspaper – Valley Falls Vindicator (KSA 64-101)
- F. Annual Organizational Adoptions for 2019-20
  - 1. Approval of Adoption of 1,116 Hour Calendar (KSA 72-1106)
  - 2. Resolution to Establish Petty Cash Levels (KSA 72-8208)
    - ES \$750; MS \$750; HS \$1050; DO \$1150
      - a. Appointments of Authorized Designated Signatures  
Board President, Superintendent, Board Clerk, Board Treasurer
  - 3. Approval of Credit Card Limits and Charge Accounts as presented  
\$2500 – Visa, Valero, Office Depot, Sutherlands, Dillons, Voyager, Caseys, Westlake, Sams Club, Country Harvest, Lowes
  - 4. Reimbursement of Employee Physical Exams – up to \$80
  - 5. Approval to Establish Mileage Reimbursement (KSA 75-3203a) \$0.58
  - 6. Resolution for Destruction of Records (KSA 72-5369)
  - 7. Approval of Early Payment of Claims (KSA 12-105b)
  - 8. Resolution to Rescind all policy action from previous year and Adopt current written policy
  - 9. Resolution to Adopt GAAP Waiver (KSA 72-1120a)
- G. Authorize Activity Accounts
  - ES – Art, Book Fair Library, Booster Club Donations, Concessions, Misc Donations, Event/Activity, Field Trip, KDG Snack, Music Fund, PE, Petty Cash, PreSchool Snack, Vending Machines, Yearbook.
  - MS – Ag Shop, Art/Photography, Athletics, Band, Book Fair, Donations, FACS, FCCLA, Petty Cash, PE, Student Council, Scholar/Knowledge Bowl, Student Vending, Vocal, Yearbook.
  - HS – 3D Print Club, Ag Shop, AP Testing, Art, Athletics, Band, Calculator/Locks, Cheerleader, Counselor, Culinary, Debate, Donations, Fund Raiser, Misc, Drama, Entrepreneur, FACS, FBLA, FCA, FCCLA, FFA, Field Trips, Forensics, Greenhouse, Lakeside, Library, Magazine Sales, Musical, NHS, PE Uniforms, Petty Cash, SADD, Scholars Bowl, Spanish, Stuco, Student Vending, Weightlifting, Weststeppers, Yearbook, Freshman, Sophomore, Junior, and Senior Classes.
  - District – Curriculum, Textbook, Participation Fees (Athletic or Academic), iPad Protection Fee
- H. Establish Student Fees (Approved at the 6/10/19 mtg)
- I. District Athletic Passes (Approved at the 6/10/19 mtg)
- J. Other Fees (Approved at the 6/10/19 mtg)
  - Ballfield Banner Advertising & Stadium Scoreboard Advertising
- L. Adoption of the Home Rule Resolution  
RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

WHEREAS, the Board of Education of Unified School District No. 340, Jefferson County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and WHEREAS, Kansas law authorizes the board to transact all school district business; and WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities which are required of another unit of government; NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 340, Jefferson County, Kansas, that the board shall exercise the power granted by law and by this resolution. ADOPTED by the Board of Education of Unified School District 340, Jefferson County, Kansas, the 8<sup>th</sup> day of July, 2019.

## **V. BOARD ISSUES**

### **A. Keystone Learning Center Representative and Alternates**

Motion made by McClurg, second by Petesch to appoint Scott Gibson as the Keystone Learning Center representative, with all other board members as alternates, when needed. Motion carried 7-0.

### **B. Board Policy Updates**

Motion made by McClurg, second by Gibson to approve the board policy updates as presented for policies: CGK, CM, CN, CNA, EBBE, GAA, GAAA, GAAB, GACB, GACC, GACCA, GACE, GAE, GAG, GAHB, GAOE, GBH, GBN, GBRD, GBRH, IFC, IJ, and JBC.

### **C. Year End Fund Balances**

### **D. Board Goals 2018-19**

Mr. Happer shared updated board goals.

### **E. Board Goals Review for 2019-20 – Item was tabled**

### **F. Budget Preparation**

Motion made by McClurg, second by Gibson to set the Budget Hearing for Monday, August 12, 2019 at 6:00pm. Motion carried 7-0.

### **G. Classified Handbooks**

Motion made by Gibson, second by McClurg to approve the 2019-20 Classified Handbook as presented. Motion carried 7-0.

### **H. iPad Policy Updates**

Motion made by Gibson, second by McClurg to approve the iPad Policy updates as presented. Motion carried 7-0.

### **I. Extra Duty Pay Rate – No action was taken on this item**

## **VI. STUDENT ISSUES - none**

## **VII. FACILITIES/EQUIPMENT/PLANNING**

### **A. Vehicle Purchase**

Motion made by Gibson, second by Majors to authorize the purchase of a new Dodge Grand Caravan from Davis-Moore Chrysler Dodge Jeep Ram in Wichita for \$21,556 and to sell the 2004 Chevy Impala and use the funds of the sale towards the purchase of the van. Motion carried 7-0 .

### **B. Summer Projects Update**

Mr. Happer gave an update on summer maintenance work that is being done.

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

Motion made by Gibson, second by McClurg to adjourn to executive session to discuss individual employee performance under matters of nonelected personnel exception under KOMA, including Mr. Happer; with the meeting to resume in the boardroom at 7:58 pm.

Motion carried 7-0.

Motion made by McClurg, second by Thelen to adjourn to executive session to discuss individual employee performance under matters of nonelected personnel exception under KOMA, including Mr. Happer; with the meeting to resume in the boardroom at 8:08 pm.  
Motion carried 7-0.

- A. Resignations
- B. Contracts
- C. Wage and Salary

No action was taken on this item.

**IX. NEGOTIATIONS** (Executive Session KSA 75-4319)

Motion made by Gibson, second by Hall to adjourn to executive session to discuss matters of negotiations under employer employee negotiations exception of KOMA, including Mr. Happer, with the meeting to resume in the boardroom at 7:48 pm. Motion carried 7-0.

**X. SUPERINTENDENT UPDATE**

- A. Vacation
- B. Budget Workshop

Mr. Happer gave updates on items listed.

**XI. ADJOURN**

The meeting was adjourned by President Jensen at 8:09 pm.

Respectfully submitted,

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Dayna Lloyd, Deputy Board Clerk

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David Jensen, Board President