

JEFFERSON COUNTY NORTH SCHOOLS
UNIFIED SCHOOL DISTRICT NUMBER 339
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION OF USD 339
HELD ON AUGUST 8, 2022, AT THE DISTRICT OFFICE
WINCHESTER, KANSAS

The regular meeting of the Board of Education of USD 339 was called to order by Justin Finley, President, at 7:01 p.m. on August 8, 2022 at the district office in Winchester, KS.

Also present were Paige Noll, Traci Noll, Lora Weishaar, Lucas Hattemer, Jim Bodenheimer, Dr. Brad Kempf, Joe Worthington, Dr. Bobbie Meier, Thad Polson, Danielle Noll, Shawna Moore, Chris Domann, Greg Noll, and Rose Welch, Clerk.

Lindsay Aspinwall was present via Zoom.

Approval of the Consent Agenda

Jim Bodenheimer made a motion to approve the consent agenda. Motion seconded by Traci Noll. Motion carried 7-0.

CONSENT AGENDA

- A. Approval of the agenda
- B. Approval of the minutes of the July 11, 2022 regular meeting
- C. Approval of the July 11, 2022 bills Warrant No. 27313 = \$1,046.20
- D. Approval of the July 11, 2022 bill Warrant No. 27314-27316=\$16,680.90
- E. Approval of the July 21, 2022 bills Warrant No. 27317-27318=\$3,596.60
- F. Approval of the August 10, 2022 payroll Warrant No. 27319 and Direct Deposit No. 14744-14750 and email Direct Deposit No. 546.00001 – 546.00021 = \$45,106.56
- G. Approval of the August 10, 2022 bills Warrant No. 27320-27333=\$30,929.53
- H. Approval of the August 2, 2022 bills Warrant No. 27334-27335=\$10,428.44
- I. Approval of the August 08, 2022 bills Warrant No. 27336-27379=\$150,460.68
- J. Approval of the August 08, 2022 bills Warrant No. 27380-27385=\$15,019.42
- K. Appoint Board Treasurer and Assistant Treasurer - Approval of the consent agenda would appoint Teri Coppinger as Treasurer and re-appoint Lori Navinsky as Assistant Treasurer.
- L. Appoint KPERS Designated Agent - Approval of the consent agenda would re-appoint Rose Welch as designated agent and Teri Coppinger as alternate.

Communications

From Patrons Present: None

Written: None

Keystone Learning Services: Justin Finley presented the Keystone Learning Services report.

Report of Administration

Superintendents Report: In addition to his written report, Dr. Kempf informed the board that the academic banquet will be held on August 23, 2022. The busses passed Highway Patrol Inspection with the exception of bus #26 that is awaiting repairs. Dr. Kempf reported the window air conditioner unit in the Tech Center kitchen needs to be replaced. New staff report on August 9, 2022 and Dr. Kempf would like a board representative to come and welcome new staff. Dr. Britton Hart would like to have a special meeting to close the superintendent search with the board.

Tech Report: Mr. Noll is migrating apple ID's and removing old iMacs from our JAMF system.

Old Business

Negotiations (executive session): Traci Noll made a motion to go into executive session for 10 minutes to discuss negotiations, pursuant to the exception for employer-employee negotiations under KOMA to include Dr. Kempf. The open meeting will resume in the same room at 7:24 p.m. Motion seconded by Paige Noll. Motion carried 7-0.

Justin Finley called the meeting back into regular session at 7:24 p.m.

COVID Protocols: Dr. Kempf reviewed the COVID protocols that were adopted in January 2021. Lucas Hattemer made a motion to retire the COVID protocols. Motion seconded by Jim Bodenheimer. Motion carried 7-0.

Property Purchase from the City of Winchester: Dr. Kempf informed the board he has not received anything regarding the property purchase from the City of Winchester but will contact the Mayor to follow up.

New Business

SY2022-23 Budget Publication Approval: Dr. Kempf reviewed the budget with the board members and reported the bond will be paid off this year. Jim Bodenheimer made a motion to publish the budget as presented. Motion seconded by Traci Noll. Motion carried 7-0.

Building Needs Assessment & State Assessment Review: Dr. Kempf provided the needs assessment to the board of education. The board of education evaluated the needs assessment with Dr. Kempf and no questions were asked at this time.

Approval of the EMS/HS Handbooks: Mr. Worthington noted the main change in the HS handbook was the structured study program for students. Dr. Meier said there were no major changes to the EMS handbook. Traci Noll made a motion to approve the EMS/HS handbooks as presented. Motion seconded by Lora Weishaar. Motion carried 7-0.

Approve Certified, Classified, and Interscholastic Handbooks: Dr. Kempf noted the name changes and reporting sexual harassment changes to the certified and classified handbooks. Traci Noll made a motion to approve the certified, classified and interscholastic handbooks. Motion seconded by Lora Weishaar. Motion carried 7-0.

Approve Resolutions as follows:

Petty cash funds: Traci Noll made a motion to approve the following resolution to establish a petty cash fund for High School expenses. Motion seconded by Lora Weishaar. Motion carried 7-0.

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of USD 339, Jefferson County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 339, Jefferson County, Kansas, that a petty cash fund designated as the High School Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$1500.00.*

The fund shall be administered by Joe Worthington, Lori Navinskey, Jill Tweed, Teri Coppinger and Rose Welch. The High School secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of USD 339, Jefferson County, Kansas, the 8th day of August 2022.

*Not to exceed \$1500.00

Petty cash funds: Traci Noll made a motion to approve the following resolution to establish a petty cash fund for Elementary Middle school expenses. Motion seconded by Lora Weishaar. Motion carried 7-0.

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of USD 339, Jefferson County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 339, Jefferson County, Kansas, that a petty cash fund designated as the Elementary Middle School Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$1500.00.*

The fund shall be administered by Bobbie Meier, Kristy Noll, Melissa Lollar, Teri Coppinger and Rose Welch. The Elementary Middle school secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of USD 339, Jefferson County, Kansas, the 8th day of August 2022.

*Not to exceed \$1500.00

Petty cash funds: Traci Noll made a motion to approve the following resolution to establish a petty cash fund for district expenses. Motion seconded by Lora Weishaar. Motion carried 7-0.

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of USD 339, Jefferson County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies.

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 339, Jefferson County, Kansas, that a petty cash fund designated as the District Office Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be in the amount of \$1500.00.*

The fund shall be administered by Dr. Brad Kempf, Teri Coppinger and Rose Welch. The district office secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of USD 339, Jefferson County, Kansas, the 8th day of August 2022.

*Not to exceed \$1500.00

Personnel (executive session): Lucas Hattemer made a motion to go into executive session for 20 minutes to discuss personnel matters, pursuant to the non-elected personnel exception under KOMA to include Dr. Kempf. The open meeting will resume in the same room at 8:08 p.m. Motion seconded by Lora Weishaar. Motion carried 7-0.

Justin Finley called the meeting back into regular session at 8:08 p.m.

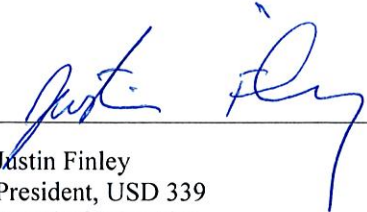
Approval of Hire: Paige Noll made a motion to hire Jenny Cox (EMS Music teacher), Kari Mitchell (6th Grade teacher) and Mark McMillan (Part-Time Manufacturing teacher). Motion seconded by Lucas Hattemer. Motion carried 7-0.


Approval of signed contracts: Jim Bodenheimer made a motion to approve the signed contracts of Dr. Bobbie Meier (EMS Principal) and Teri Coppinger (DO Secretary/Treasurer). Motion seconded by Traci Noll. Motion carried 7-0.

Approval of Resignations: Traci Noll made a motion to approve the resignations of Sherri Jackson (HS Evening Custodian) and Larry Babcock (Director of Facilities and Grounds). Motion seconded by Jim Bodenheimer. Motion carried 7-0.

Miscellaneous items from Board Members: Lucas Hattemer reported that Mammoth Sports Construction contacted him regarding turf they would donate to our school district. Dr. Kempf will reach out to Mammoth and report to the board. Lucas Hattemer received an email regarding clean energy fuel for busses. Dr. Kempf will research this program and report to the board.

Justin Finley adjourned the meeting at 8:16 p.m.


Justin Finley
President, USD 339
Board of Education


Rose M. Welch
Board Clerk, USD 339
September 12, 2022