

JEFFERSON COUNTY NORTH SCHOOLS  
UNIFIED SCHOOL DISTRICT NUMBER 339  
MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION OF USD 339  
HELD ON SEPTEMBER 12, 2022, AT THE DISTRICT OFFICE  
WINCHESTER, KANSAS

The USD 339 Revenue Neutral Rate Hearing was called to order by Justin Finley, President, at 6:40 p.m. on September 12, 2022, at the district office in Winchester.

Also present were Lindsay Aspinwall, Paige Noll, Jim Bodenheimer, Traci Noll, Dr. Brad Kempf, Thad Polson, and Rose Welch, Clerk.

Lora Weishaar was present via phone call.

Dr. Brad Kempf reviewed the revenue neutral rate for SY22-23. No questions were asked.

Traci Noll made a motion to adopt resolution No. 2022-23.14 to exceed the revenue neutral rate for SY22-23. Motion seconded by Paige Noll. Motion carried 6-0.

Roll Call Vote was taken and recorded by Rose Welch, Board Clerk. 6-0, 1 absent (Luke Hattemer).

Justin Finley closed the RNR Hearing at 6:45 p.m.

The USD 339 Budget Hearing was called to order by Justin Finley, President, at 6:50 p.m. on September 12, 2022 at the district office in Winchester.

Dr. Brad Kempf reviewed the SY2022-2023 Budget. No questions were asked.

Traci Noll made a motion to approve the SY2022-2023 budget as presented. Motion seconded by Jim Bodenheimer. Motion carried 6-0.

Justin Finley closed the budget hearing at 6:52 p.m.

Lucas Hattemer arrived at 6:55 p.m.

The regular meeting of the Board of Education of USD 339 was called to order by Justin Finley, President, at 7:00 p.m. on September 12, 2022 at the district office in Winchester, KS.

CONSENT AGENDA

- A. Approval of the consent agenda
- B. Approval of the minutes of the August 8, 2022 regular meeting
- C. Approval of the August 19, 2022 bills Warrant No. 27386-27387 =\$1,192.27
- E. Approval of the September 9, 2022 regular payroll Warrant No. 27388-27394 and  
Direct Deposit No. 14751-14757 and E-mail Deposit No. 547.0001-547.00074=\$ 205,966.31
- F. Approval of the September 9, 2022 bills Warrant No. 27395-27411= \$150,677.80
- G. Approval of the September 9, 2022 bill Warrant No. 27412=\$9,581.16
- H. Approval of the September 12, 2022 bills Warrant No. 27413-27486=\$201,900.03

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

**Communications**

**From Patrons Present:** None

**Written:** None

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

## **Report of Administration**

**Superintendents Report:** Dr. Kempf reported that we are unable to get the two vans that we ordered from Rusty Eck Ford. Safe & Secure Schools Grant was discussed and it was decided that it is best to have the weight room closed during the day but extend the hours to 4:30 to 7:00 a.m. and 7:00 to 11:00 p.m. Dr. Kempf reviewed the board management systems from BoardDoc & Boardbooks.

## **Old Business**

**Negotiations (executive session):** Lindsay Aspinwall made a motion to go into executive session for 5 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 7:21 p.m. Motion seconded by Traci Noll. Motion carried 7-0.

Justin Finley called the meeting back into regular session at 7:21 p.m.

Jim Bodenheimer made a motion to accept the Negotiated Agreement for SY22-23 as presented. Motion seconded by Lindsay Aspinwall. Motion carried 7-0.

**Property Purchase from the City of Winchester:** Dr. Kempf attended the City of Winchester's board meeting and they plan to have their lawyer get the paperwork ready to present to the board in November.

**Propane Bus Discussion:** Dr. Kempf discussed propane busses and he will continue to gather more information.

## **New Business**

**Approval of School Board Management System:** Dr. Kempf reviewed the two school board management systems that our school could utilize. These programs can help with creating the agenda, minutes, policies, etc. The board members are in favor of utilizing the board management systems.

**Interlocal Agreement Approval:** Jim Bodenheimer made a motion to approve the Inter-local Agreement between USD 338, Valley Falls, and USD 339 for our shared Spanish teacher, Cecilia Blanton, as presented for the SY22-23. Motion seconded by Traci Noll. Motion carried 7 – 0.

**Personnel (executive session):** Lucas Hattmer made a motion to go into executive session for 10 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 7:50 p.m. Motion seconded by Lindsay Aspinwall. Motion carried 7 – 0.

Justin Finley called the meeting back into regular session at 7:50 p.m.

**Approval of Classified Hourly Rates:** Traci Noll made a motion to approve the classified salary rate increase, as discussed. Motion seconded by Lindsay Aspinwall. Motion carried 7-0.

**Approval of Principals' Salary Rates:** Traci Noll made a motion to approve the EMS and HS Principals salary rate increase, as discussed. Motion seconded by Jim Bodenheimer. Motion carried 7-0.

**Personnel (executive session):** Lindsay Aspinwall made a motion to go into executive session for 10 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 8:02 p.m. Motion seconded by Paige Noll. Motion carried 7 – 0.

Justin Finley called the meeting back into regular session at 8:02 p.m.

**Approval of KPERS retired teacher contract:** Lindsay Aspinwall made a motion to hire Mark McMillan as part-time HS Industrial Arts Teacher. Motion seconded by Traci Noll. Motion carried 7-0.

**Approval of Hires:** Lucas Hattmer made a motion to hire Russ Cobb (HS Softball Head Coach), Phil Domann (HS Softball Asst. Coach), Coulter Vestal (HS Baseball Head Coach), Mark Genova (HS Head Custodian), Haley Area (EMS Secretary), Shanie Adams (HS Asst. Athletic Director), Rich Leakey (MS Head Cross Country



Coach), Spencer Wilson (MS Asst. Cross Country Coach), and Jeff Schneider (HS BBB Asst. Coach). Motion seconded by Lindsay Aspinwall. Motion carried 7-0.

**Approval of Position Changes:** Traci Noll made a motion to accept the position change of Melissa Lollar, EMS Secretary to Title I Math Para and Gordon Wilbur, HS Head Custodian to EMS Head Custodian. Motion seconded by Paige Noll. Motion carried 7-0.

**Approval of Resignations:** Traci Noll approved the resignation of Rebecca Funk, MS Asst. Track Coach. Motion seconded by Paige Noll. Motion carried 7-0.

**Approval of Rescinded Resignation:** Traci Noll approved the rescinded resignation of Sherri Jackson, HS Night Custodian. Motion seconded by Paige Noll. Motion carried 7-0.

**Approve Resolutions as follows:**

**Rescind policy actions established during the previous year:** Traci Noll made a motion to approve the following resolution to rescind policy actions established during SY22-23. Motion seconded by Paige Noll. 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, Haley Area, 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 12<sup>th</sup> day of September, 2022.

\*Not to exceed \$1500.00

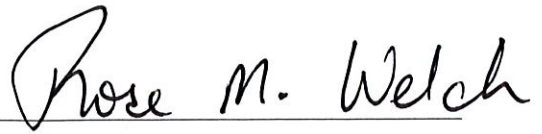
Miscellaneous items from Board Members: None

Justin Finley adjourned the meeting at 8:06 p.m.



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Justin Finley  
President, USD 339  
Board of Education



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Rose M. Welch  
Board Clerk, USD 339  
October 10, 2022