

JEFFERSON COUNTY NORTH SCHOOLS
UNIFIED SCHOOL DISTRICT NUMBER 339
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION OF USD 339
HELD ON JULY 12, 2021, 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 7:30 p.m. on July 12, 2021 at the district office in Winchester, Ks.

Also present were Lindsay Aspinwall, Paige Noll, Traci Noll, Sharon Porter, Denise Jennings, Tamara Gigstad, Winda Ladner, Janet McAfee, and Rose Welch, Clerk. Jim Bodenheimer was absent.

Traci Noll made a motion to approve the consent agenda. Motion seconded by Sharon Porter. Motion carried 5-0

CONSENT AGENDA

- A. Approval of the agenda
- B. Approval of the minutes of the June 14, 2021 Regular Meeting
- C. Approval of the June 16, 2021 bills Warrant No. 26083-26089=\$44,279.99
- D. Approval of the June 17, 2021 bills Warrant No. 26090-26099=\$15,875.11
- E. Approval of the June 18, 2021 bills Warrant No. 26100-26105=\$28,936.42
- F. Approval of the June 18, 2021 bills Warrant No. 26106-26115=\$15,875.11
- G. Approval of the June 22, 2021 bills Warrant No. 26131-26142=\$95,790.49
- H. Approval of the June 22, 2021 bills Warrant No. 26116=\$5,074.89
- I. Approval of the June 22, 2021 (July Lump Sum) payroll Direct Deposit No. 519.00001-519.00007. = \$20,578.45
- J. Approval of the June 23, 2021 bills Warrant No. 26146-26157=\$89,861.40
- K. Approval of the June 23, 2021 bills Warrant No. 26158-26165=\$5,307.84
- L. Approval of the June 23, 2021 bills Warrant No. 26166-26172=\$6,884.93
- M. Approval of the June 23, 2021 (August Lump Sum) payroll Direct Deposit No. 520.00001-520.00007 = \$20,578.41
- N. Approval of the June 25, 2021 bills Warrant No. 26176-26185=\$25,783.67
- O. Approval of the June 28, 2021 bills Warrant No. 26186-26187=\$1,931.71
- P. Approval of the June 29, 2021 bills Warrant No. 26188-26202=\$11,814.96
- Q. Approval of the June 29, 2021 bills Warrant No. 26203=\$1,874.73
- R. Approval of the July 9, 2021 (July Unencumbered) payroll Warrant No. 26117-26119 and Direct Deposit No. 14613-14615 and 521.00001-521.00046 = \$119,789.55
- S. Approval of the August 10, 2021 (August Unencumbered) payroll Warrant No. 26143-26145 and Direct Deposit No. 14616-14618 and 522.00001-522.00044 = \$111,061.51
- T. Approval of the July 10, 2021(Superintendent) payroll Direct Deposit No. 523.00001 = \$5844.34
- U. Approval of the July 9, 2021 (July Regular/Clean-Up) payroll Warrant No. 26173-26175 and Direct Deposit No. 14619-14625 and 524.00001-524.00023 = \$46,518.62
- V. Approval of July 8, 2021 bills Warrant No. 26204-26206=\$165.83
- W. Approval of July 9, 2021 bills Warrant No. 26207-26237 =\$74,911.21
- X. Appoint Clerk of the Board and Assistant Clerk of the Board – Approval of the consent agenda would re-appoint Rose Welch as Clerk and Jill Tweed as Assistant Clerk.
- Y. Appoint Board Treasurer and Assistant Treasurer - Approval of the consent agenda would re-appoint Lana Aspinwall as Treasurer and Lori Navinsky as Assistant Treasurer.
- Z. Appoint authorized representative for Food Service - Approval of the consent agenda would re-appoint Denise Jennings as Food Service representative and Hearing Officer.
- AA. Appoint KPERS Designated Agent - Approval of the consent agenda would re-appoint Rose Welch as designated agent and Lana Aspinwall as alternate.
- BB. Appoint Attendance Officers - Approval of the consent agenda would appoint the principals of their respective buildings as hearing officers: Matthew Stapp for Preschool through 8th grades, and Joe Worthington for grades 9-12.
- CC. Appoint District Hearing Officers - Approval of the consent agenda would re-appoint Joe Worthington as hearing officer for grades Preschool through 8; Matthew Stapp for grades 9-12; and Denise Jennings as alternate.

- DD. Appoint Auditor –Approval of the consent agenda would designate BT&Co., P.A. (fka: Berberich, Trahan, and Company) as the board’s auditor for fiscal year 2021-2022.
- EE. Designate official School Newspaper - Approval of the consent agenda would designate the Oskaloosa Independent as the official newspaper of the district.
- FF. Designate official school Bank and Depository - Approval of the consent agenda would designate the Kendall Bank as the district’s official bank and depository.
- GG. Appoint 504 Representative and Federal Programs representative - Approval of the consent agenda would re-appoint Denise Jennings as representative for Federal Programs and Section 504 compliance, as well as compliance coordinator for Title VI, Title VII, and Title IX complaints.
- HH. Appoint Purchasing Agent - Approval of the consent agenda would re-appoint Denise Jennings as district purchasing agent.
- II. Adopt the 1,116 hour school calendar - Approval of the consent agenda would adopt a calendar based on 1,116 hours
- JJ. Authorization for early payment of bills - Approval of the consent agenda would continue to allow us to pay bills early which 1) would result in a late fee if not paid early, or 2) would result in a discount if paid early.
- KK. Destruction of old records (SY 2015-2016) approval - approval of the consent agenda would authorize the board office to destroy records for the 2015-2016 school year as allowed by Kansas Statute.
- LL. Appoint School District Attorney – Approval of the consent agenda would appoint KASB as our district attorney.

Lucas Hattemer arrived at 7:31 p.m.

Elections and Appointments:

Lindsay Aspinwall made a motion to nominate Justin Finley as President. Motion seconded by Traci Noll. Sharon Porter made a motion to cease nominations. Motion seconded by Lucas Hattemer. Motions carried 6-0.

Traci Noll made a motion to nominate Lindsay Aspinwall as Vice President. Motion seconded by Sharon Porter. Lucas Hattemer made a motion to cease nominations. Motion seconded by Traci Noll. Motions carried 6-0.

Janet McAfee arrived at 7:32 p.m.

Justin Finley appointed Paige Noll as KASB Governmental Relations Network Representative.

Winda Ladner arrived at 7:34 p.m.

Justin Finley appointed himself as the Keystone Board representative and appointed Lucas Hattemer to serve as the alternate representative.

Traci Noll and Lindsay Aspinwall were appointed by Justin Finley to serve as the Board of Education Calendar Committee representatives.

Justin Finley and Jim Bodenheimer will serve as the Board of Education representatives for teacher negotiations.

Communications:

From Patrons Present: None

Written: A note received from Anita Altic was acknowledged.

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

Report of Administration:

Superintendents Report: In addition to her written report, Mrs. Jennings updated the board on the new bus purchase. The custodian/maintenance team has been busy cleaning and repairing buildings. Mr. Chaffee has been working with PowerSchool to get ready for online enrollment and with Healthy Futures

Dental Program to have an online fillable form available during enrollment. State mileage rate remains the same at .56 cents per mile. Mrs. Jennings updated the board on KJUMP and Symmetry billing.

District Financial Report including July 1, 2021 cash balances: Mrs. Jennings discussed the district financial report and explained the July 1, 2021 cash balances.

Old Business:

Negotiations: The board representatives, Jim Bodenheimer and Justin Finley, will start negotiations after July 16, 2021 when Thad Polson is available.

2nd Read KASB Board Policies: Traci Noll made a motion to approve the KASB policies as presented. Motion seconded by Lindsay Aspinwall. Motion carried 6-0.

Covid Update: None

FFA Board Committee Update: Lucas Hattemer shared an update from community committee members and informed the board about the FFA meeting scheduled for July 21, 2021 at 7:00 p.m. at the Library in Winchester.

New Business:

Approve Resolutions as follows:

Rescind policy actions established during the previous year: Sharon Porter made a motion to approve the following resolution to rescind policy actions established during SY20-21. Motion seconded by Paige Noll. Motion carried 6-0.

RESOLUTION FOR RESCINDING POLICY STATEMENTS

BE IT RESOLVED that all policy statements found in the minutes of this Board of Education prior to June 30, 2021, be rescinded, and that the Board of Education adopt the policy manual (or written policies) as presented and recommended by the Superintendent of schools, to govern this school district during the 2021-2022 school year, subject to periodic review, amendment, and revision by the Board of Education.

Adopt new board policies: Lucas Hattemer made a motion to approve the following resolution to adopt new board policies. Motion seconded by Sharon Porter. Motion carried 6-0.

RESOLUTION TO ADOPT NEW BOARD POLICIES

BE IT RESOLVED that the Board of Education of USD 339 adopt the new policies and administrative rules attached to the official agenda of the Board meeting of July 12, 2021, with said new policies and administrative rules to become effective July 1, 2021.

FURTHER, be it resolved that all policies and administrative rules adopted prior to June 30, 2021 be declared as null and void and of no effect as of July 1, 2021.

FURTHER, be it resolved that the full text of said newly adopted board policies and administrative rules be attached to and incorporated in the board minutes of the July 12, 2021, board meeting; however, said new board policies and administrative rules will be actually filed in the superintendent's office in a permanent file to be established and maintained by said superintendent or his/her designated representative. All such newly adopted policies and administrative rules adopted this date will be marked with the effective date in the appropriate place on each such page of the policies and rules.

Adopt the annual waiver of requirements for Generally Accepted Accounting Principles: Lindsay Aspinwall made a motion to waive the requirements of Generally Accepted Accounting Principles for year ended June 30, 2021. Motion seconded by Traci Noll. Motion carried 6-0.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES RESOLUTION

WHEREAS the Board of Education of Unified School District No. 339, Jefferson County, Kansas, has determined that the financial statements and financial report for the year ended June 30, 2021, to be prepared in conformity with the requirements of K.S.A. 75-1120(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of the Unified School District 339 and

WHEREAS there are no revenue bond ordinances or other resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120(a) for the year ended June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 339, Jefferson County, Kansas, in regular meeting duly assembled this 12th day of July, 2021, that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120(a) as they apply to the Unified School District No. 339 for the year ended June 30, 2021.

BE IT FURTHER RESOLVED that the Board of Education shall cause the financial statements and financial reports of the Unified School District No. 339 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Establish regular meeting dates for Board Meetings during SY2021-22: Traci Noll made a motion to approve the following resolution to establish regular meeting dates during the 2021-2022 school year, to specify a 7:00 pm start time. Motion seconded by Lindsay Aspinwall. Motion carried 6-0.

RESOLUTION TO ESTABLISH REGULAR MEETING DATES

BE IT RESOLVED that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 339, Jefferson County, Kansas, at its regular meeting held on July 12th, 2021, established the following meeting schedule for regular board of education meetings to be held during the 2021-2022 school year:

August 9th, September 13th, October 11th, November 8th, December 13th, January 10th, February 14th, March 7th, April 11th, May 9th and June 13th. The July 2022 organizational meeting would be July 11th, 2022.

If the established meeting date falls on a legal holiday or a holiday specified by the Board of Education, the Board shall establish and give notice of the new meeting date and time.

All meetings will be held in the board room at 310 5th Street, Winchester, at 7:00 p.m.

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

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 Paige Noll. Motion carried 6-0.

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, Lana Aspinwall 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 12th day of July, 2021.

*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 Paige Noll. Motion carried 6-0.

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 Matthew Stapp, Kristy Noll, Melissa Lollar, Lana Aspinwall 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 12th day of July, 2021.

*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 Paige Noll. Motion carried 6-0.

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 Denise Jennings, Lana Aspinwall 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 12th day of July, 2021.

*Not to exceed \$1500.00

Activity Funds: Traci Noll made a motion to approve the following resolution to establish an activity fund for High School expenses for student activities. Motion seconded by Lucas Hattemer. Motion carried 6-0.

RESOLUTION TO ESTABLISH ACTIVITY FUND

WHEREAS, the Board of Education of USD 339, Jefferson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 339, Jefferson County, Kansas, that an activity fund designated as the High School Activity Fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics, and other board approved student extra-curricular activities.

The fund shall be administered by Joe Worthington. 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 balances at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132 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 12th day of July, 2021.

Activity Funds: Traci Noll made a motion to approve the following resolution to establish an activity fund for Elementary Middle school expenses for student activities. Motion seconded by Lucas Hattemer. Motion carried 6-0.

RESOLUTION TO ESTABLISH ACTIVITY FUND

WHEREAS, the Board of Education of USD 339, Jefferson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of USD 339, Jefferson County, Kansas, that an activity fund designated as the Elementary Middle School Activity Fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics, and other board approved student extra-curricular activities.

The fund shall be administered by Matthew Stapp. 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 balances at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132 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 12th day of July, 2021.

Approval of intent to exceed revenue neutral rate (RNR): Traci Noll made a motion to approve the intent to exceed revenue neutral rate. Motion seconded by Paige Noll. Motion carried 6-0.

Approval of KEIT Health/Dental/Vision Insurance for SY21-22: Approving KEIT insurance as presented will rescind VSP insurance approved by the board last month. Paige Noll made a motion to approve KEIT insurance as presented. Motion seconded by Sharon Porter. Motion carried 6-0.

Approval of Donations: Traci Noll made a motion to approve a monetary gift from Anita Altic for High School Student Council. Motion seconded by Lindsay Aspinwall. Motion carried 6-0.

Lucas Hattemer made a motion to approve the donation of a JCN Football Shrine Bowl Plaque from Terry Porter. Motion seconded by Lindsay Aspinwall. Motion carried 6-0.

Personnel (executive session): Lucas Hattemer made a motion to go into executive session for 10 minutes, to discuss non-elected personnel matters, pursuant to the non-elected personnel exception under KOMA to include Mrs. Jennings, the open meeting will resume in the same room at 9:02 p.m. Motion seconded by Traci Noll. Motion carried 6 – 0.

Winda Ladner left the meeting at 9:00 p.m.

Justin Finley called the meeting back into regular session at 9:02 p.m.

Lucas Hattemer made a motion to go into executive session for 5 minutes, to discuss non-elected personnel matters, pursuant to the non-elected personnel exception under KOMA to include Mrs. Jennings, the open meeting will resume in the same room at 9:08 p.m. Motion seconded by Lindsay Aspinwall. Motion carried 6 – 0.

Justin Finley called the meeting back into regular session at 9:08 p.m.

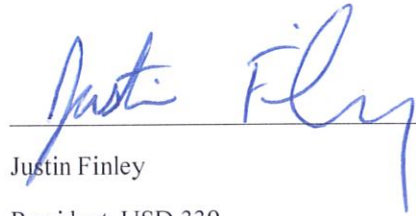
Approval of Hire: Lucas Hattemer made a motion to hire Danielle Willcott as assistant HS Cheer/Dance Sponsor, James Tweed as Summer Weightlifting Coach, Shawna Deviney as a Summer School teacher, Shawna Moore as a Summer School teacher, Ray Mitchell for head EMS custodian, and Steve Noll as MS Head Girls Basketball Coach. Motion seconded by Traci Noll. Motion carried 6-0.

Approval of Contracts: Lucas Hattermer made a motion to approve contracts of Kymee Noll as assistant HS VB coach, Kylie Stutz as assistant 3rd position coach for HS VB, Shawna Moore as a summer school teacher, Shawna Deviney as a summer school teacher and James Tweed as Summer Weightlifting Coach.

Approval of Resignations: Lucas Hattermer made a motion to approve the resignation of Jessica Wilkes (HS business) with a \$500 penalty as per policy for a resignation after June. Motion seconded by Traci Noll. Motion carried 6-0.

Lucas Hattermer made a motion to approve Jessica Noll (Assistant MS track coach) resignation. Motion seconded by Traci Noll. Motion carried 6-0.

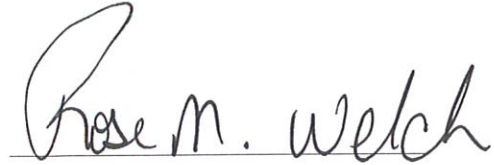
Meeting adjourned by Justin Finley at 9:11 p.m.



Justin Finley

President, USD 339

Board of Education



Rose M. Welch

Clerk, USD 339

August 9, 2021