

JEFFERSON COUNTY NORTH SCHOOLS
UNIFIED SCHOOL DISTRICT# 339

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION OF USD 339
HELD ON JULY 8, 2019, AT THE DISTRICT OFFICE
WINCHESTER, KANSAS

The regular meeting of the Board of Education of USD 339 was called to order by Ron Langston, President at 7:30 p.m. on July 8, 2019 at the district office in Winchester, KS.

Also present were Justin Finley, James Filbert, Katherine Wolfe, Denise Jennings, Lori Kloepper, part time Board Clerk, and Kristina Edwards Board Clerk, Thad Polson, Winda Oldhe-Ladner, and Rick Nichols.

Sharon Porter arrived at 7:31 p.m.

Elections and Appointments:

Justin Finley made a motion to nominate Ron Langston as President; motion seconded by Katherine Wolfe. Motion carried 5 - 0.

James Filbert made a motion to nominate Sharon Porter as Vice-President; motion seconded by Justin Finley. Motion carried 5 - 0.

Ron Langston appointed Sharon Porter as the KASB Governmental Relation Network representative with an alternate to be appointed if needed.

James Filbert made a motion to nominate Ron Langston as the Keystone Board representative; motion seconded by Katherine Wolfe. Motion carried 5 - 0. Ron Langston appointed James Filbert to serve as the alternate representative.

Katherine Wolfe and Kip Schmalz were appointed by Ron Langston to serve as the Board of Education Calendar Committee representatives.

Ron Langston and Justin Finley will serve as the Board of Education representatives for teacher negotiations.

Ron Langston made a motion to approve the following Consent Agenda with option of open discussion.

CONSENT AGENDA

Approval of the agenda

- B. Approval of the minutes of the June 10, 2019 Regular Meeting
- Approval of the June 12, 2019 (July Lump Sum) payroll Warrant No. 23902 - 23912 and Direct Deposit No. 470.00001 - 470.00008 = \$39,744.39
- C. Approval of the June 13, 2019 (August Lump Sum) payroll Warrant No. 23913 - 23923 and Direct Deposit No. 471.00001 - 471.00008 = \$39,744.27
- D. Approval of the July 10, 2019 (July Unencumbered) payroll Warrant No. 23924 - 23936 and Direct Deposit No. 14353 - 14355 and 472.00001 - 472.00044 = \$184,743.85
- E. Approval of the August 9, 2019 (August Unencumbered) payroll Warrant No. 23937 - 23949 and Direct Deposit No. 14356 - 14358 and 473.00001 - 473.00042 = \$171,787.21
- F. Approval of the June 24, 2019 bills Warrant No. 23590 - 23955 = \$10,758.71
- G. Approval of the July 10, 2019 (July Regular/Clean-Up) payroll Warrant No. 23956 - 23968 and Direct Deposit No. 474.00001 - 474.00015 = \$52,105.82

- H. Approval of the July 10, 2019 (Superintendent) payroll Warrant No 23969 – 23976 and Direct Deposit No 475.00001= \$10,296.86
- I. Approval of the June 28, 2019 bills Warrant No. 23977 – 24020 = \$224,278.91
- J. Approval of the June 28, 2019 bills Warrant No. 24021 - 24035 = \$17,376.74
- K. Approval of the June 28, 2019 Warrant No. 24036 = Void
- L. Approval of the June 28, 2019 bills Warrant No. 24037 – 24040 = \$5,019.31
- M. Appoint Clerk of the Board and Assistant Clerk of the Board – Approval of the consent agenda would appoint Kristina Edwards as Clerk and Jill Tweed as Assistant Clerk.
- N. Appoint Board Treasurer and Assistant Treasurer - Approval of the consent agenda would re-appoint Lana Aspinwall as Treasurer and Lori Navinsky as Assistant Treasurer.
- O. Appoint authorized representative for Food Service - Approval of the consent agenda would re-appoint Denise Jennings as Food Service representative and Hearing Officer.
- P. Appoint KPERs Designated Agent - Approval of the consent agenda would appoint Kristina Edwards as designated agent and Lana Aspinwall as alternate.
- Q. 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.
- R. 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 for each.
- S. Appoint Auditor –Approval of the consent agenda would designate Berberich, Trahan, and Company as the board’s auditor for fiscal year 2019-2020.
- T. Designate official School Newspaper - Approval of the consent agenda would designate the Oskaloosa Independent as the official newspaper of the district.
- U. Designate official school Bank and Depository - Approval of the consent agenda would designate the Kendall State Bank, The State Bank of Oskaloosa and the Kansas Municipal Investment Pool as the district’s official banks and depositories.
- V. 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.
- W. Appoint Purchasing Agent - Approval of the consent agenda would re-appoint Denise Jennings as district purchasing agent.
- X. Adopt the 1,116 hour school calendar - Approval of the consent agenda would adopt a calendar based on 1,116 hours.
- Y. 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.
- Z. Destruction of old records (SY 2013-2014) approval - approval of the consent agenda would authorize the board office to destroy records for the 2013-2014 school year as allowed by Kansas Statute.
- AA. Appoint School District Attorney – Approval of the consent agenda would appoint KASB as our district attorney.

Communications Report: None

Ron Langston presented the Keystone Learning Services report.

Superintendent’s Report:

Mrs. Jennings reported a malfunction with the freezer at the high school over a previous weekend resulting in minimal food lost since it was during the summer months. The High School gym floor has been sanded, painted and refinished. Denise invited the members to look at the floor after the meeting. The new website for the district is up and running, but still “under construction”.

KDOT is working on a project to install new lighting at the Hwy 59/K4 junction. An easement for an electrical line across the property at the elementary/middle school will be presented to the BOE at the August meeting. KDOT moved asphalt chips from Nortonville to the high school to allow Westar the ability to survey the area in question. The asphalt chips will help maintain the drive and parking areas around the district office and parking areas.

District Financial Report: Mrs. Jennings presented year-end balance for 2018-19. Overall, cash balances are similar to the previous year with the exception of Bond/Interest increased and Capital Outlay decreased with a newly purchased school bus.

Old Business:

Negotiations (executive session) Katherine Wolfe made a motion at 7:52 p.m. to go into executive session with the Superintendent for 5 minutes to discuss negotiations in order to protect the public interest in negotiating a fair and equitable contract and open meeting will resume in the boardroom at 7:59 p.m. Motion seconded by Justin Finley. Motion carried 5-0.

Ron Langston called the meeting back into regular session at 7:59 p.m.

New Business:

(Approve KASB Recommended Policies) Mrs. Jennings recommended a second read of the KASB policies and to approve them at a Special Board meeting later in July

(Approve SY2019-20 mileage reimbursement rate) Katherine Wolfe made a motion to increase mileage reimbursement to \$0.56. James Filbert seconded. Motion carried 5-0.

Personnel (executive session) Katherine Wolfe made a motion at 8:01 p.m. to go into executive session for 5 minutes with the Superintendent to discuss personnel in order to protect the public interest in negotiating a fair and equitable contract and open meeting will resume in the boardroom at 8:06 p.m. Motion seconded by Justin Finley. Motion carried 5-0.

Ron Langston called the meeting back into regular session at 8:06 p.m.

(Contract Approvals)

Jessica Wilkes (New Business Teacher) Katherine Wolfe made a motion to approve. Justin Finley seconded. Motion carried 5-0.

Melissa Lollar (EMS Secretary) Katherine Wolfe made a motion to approve. Justin Finley seconded. Motion carried 5-0.

Rebecca Funk (MS VB coach) Katherine Wolfe made a motion to approve. Justin Finley seconded. Motion carried 5-0.

(Approve KPERS retired teacher contract) (Dave Chaffee) Katherine Wolfe made a motion to approve. Justin Finley seconded. Motion carried 5-0.

(Supplemental Contracts approvals) Katherine Wolfe made a motion to approve as presented. Justin Finley seconded. Motion carried 5-0.

(Establish substitute teacher pay) Katherine Wolfe made a motion to approve an increase for daily and long-term rates of substitute pay by \$5/day. Justin Finley seconded. Motion carried 5-0.

(Rescind policy actions established during the previous year) Sharon Porter made a motion to approve the following resolution to rescind policy actions established during SY19-20. Motion seconded by Justin Finley. Motion carried 5-0.

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, 2019, 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 2019-2020 school year, subject to periodic review, amendment, and revision by the Board of Education.

(Adopt new board policies) Sharon Porter made a motion to approve the following resolution to adopt all current written policies. Motion seconded by Justin Finley. Motion carried 5-0.

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 8, 2019, with said new policies and administrative rules to become effective July 1, 2019.

FURTHER, be it resolved that all policies and administrative rules adopted prior to June 30, 2019 be declared as null and void and of no effect as of July 1, 2019.

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 8, 2019, 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 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) Sharon Porter made a motion to waive the requirements of Generally Accepted Accounting Principles for year ended June 30, 2020. Motion seconded by Justin Finley. Motion carried 5-0.

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, 2020, 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 or 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, 2020.

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 8th day of July, 2019, 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, 2020.

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 SY2019-20) Sharon Porter made a motion to approve the following resolution to establish regular meeting dates during the 2019-2020 school year. Motion seconded by Justin Finley. Motion carried 5-0.

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 8th, 2019, establish the following schedule for regular board of education meetings to be held during the 2019-2020 school year:

August 12th, September 9th, October 14th, November 11th, December 9th, January 13th, February 10th, March 9th, April 13th, May 11th and June 8th. The July 2020 organizational meeting would be July 13th, 2020.

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 7:30 p.m.

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

(Petty cash funds) Sharon Porter made a motion to approve the following resolution to establish a petty cash fund for High School expenses. Motion seconded by Justin Finley. Motion carried 5-0.

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 Kristina Edwards. 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 July, 2019.

*Not to exceed \$1500.00

(Petty cash funds) James Filbert made a motion to approve the following resolution to establish a petty cash fund for Elementary Middle school expenses. Motion seconded by Justin Finley. Motion carried 5-0.

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of USD 339, Jefferson County, Kansas, has determine 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 Kristina Edwards. 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 July, 2019.

*Not to exceed \$1500.00

(Petty cash funds) Sharon Porter made a motion to approve the following resolution to establish a petty cash fund for district expenses. Motion seconded by Justin Finley. Motion carried 5-0.

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 Kristina Edwards. 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 July, 2019.

*Not to exceed \$1500.00

(Activity Funds) Sharon Porter made a motion to approve the following resolution to establish an activity fund for High School expenses for student activities. Motion seconded by Justin Finley. Motion carried 5-0.

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 8th day of July, 2019.

(Activity Funds) Sharon Porter made a motion to approve the following resolution to establish an activity fund for Elementary Middle school expenses for student activities. Motion seconded by Justin Finley. Motion carried 5-0.

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 8th day of July, 2019.

(Establish Special Board Meeting for SY19-20 budget review) Set for July 25, 2019 at 7:30p.m. at the District office in Winchester.

(Misc. Items) Online enrollment was discussed – after the new website is running for a year, this may be considered.

(Adjournment) Ron Langston adjourned the meeting at 8:26 p.m.



Ronald Langston
President, USD 339
Board of Education



Kristina Edwards
Clerk, USD 339
July 8, 2019