

**USD 353 Wellington
Board of Education Meeting
July 8, 2019 at 7:00 p.m.**

1.0 Meeting Opening

- 1.1 Call to Order: Jackie Berryman, President
- 1.2 Pledge of Allegiance
- 1.3 Roll Call: Stephanie Frazier, Clerk

[X] Jackie Berryman
[] Carol Hadorn
[X] Larry Mangan
[X] Jason Newberry
[] Jackie Glasgow
[X] Angie Ratcliff
[X] Pat Zeka (arrived at 7:01 p.m.)

- 1.4 Adoption of Agenda

Angie Ratcliff motioned, seconded by Larry Mangan to approve the agenda as presented.

Motion carried 4/0.

- 1.5 Recognition of Patrons and Staff
- 1.6 Public Comment
- 1.7 Appoint Clerk of the Board

Angie Ratcliff motioned, seconded by Jason Newberry to appoint Stephanie Frazier as USD 353 Clerk of the Board for the fiscal year 2019-2020.

Motion carried 5/0.

2.0 Discussion Items

- 2.1 Out of State Travel Request
Mr. Mike Wilmoth was present to request approval for out of state travel to Washington DC.
- 2.2 High School Roof/Masonry Bidding Process
Don McMican was present to discuss the bidding process on the high school masonry/roof.

Angie Ratcliff motioned, seconded by Jason Newberry to allow Mr. McMican to move forward with the bidding process on the high school roof/masonry project.

Motion carried 5/0.

- 2.3 USD 353 Travel Policy

The Business Office has developed a new travel policy. Wendy Goodrum was present to speak to the BOE regarding this during the meeting.

- 2.4 BOE Goal Planning Session Date
Discussion will take place to determine a board goal planning session Date.

The board provided a general consensus to hold the board goal planning session on July 22nd at 6:00 p.m. at the district office.

3.0 Action Items

- 3.1 Approve Appointments to Committees
Insurance Committee: Carol Hadorn & Larry Mangan
Negotiations: Angie Ratcliff & Jason Newberry
Technology Committee: Angie Ratcliff & Jackie Glasgow
Wellness Committee: Jackie Berryman

Angie Ratcliff motioned, seconded by Larry Mangan to continue current appointments and elect new appointments in January.

Motion carried 5/0.

- 3.2 Approve Fresh Fruit and Vegetable Grant
The district's Fresh Fruit and Vegetable Grant has been renewed for Lincoln and Kennedy.

Angie Ratcliff motioned, seconded by Larry Mangan to approve the Fresh Fruit and Vegetable Grant as presented.

Motion carried 5/0.

4.0 Executive Session

- 4.1 Non-Elected Personnel

Angie Ratcliff motioned, seconded by Jason Newberry to go into executive session to discuss non-elected personnel pursuant to the non-elected personnel exception under the Kansas Open Meeting Act, and the open meeting will resume in the boardroom at 8:55 p.m. to include district administration.

Motion carried 5/0.

At 8:55 p.m. the meeting was back in open session with no binding action taken.

Angie Ratcliff motioned, seconded by Jason Newberry to go into executive session to discuss non-elected personnel pursuant to the non-elected personnel exception under the Kansas Open Meeting Act, and the open meeting will resume in the boardroom at 9:05 p.m. to include district administration.

Motion carried 5/0.

At 9:05 p.m. the meeting was back in open session with no binding action taken.

5.0 Consent Agenda

5.1 Approve the Minutes of the June 2019 Regular Board Meeting.

5.2 Approve Payroll and Bills

Bills: \$756,299.19

Payroll: \$2,254,758.45

5.3 Act on Appointments, Designations and Authorizations

5.3.1 Deputy Board Clerk: Wendy Goodrum

5.3.2 Food Service Determining Official for Free and Reduced Priced Meal Applications: Adam Hatfield

5.3.3 Federal Programs and Projects Representative: Ann Shinliver

5.3.4 Truancy Reporters: All school-building administrators

5.3.5 Coordinator for Homeless Children: Dr. Jen Kern

5.3.6 KPERS Representative: Stephanie Frazier

5.3.7 Freedom of Information Officer: Adam Hatfield

5.3.8 Federal Anti-Discrimination Compliance Officer: Daniel Farley

5.3.9 Official Newspaper for Legal Publications: The Wellington Daily News

5.3.10 Official Depository for school district funds, pursuant to K.S.A. 9-1401: Impact Bank

5.3.11 Authorize the Board Clerk, pursuant to K.S.A. 43-105b to pay claims against the District in advance of the regular board meeting in order for the District to benefit from discounts.

5.3.12 Authorize application for and utilization of funds from Title I, Title II, Vocational Grants, Eisenhower Math and Science Grants, and Food Service Program (free and reduced meals).

5.3.13 Adopt the hourly required school year as follows: Kindergarten through Grade 11 - 1116 hours, and Grade 12 - 1086 hours.

5.3.14 Adopt the state mileage rate of \$0.58 per mile.

5.3.15 Approve membership in the KASB Legal Assistance Fund-\$1,650

5.3.16 Approve Membership to Kansas Association of School Boards -\$5,035)

5.3.17 Adopt guidelines for activity funds and gate receipts according to K.S.A. 72-8208a.

5.3.18 Authorized Food Service Representative: Stephanie Frazier

5.4 Resolutions

3.4.1 Act on Resolutions Authorizing Petty Cash and Activity Funds for Administrative Offices as presented according to K.S.A. 72-8208

- Superintendent's Revolving-\$1000
- High School \$1500
- Middle School - \$1500
- Special Education \$500
- Elementary Schools -\$500

5.4.2 Act on Resolution (19-01) Authorizing a Petty Cash Fund for Superintendents Revolving Fund.

5.4.3 Act on Resolution (19-02) Authorizing a Petty Cash Fund for the High School and Middle School

5.4.4 Act on Resolution (19-03) Authorizing a Petty Cash Fund the elementary schools and for Special Education.

- 5.4.5 Act on Resolution (19-04) Authorizing Activity Funds for designated schools according to K.S.A. 72-8208 including WHS, WMS, Lincoln, Washington, Kennedy, and Eisenhower.
- 5.4.6 Act on Resolution (19-05) to Waive Generally Accepted Accounting Practices (GAAP)
- 5.4.7 Act on Resolution (19-06) to Establish Board of Education Meeting Dates, Times, and Location. Regular meetings shall be the second Monday of each Month at the District office at 7:00 p.m.
- 5.4.8 Act on Resolution (19-07) to Establish Home Rule by Board of Education.
- 5.4.9 Act on Resolution (19-08) to rescind policy statements from the previous year.

- 5.5 Personnel
 - 5.5.1 Accept Resignations
Heather Cramer - Para Educator, Lincoln
 - 5.9.2 Approve New Personnel
Gabby Nava - Night Custodian Supervisor, High School
Audrey Stingo - School Nurse
Amy Harvey- Occupational Therapist
Jeff Miller - MS Assistant Football Coach

- 5.6 Approve Dates for Budget Review, Publication, and Budget Hearing as Presented
The following dates are recommended:
 - July 22, 2019, 7:00 p.m. - Review budget and approve publication
 - July 24, 2019 - Publish Budget
 - August 12, 2019, 6:30 p.m. - Budget Hearing followed by BOE meeting

- 5.7 Approve Administrative Contracts for 19-20
- 5.8 Approve Meal Prices for 19-20
 - Elementary Breakfast: From \$1.50 to \$1.60
 - Elementary Lunch: From \$2.65 to \$2.75
 - Middle School Lunch: From \$2.90 to \$2.95
 - High School Lunch: From \$3.15 to \$3.20
- 5.9 Approve Shawn DeJarnett as District's Legal Counsel
- 5.10 Appoint Jared Brown as District Treasurer
- 5.11 Approve Classified Handbook for 19-20
- 5.12 Approve USD 353 Emergency Operations Plan Handbook for 19-20
- 5.13 Approve Annual Contract with USD 619 for 19-20
- 5.14 Approve Building Handbooks for 19-20
- 5.15 Approve Substitute Handbook for 19-20

Angie Ratcliff motioned, seconded by Jason Newberry to approve the consent agenda as presented.

Motion carried 5/0.

6.0 Administrative Reports

Adam Hatfield provided an update on various projects going on throughout the district. (carpet at Lincoln, grounds keeping). He also welcomed the new district admin team.

7.0 Board Member Comments

8.0 Adjourn

Jackie Berryman adjourned the meeting at 9:20 p.m.

RESOLUTION #19-01

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 353, Sumner 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 Unified School District No. 353, Sumner 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 Elementary expenditures in an emergency. The fund shall be in the amount of \$1500.00.

The fund shall be administered by District Office Staff. The Clerk of the board 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.

RESOLUTION #19-02

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 353, Sumner 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 Unified School District No. 353, Sumner County, Kansas that petty cash funds designated as the High School and Middle School Petty Cash Funds are created for the purpose of receiving and expending funds for needed expenditures in an emergency. The funds shall be in the amount of \$1,500.00.

The fund shall be administered by High School and Middle School Office Staff. The financial secretaries 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 funds shall be replenished by payment from the appropriate fund of the school district.

The petty cash funds 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.

RESOLUTION #19-03

RESOLUTION TO ESTABLISH PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 353, Sumner 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 Unified School District No. 353, Sumner County, Kansas that a petty cash fund designated as the Elementary Petty Cash Fund, and Special Education Petty Cash Fund are created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$500.00.

The fund shall be administered by Office or Administrative Staff. The 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.

RESOLUTION #19-04

RESOLUTION TO ESTABLISH ACTIVITY FUNDS

WHEREAS, the Board of Education of Unified School District No. 353, Sumner 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 Unified School District No. 353, Sumner County, Kansas that an activity fund designated as the 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 funds shall be administered by Middle School and High School Office Staff. The School Secretaries 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. 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. 72-8202d(b) and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.

RESOLUTION #19-05
GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

WHEREAS the Board of Education of Unified School District No. 353, Sumner County, Kansas, has determined that the fiscal year-end expenditures, reports and statements be prepared by the Superintendent of School, School Treasurer and the Board Clerk, upon the advice of the School Auditor and with the approval of expenditures by a designated School Board Member.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, in regular meeting duly assembled this 8th day of July, 2019, that said board request the Superintendent of Schools, School Treasurer and the Board Clerk, with the advice of the School Auditor and with the approval of expenditures by the designated School Board Member prepared the fiscal year-end expenditure reports and statements. This includes transfers to and from accounts as authorized by statute.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.

RESOLUTION #19-06

RESOLUTION TO ESTABLISH REGULAR MEETING DATES

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of U.S.D.

No. 353, Sumner County, Kansas, at its regular meeting held July 8th, 2019, establishes the following meeting schedule for regular Board of Education meetings to be held during the 2019-2020 school year (see attached schedule).

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

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.

Date	Time	Location
July 8th, 2019	7:00 p.m.	District Office
August 12 th , 2019	7:00 p.m.	District Office
September 9 th , 2019	7:00 p.m.	District Office
October 14 th , 2019	7:00 p.m.	District Office
November 11 th , 2019	7:00 p.m.	District Office
December 9 th , 2019	7:00 p.m.	District Office
January 13 th , 2020	7:00 p.m.	District Office
February 10 th , 2020	7:00 p.m.	District Office
March 9 th , 2020	7:00 p.m.	District Office
April 13 th , 2020	7:00 p.m.	District Office
May 11 th , 2020	7:00 p.m.	District Office
June 8th, 2020	7:00 p.m.	District Office
July 13th, 2020	7:00 p.m.	District Office

The first meeting for the 20-21 fiscal year will be held July 13th, 2020 at the District Office at 7:00 p.m.

RESOLUTION #19-07

ESTABLISH HOME RULE BY BOARD OF EDUCATION

WHEREAS, the Board of Education of Unified School District No. 353, Sumner 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 do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 353, Sumner 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 No. 353, Sumner County, Kansas, the 8th day of July, 2019.

Resolution #19-08

Rescinding Policy Statements Found in Board Minutes

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.

ADOPTED by the Board of Education of Unified School District No. 353, Sumner County, Kansas, the 8th day of July, 2019.