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**UNIFIED SCHOOL DISTRICT #274
BOARD OF EDUCATION**

MINUTES OF JULY 01, 2011

ORGANIZATIONAL BOARD MEETING

Vice-President Scott Maurath called the Special Meeting of the Board of Education to order on Friday, July 01, 2011 at 7:06 AM in the District Office Board Room.

Members Present: Greg Jirak; Debbie Runnalls; Anita Gabel; Eric Sperber, and Crystal Rucker. Tim Hubert arrived at 7:11 AM.

Others Present: Superintendent, Bill Steiner; Clerk, Stacy Tholen.

APPROVAL OF AGENDA

Gabel moved and Runnalls seconded the motion to approve the agenda as presented. Motion carried 6-0.

Hubert entered the meeting.

NEW BUSINESS

ELECTION OF OFFICERS

Sperber moved and Hubert seconded the motion to nominate Scott Maurath as President. Motion carried 7-0.

Runnalls moved and Sperber seconded the motion to nominate Anita Gabel as Vice-President. Motion carried 7-0.

CONSENT AGENDA

Sperber moved and Runnalls seconded the motion to approve the consent agenda as follows:

1,116 Hour School Year
Truancy Officers: Building Principals
Food Service Representative: Kathy Dunn
Free & Reduced Lunch Hearing Officer: Bill Steiner
Official Newspaper: Oakley Graphic
KPERs Representative: Stacy Tholen
School Auditors: Vonfeldt, Bauer & Vonfeldt Chtd.
School Attorneys: Vignery & Mason

Activity Fund Supervisors: Building Principals
NWKVTC Representative: Tom Button
Motion carried 7-0.

CLERK, DEPUTY CLERK, AND TREASURER APPOINTMENTS

Sperber moved and Jirak seconded the motion to approve Stacy Tholen as the Board Clerk, JoElle VanEaton as the Deputy Clerk, and Kerri Scheetz as the Board Treasurer. Motion carried 7-0.

OFFICIAL DEPOSITORY

Sperber moved and Hubert seconded the motion to approve The Farmers State Bank, Peoples State Bank, and The Bank as depositories. Motion carried 7-0.

WAIVER OF REQUIREMENTS FOR GENERALLY ACCEPTED ACCOUNTING PRINCIPALS

Runnalls moved and Sperber seconded the motion:
WHEREAS the Unified School District No. 274, Logan County, Kansas, has determined that the financial statements and financial reports for the year ended 2011-2012 to be prepared in conformity with the requirements of K.S.A. 75-1120a(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 No. 274, and WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended 2011-2012. NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 274, Logan County, Kansas, in the regular meeting duly assembled this 1st day of July, 2011, that the Board of Education request the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the Unified School District No. 274 for the year ended 2011-2012. BE IT FURTHER RESOLVED THAT THE Board of Education shall cause the financial statements and financial reports of the Unified School District No. 274 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. Motion carried 7-0.

MEETING DATES, TIMES & LOCATION

Sperber moved and Jirak seconded the motion:
BE IT RESOLVED that pursuant to K.S.A. 72-8205, the Board of Education of USD 274, Logan County, Kansas, at its organizational meeting held July 1, 2011 established the following meeting schedule for regular board meetings to be held during the 2011-2012 school year. Hour of commencing the meeting: 6 p.m.: Day of the week the meeting will be held: Monday; Week of the month the meeting will be held: Second; Meeting place: USD 274 District Office or Oakley School Cafeteria. If the established meeting date falls on a legal holiday or a holiday specified by the Board of Education, such regular meeting will be held on

the day following, commencing at the same hour as detailed above. The Board of Education may adjourn any regular meeting to another time and place. The place and time of Board of Education meetings are subject to change due to special meetings and other changes found necessary by the Board of Education. Motion carried 7-0.

OTHER BOE APPOINTMENTS

Discussion was held on the positions.

Tim moved and Gabel seconded the motion to appoint the following positions:

- Bill Steiner as State and Federal Programs Representative;
- Sperber as NKESC Board Representative and all other board members as alternates;
- Jirak, Runnalls, Maurath as Curriculum/QPA/PDC Representative;
- Gabel, Hubert, Sperber as Negotiations Representatives;
- Runnalls, Rucker, Maurath as Technology Representatives;
- Gabel, Runnalls, Rucker as BOE Policy Review Representative;
- Jirak, Hubert as Transportation Representatives;

Motion carried 7-0.

Sperber asked for a short break.

EARLY PAYMENT POLICY

Sperber moved and Jirak seconded the motion to adopt the early payment request policy K.S.A.12-105b. Motion carried 7-0.

PETTY CASH/ACTIVITY FUNDS

Hubert moved and Rucker seconded the following motions:

WHEREAS, the Board of Education of Unified School District No. 274, Logan County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district 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. 274, Logan 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 \$1,000. The fund shall be administered by the High School Principal. The High School Secretary shall keep a record of 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 an employee. Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

WHEREAS, the Board of Education of Unified School District No. 274, Logan County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district 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. 274, Logan County, Kansas that a petty cash fund designated as the **District Office 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 \$1,500. The fund shall be administered by the Superintendent. The District Treasurer shall keep a record of 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 an employee. Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

WHEREAS, the Board of Education of Unified School District No. 274, Logan 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. 274, Logan 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 the High School Principal. 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. 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 the purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

WHEREAS, the Board of Education of Unified School District No. 274, Logan 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. 274, Logan County, Kansas, that an activity fund designated as the **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 the Middle School Principal. The 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. 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 the purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

WHEREAS, the Board of Education of Unified School District No. 274, Logan 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. 274, Logan County, Kansas, that an activity fund designated as the **Elementary 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 the Elementary School Principal. The Elementary 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. 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 the purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.
Motion carried 7-0.

BOARD POLICIES

Sperber moved and Hubert seconded the motion:

BE IT RESOLVED that all policy statements found in the minutes of the Board of Education prior to June 30, 2011 be rescinded, and that the Board of Education adopt the policy manual as presented and recommended by the Superintendent of Schools, to govern this district during the 2011-2012 school year, subject to periodic review, amendment, and revision by the Board of Education. Motion carried 7-0.

PERSONNEL

No personnel items were discussed.

OUT OF DISTRICT TRANSPORTATION

Rucker moved and Runnalls seconded the motion to approve the out of district transportation request for the following families:

Jenny Rebarchek

Michelle Wilson
Brenda & Steven Wolf
Dwight Abell

Motion carried 7-0.

KASB DUES AND LEGAL ASSISTANCE FUND

Sperber moved and Gabel seconded the motion to approve the KASB Membership Dues for \$4,882 and to join the Legal Assistance Fund for \$1,400. Motion carried 7-0.

WESTERN PLAINS ARTS ASSOCIATION

Sperber moved and Runnalls seconded the motion to join the WPAA for the 2011-2012 school year for \$350. Motion carried 7-0.

NWKVTC MEMBERSHIP FEE

Jirak moved and Gabel seconded the motion to pay the membership fee to NWKTC. Motion carried 7-0.

Maurath adjourned the meeting at 8:15 AM.

Stacy Tholen, Clerk of the Board

President

Date

Member

Member

Member

Member

Member

Member