

**Minutes of the Board of Education  
Unified School District No. 435  
Dickinson County**

**Abilene, Kansas**

**July 13, 2020**

The Board of Education (the “Governing Body”) of Abilene Unified School District No. 435 met for their regular monthly meeting in the board room of the district office at 7:00 p.m. on Monday, July 13, 2020, with the following members:

Present: Kyle Becker, Randy Gassman, Rob Keener, Veronica Murray, Jennifer Waite, Chris West

Absent: Jeff Bathurst

**Opening of the Meeting**

**Call the Meeting to Order**

The meeting was called to order at 7:00 p.m. by President Kyle Becker

Others attending all or part of the meeting were: Superintendent - Greg Brown, Assistant Superintendent - Dana Sprinkle, Board Clerk - Joan Anderson, AHS Principal - Dr. Ben Smith, District Technology Coordinator - Mike Liby, Abilene Reflector-Chronicle Reporter - Ron Preston, David Vilcot

**Approval of the Agenda**

Jennifer Waite moved to approve the agenda as presented. Randy Gassman seconded the motion. Motion carried 6-0.

**Consent Agenda**

Superintendent Brown summarized the following items on the consent agenda noting that several of the items pertained to the yearly organizational meeting:

- Approval of minutes: June 8, 2020 (regular & special), June 17, 2020, June 22, 2020
- Approval District, AHS, and AMS Financial Reports
- Personnel Update
- Approval of Board Appointments for 2020-2021
- Approval of 2020-2021 Annual Renewal of Operational Items
- Approval of Resolutions for: Exemption from Generally Accepted Accounting Principles (GAAP), Payment of Bills With Discount, Rescinding All Policy Actions Made During 2019-2020/Adoption of All Written Policies for 2020-2021, 2020-2021 Home Rule, Petty Cash Resolutions, Destruction of Old Records
- Approval to access Contingency Reserve Fund
- Surplus

Randy Gassman moved to approve the consent agenda as presented. Rob Keener seconded the motion. Motion carried 6-0.

**Discussion of any item(s) removed from the Consent Agenda**

None

**Audience With Patrons**

Superintendent Brown reported Kelly Hylton was going to address the board concerning masks, but decided not to since she understood that the board's hands are tied because of State and County health regulations.

Assistant Superintendent Dana Sprinkle stated that a survey had been sent out to patrons on the reopening of school and a large percentage wanted in person schooling along with blended. 70% agreed with wearing masks and 84% had confidence in the school providing safety for the students.

**Learning Partnerships**

**Board Member Appointed Positions**

Kyle Becker did not want to remain on the recreation commission and recommended Derek Berns be appointed to that position. Discussion was held. Jennifer Waite moved to approve the board member appointed positions. Chris West seconded the motion. Motion carried 6-0.

**Action/Discussion**

**KASB June 2020 Policy Revisions**

The KASB June 2020 policy revisions were presented for the first reading.

**2020-2021 District Health Insurance**

The risk management consultant company that the board hired to negotiate the district health insurance has produced a 4-tier plan for the district. Premiums were reduced on all tiers except family. Discussion was held.

Chris West moved to approve the new 4-tier district health insurance plan. Veronica Murray seconded the motion. Motion carried 6-0.

**Stadium Financing**

The district had pursued establishing a lease-purchase agreement for the stadium with a company out of Dallas. Due to delays in finalizing the agreement, Superintendent Brown contacted Pinnacle Bank in Abilene to inquire about a possible lease-purchase agreement. Pinnacle Bank has approved a ten-year lease-purchase arrangement and the board would need to approve a "resolution of intent". Discussion was held.

Randy Gassman moved to adopt the resolution of intent for financing. Jennifer Waite seconded the motion. Motion carried 6-0.

**Classified Compensation**

A 3% raise was recommended for all classified employees with two exceptions. The treasurer/accounts payable and payroll clerk/food service clerk would receive a \$2.05 and \$2.50 raise respectively due to the extra duties assigned to them since going with a food service management company.

Randy Gassman moved to approve the pay raises as presented. Veronica Murray seconded the motion. Motion carried 6-0.

## **Student Development**

### **Building Trades Transition to NCCER Curriculum**

Building Trades teacher Jeff Austin asked the board to consider making adjustments in the building trades program so students can graduate with credentials. He would like the building trades program to move to NCCER (National Center for Construction Education and Research) credentials, so students do not have to go to Salina Tech. This would mean foregoing the house project since students are required a certain amount of classroom time. Jeff presented a slideshow going through the different levels the student would need to attain the credentials. The student would potentially graduate with 5 credentials and may have possibly completed an internship. He also asked for the creation a student organization for construction pathway called Skills USA. Discussion was held.

Randy Gassman moved to approve the transition of the building trades program to NCCRA. Chris West seconded the motion. Motion carried 6-0.

Chris West moved to approved the Skills USA organization. Rob Keener seconded the motion. Motion carried 6-0.

## **Board-Administrator Communications**

### **Board-Administrator Communications**

The superintendent and assistant superintendent's reports were available for board review.

### **Facilities Update**

An update was given on the construction progress of the Vo-Ag building and stadium and potential finish dates. Discussion was held.

### **Back to School Social for Staff**

The back to school social for staff was tentatively set for Friday, August 7, 2020, at 6:00 p.m. The board was invited to attend the come and go event.

### **Budget**

Superintendent Brown noted that base state aid per pupil and assessed valuation had increased, but the anticipated enrollment has decreased. The Parents As Teachers (PAT) budget was also presented and it was recommended that the district increase the funding amount to \$41,000.

Jennifer Waite moved approve the support to PAT to \$41,000. Veronica Murray seconded the motion. Motion carried 6-0.

### **Professional Learning Report**

Assistant Superintendent Dana Sprinkle reported that the district had held the state required dyslexia training. The district's MTSS program will reinforce this training. There will also be new staff training for 14 new hires at Abilene and 3 new hires in Special Education that teach at Abilene.

The school has a draft from the State department on how school will start. Superintendent Brown would like to start the year with the focus being on the strategic plan and not Covid-19. He wants to build flexibility into the system in the interest and safety of the students.

Other

Discussion was held concerning SPARKS money from the county.

**Executive Session**

Negotiations

At 7:54 p.m., Randy Gassman moved that the board go into executive session to discuss details pertaining to teacher negotiations pursuant to the exception for employer-employee negotiations under KOMA, inviting in the Superintendent and Assistant Superintendent and the open meeting would resume in the board room in 15 minutes. Jennifer Waite seconded the motion. Motion carried 6-0.

The board returned to the open meeting at 8:09 p.m.

At 8:09 p.m., Chris West moved that the board go into executive session to discuss details pertaining to teacher negotiations pursuant to the exception for employer-employee negotiations under KOMA, inviting in the Superintendent and Assistant Superintendent and the open meeting would resume in the board room in 10 minutes. Veronica Murray seconded the motion. Motion carried 6-0.

The board returned to the open meeting at 8:19 p.m.

**Adjournment**

Chris West moved to adjourn. Jennifer Waite seconded the motion. Motion carried 6-0.

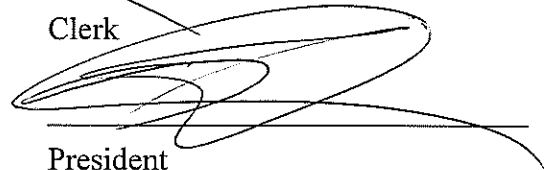
The meeting adjourned at 8:19 p.m.

8-10-20

Date



Clerk



President

# Personnel Update

Action for July 13, 2020

## Resignations and Retirements

<u>Category</u>	<u>Employee</u>	<u>Position</u>	<u>Status</u>
Classified	Rose Lindsey	Kennedy Food Service	Resignation
Classified	Chris Martinitz	AMS Food Service	Resignation

## \*Employment, Transfers and Other Action

<u>Category</u>	<u>Employee</u>	<u>Position</u>
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## Employment – Substitute Teachers

<u>Category</u>	<u>Employee</u>	<u>Position</u>
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## Current positions open – July 13, 2020

DDE Lunchroom/recess aide  
AMS Food Service  
Kennedy Food Service  
McKinley Kitchen Manager  
8<sup>th</sup> Grade Boys' Head Basketball Coach  
AMS Food Service Manager  
DDE Art Aide  
Food Service Director  
AHS Food Service Main Cook  
AHS Asst Wrestling Coach  
DDE Lunchroom Supervisor  
AHS Track Asst.  
McKinley Part-time Custodian  
Bus Barn Assistant  
McKinley Lunchroom Aide  
Kennedy Breakfast Supervisor  
Full time Sub Driver  
Substitutes ABC afterschool program  
Substitute bus drivers  
Substitute food service  
Substitute custodians  
Substitute teachers

\*Upon receipt of signed contracts, the Board of Education President is authorized to sign.

## 2020-2021 Approval of Annual Renewal of Operational Items

\*National School Meal/Breakfast/Milk Program participation agreement

\*1,116 Hour School Calendar approval

\*Title Participation

\*KSDE guidelines for activity funds and gate receipts K.S.A. 72-1178

\*Purchase Orders previously written on 2020-2021

\* Mileage rate - \$.57.5 per mile

\*Textbook Fees - no changes from last year

- Eisenhower, Kennedy & McKinley - \$65.00
- AMS - \$75.00 (additional fees charged accordingly)
- AHS - \$75.00 (additional fees charged accordingly)
- iPad - \$40.00

## 2020-2021 Board Appointments

Board Clerk - Joan Anderson

Treasurer - Pennie Randall

Board Attorney - KASB

Board Auditor - Varney & Associates, CPA, LLC

KPERs Agent - Gracie Dautel

Deputy Clerk - Gracie Dautel

### Truancy Officers

Abilene High School - Dr. Benjamin Smith

Abilene Middle School - Jenna Delay

Dwight D. Eisenhower Elementary - Ethan Gruen

McKinley Intermediate - Mindy Sanders

Kennedy Primary - Dr. Twyla Spouse

Compliance Coordinator for federal anti-discrimination laws including Title VI, Title VII and Title IX - Dr. Benjamin Smith

PL-382 (Impact Aid) Representative - Joan Anderson

Food Service Representative - Gracie Dautel

Homeless Children duties - Dana Sprinkle

Foster Care Point of Contact - Dana Sprinkle

Official Depository - Astra Bank of Abilene

Official Paper for Publication - Abilene Reflector Chronicle

Hearing Officer for free/reduced lunch application appeals - Greg Brown

Section 504 & ADA Representative - Greg Brown

Freedom of Information Officer - Greg Brown

Custodial of Records - Joan Anderson

## Resolution for Destruction of Records

Be it resolved that, the Board of Education of Unified School District No. 435, Dickinson County, Kansas, hereby authorizes the District Office staff to destroy the following records pursuant to K.S.A. 72-5369 and K.S.A. 72-5370:

- bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders older than 7 years
- all financial papers not otherwise specified including warrants, warrant checks, receipts, canceled checks, requisitions and miscellaneous payroll records

ADOPTED by the Board of Education of Unified School District No. 435, Dickinson County, Kansas this 13th day of July, 2020.



## 2020-2021 Exemption from Generally Accepted Accounting Principles (GAAP) Resolution

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson County, Kansas, has determined that the financial statements and financial reports for the 2020-2021 school year 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, the Unified School District, or the members of the general public of the district; and

WHEREAS, there are no revenue bond ordinances or other ordinances or resolutions of said district which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the school year 2019-2020;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Unified School District No. 435, Dickinson County, Kansas, in regular meeting duly assembled this 13th day of July, 2020, that the said Board requests the Director of Accounts and Reports to waive the requirements of said law as they apply to the Unified School District for the school year 2020-2021.

BE IT FURTHER RESOLVED that the said Board shall cause its financial statements and financial reports of the said district 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.

ADOPTED by the Board of Education of Unified School District No. 435 on this 13th day of July, 2020.

## 2020-2021 Home Rule Resolution

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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 and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by 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 which are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 435, Dickinson 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 435, Dickinson County, Kansas, this 13th day of July, 2020.

## 2020-2021 Payment of Bills With Discount Resolution

WHEREAS, the Board of Education of Unified School District No. 435 of Dickinson County, State of Kansas, is authorized by law, to wit: K.S.A. 12-105b, Section 1 (d), as amended; Claims against a municipality which provide for a discount for early payment or for assessment of a penalty for late payment may be authorized to be paid in advance of approval thereof by the governing body in accordance with the provisions of this subsection. The governing body may designate and authorize one or more of its officers or employees to pay any such claims made against the municipality in advance of its presentation to and approval by the governing body if payment of the amount of such claim is required before the next scheduled regular meeting of the governing body in order for the municipality to benefit from the discount provided for early payment or to avoid assessment of the penalty for late payment. Any officer or employee authorized to pay claims under this subsection shall keep an accurate record of all moneys paid and the purpose for which expended, and shall submit the record to the governing body at the next meeting thereof. Payment of claims by an officer or employee of the municipality under authority of this subsection are valid to the same extent as if the claims had been approved and ordered to be paid by the governing body.

WHEREAS, said Board has determined to exercise the authority vested in it by said law.

NOW, THEREFORE, BE IT RESOLVED that the above named school board hereby authorizes its central office staff to pay any such claims as specified above in advance of its presentation to an approval by said Board if the amount of such claim becomes due and owing before the next scheduled regular meeting of the Board.

BE IT FURTHER RESOLVED that an accurate record be kept by the central office staff of all moneys paid and the purpose for which expended and that this record be submitted to said Board at the next regularly scheduled meeting thereof.

ADOPTED, by the Board of Education of Unified School District No. 435, on this 13th day of July, 2020.

## 2020-2021 Rescinding/Adopting Policy Action Resolution

Be it resolved that all policy statements found in the minutes of this board of education prior to July 13, 2020, 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 2020-2021 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. 435 on this 13th day of July, 2020.

## 2020-2021 Board Member Appointed Positions

Recommendations or volunteers are needed for the following board member appointed positions:

Hearing Panel - 2 (currently serving are Kyle Becker and was Chris West)

Governmental Relations - 1 (currently serving is Jeff Bathurst)

Recreation Commission – 2 instead of 1 (On March 8, 2019, the board voted to allow a non-school board member to take over this position.) (Kyle is currently serving in the second board position and does not want serve anymore. He would like the board to appoint Derek Berns to that position.)

Abilene Public Schools Endowment Association Board - 1 (currently serving is Jennifer Waite)

The Hearing Panel is part of the appeal process for student discipline. When a long-term suspension or an expulsion is implemented by a panel of administrators, the student has the right to appeal that sanction. It would go to the Hearing Panel.

The Governmental Relations is the assigned board member who serves as the liaison between KASB and the USD 435 board for legislative issues.

The Recreation Commission is the board member who attends monthly Recreation Commission meetings and is a 4 year commitment. The board voted on March 8, 2019 to allow a non-school board member to be appointed to this position. Angie Evans took over this position.

The Endowment Board position aids in the decision making of how endowed funds are invested/spent and helps choose several scholarship recipients. They have anywhere from 2 to 5 meeting per year.

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Governmental Relations - 1 (currently serving is Jeff Bathurst)

Recreation Commission – 2 (On March 8, 2019, the board voted to allow a non-school board member to take over this position.) (On July 13, 2020, the board voted to allow a non-school board member to take over the second position.)

Abilene Public Schools Endowment Association Board - 1 (currently serving is Jennifer Waite)

The Hearing Panel is part of the appeal process for student discipline. When a long-term suspension or an expulsion is implemented by a panel of administrators, the student has the right to appeal that sanction. It would go to the Hearing Panel.

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The Recreation Commission is the board member who attends monthly Recreation Commission meetings and is a 4 year commitment. The board voted on March 8, 2019 to allow a non-school board member to be appointed to this position. Angie Evans took over this position. The board voted on July 13, 2020 to appoint Derek Berns to the second board position.

The Endowment Board position aids in the decision making of how endowed funds are invested/spent and helps choose several scholarship recipients. They have anywhere from 2 to 5 meeting per year.

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson County, Kansas that a petty cash fund designated as the **Abilene High School Athletic Officials** 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 the **principal and secretary**. 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. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 435, Dickinson County, Kansas, the **13th** day of **July, 2020**.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson County, Kansas that a petty cash fund designated as the Abilene High School 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 the principal and secretary. 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. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 435, Dickinson County, Kansas, the 13th day of July, 2020.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00



## RESOLUTION TO ESTABLISH PETTY CASH FUND

### RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson County, Kansas that a petty cash fund designated as the Abilene Middle School 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 the principal and secretary. 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. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 435, Dickinson County, Kansas, the **13th** day of **July, 2020**.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson County, Kansas that a petty cash fund designated as the **Dwight D Eisenhower Elementary** 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 **\$200.00**.\*

The fund shall be administered by the **principal and secretary**. 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. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 435, Dickinson County, Kansas, the **13th** day of **July, 2020**.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson 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 the **superintendent and board clerk**. The **board clerk** 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 Unified School District 435, Dickinson County, Kansas, the **13th** day of **July, 2020**.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson County, Kansas that a petty cash fund designated as the Kennedy Elementary 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 \$200.00.\*

The fund shall be administered by the principal and secretary. 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. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 435, Dickinson County, Kansas, the **13th** day of **July, 2020**.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00

RESOLUTION TO ESTABLISH PETTY CASH FUND

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 435, Dickinson 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. 435, Dickinson County, Kansas that a petty cash fund designated as the McKinley Elementary 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 \$200.00.\*

The fund shall be administered by the principal and secretary. 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. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 435, Dickinson County, Kansas, the **13th** day of **July, 2020**.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

\* Not to Exceed \$1500.00