

RECORD OF BOARD PROCEEDINGS
(MINUTES)

Fulton, KY, September 9, 2014

The **Fulton Independent** Board of Education met at the **Board of Education Office** at **5:30** o'clock **P. M.** on the **9th** day of **September, 2014** with the following members present:

- (1) **Mrs. Debbie Vaughn, Chair** (2) **Mr. Bill Robertson, Vice-Chair** (3) **Dr. Josh Whitledge**
(4) **Mrs. Carol Bransford**

**REGULAR MONTHLY MEETING OF
FULTON INDEPENDENT BOARD OF EDUCATION**

CALL TO ORDER

1. Mrs. Debbie Vaughn, Chair, called the Regular Monthly Meeting of Fulton Independent Board of Education to order at 5:30 p.m.

ROLL CALL

2. Mrs. Debbie Vaughn, Mr. Bill Robertson, Dr. Josh Whitledge, and Mrs. Carol Bransford were present for roll call. Mr. Sam Hancock was absent.

SUPERINTENDENT ATTENDANCE

3. Superintendent Smith was present for the September meeting.

APPROVAL OF MINUTES

4. With a motion by Mrs. Bransford and second by Mr. Robertson, the minutes of the August 12, 2014, Regular Monthly Meeting were approved as presented.

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn

APPROVAL OF CONSENT AGENDA ITEMS

5. With the recommendation of Superintendent Smith, a motion by Dr. Whitledge and second by Mr. Robertson, the Board accepted the reports and approved action items listed in the consent agenda as follows:

A. Superintendent Travel

The Board reviewed and approved the Superintendent's travel plans for September.

B. ASAP Moment

Mrs. Sondra Gibbs, Assistant Principal, provided the ASAP Moment by presenting the Principal's Report. Mrs. Gibbs informed board members of the start of school year activities at Carr Elementary, Fulton Middle School and Fulton High School; some of these activities included an Open House, Back-to-School Night, Bulldog of the Month, Writers of the Week, Students of the Month, guest speakers, and Grandparent's Day lunch, with over 129 people attending.

C. Enrollment Report

Board members were presented with the Enrollment Report showing a district enrollment of 379 students at the close of the first month of the 2014-2015 school year.

D. Surplus Property

There was no surplus property submitted.

E. Food Service Reports

There was no Food Service Report.

F. Personnel Report

Superintendent Smith notified the Board of the following personnel actions:

Appointments: Kerri Armstrong, Food Service Assistant
Joy Carole Rose, Instructional Assistant
Ashley Burton, Instructional Assistant
Halley Sharp, Assistant Play Sponsor

Resignations: Beth Bruner, Food Service Assistant
Machel Williams, Instructional Monitor
Windi Pryor, Instructional Assistant

Retirements: None

Terminations: None

Leaves: None

G. Fund Raiser Requests

Board Members approved the following Fund Raisers

- The Drama Club request to hold a yard sale, date to be determined, in the Carr Elementary gym, in order to raise funds for play performances;
- The Middle School Boys Basketball Team requested permission to sell t-shirts in order to raise money to purchase team jerseys;
- The High School Cheerleaders request to sell items at a booth during the Banana Festival, September 20, 2014, to generate money to cover general expenses;
- The Softball Team request to sell Fanclath Spiritwear to raise money for team expenses;
- The High School Beta Club asked permission to sell Yankee Candles and gifts to raise funds for the Beta Club Convention in January, 2015;
- The Middle School Girls Basketball Team request to sell school motto wristbands ("Dream It, Believe It, Achieve It"), to raise money for equipment;
- FISPA (Fulton Independent School Performing Arts) Booster Club requested permission to send out sponsorship letters to raise money for play performances.

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(4) Mrs. Carol Bransford

H. Grant Information

There was no new grant information presented.

I. Public Comments

Mr. Bill Robertson asked how the money awarded for approval of FIBoE policy 09.122 Attendance Requirements, which established the drop-out age at 18, was being spent. Superintendent Smith responded that the funds have been used to promote education through the purchase of ACT Prep materials, computer classes, and services for expulsion students.

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn

2014-2015 WORKING BUDGET

6. With the recommendation of the Superintendent, a motion by Dr. Whitledge and second by Mr. Robertson, the Board approved the 2014-2015 Working Budget as presented.

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn

FOOD SERVICE SALARY SCHEDULE AMENDMENT

7. With the recommendation of Superintendent Smith, the Board granted the request of Ms. Vicki Swift, Food Service Director, and amended the Classified Salary Schedule by increasing the starting hourly wage for food service assistants from \$7.72 to \$8.16, to bring it in line with other classified staff. The increase would come out of the Food Service budget. This action was taken on a motion by Mr. Robertson and second by Mrs. Bransford.

Attachment A

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn

POLICY AMENDMENT ALLOWING ELECTRONIC BANKING

8. With the recommendation of the Superintendent, a motion by Dr. Whitledge and second by Mr. Robertson, the Board amended FBoE policy 04.312 School Activity Funds, by adding language authorizing "electronic payments and receipts", as required by recent revision to the Red Book.

Attachment B

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn

FINANCIAL REPORTS AND ORDERS OF THE TREASURER

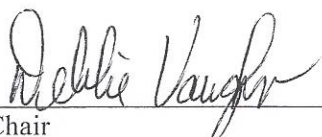
9. With a motion by Mr. Robertson and second by Dr. Whitledge, the Board approved the monthly Financial Statement and Claims, and Activity Account Report as presented by Laurie Thorpe, Finance Officer, and Kim Farmer, Activity Account Treasurer.

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn

ADJOURNMENT

10. With a motion by Dr. Whitledge and second by Mrs. Bransford, the meeting was adjourned at 5:52 p.m.

Members voting yes: Mrs. Bransford, Mr. Robertson, Dr. Whitledge, Mrs. Vaughn


Chair


Secretary

TO: TAMARA SMITH, SUPERINTENDENT

DATE: 8-22-2014

FULTON INDEPENDENT BOARD OF EDUCATION

FULTON INDEPENDENT SCHOOL FOOD SERVICE WOULD LIKE TO REQUEST, THAT FOOD SERVICE STAFF RECEIVE STARTING PAY OF \$8.16 PER HOUR. THIS IS EQUAL TO THE BEGINNING PAY SCALE OF OTHER CLASSIFIED STAFF IN THE SCHOOL DISTRICT. DUE TO NEW REGULATIONS, FOOD SERVICE STAFF REQUIRE MANY HOURS OF EDUCATIONAL TRAINING TO WORK IN FOOD SERVICE. THEY REQUIRE STATE LEVEL CERTIFICATION YEARLY. THE REQUEST TO INCREASE PAY IS TO KEEP AND HIRE THE QUALIFIED STAFF FOR FULTON INDEPENDENT FOOD SERVICE. THANK YOU FOR YOUR SUPPORT OF OUR PROGRAM.
VICKI SWIFT,SFSD

DRAFT 8/12/14

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FISCAL MANAGEMENT

04.312

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students, provided expenditures are consistent with requirements set out in Accounting Procedures for Kentucky School Activity Funds. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.²

TWO SIGNATURES REQUIRED

The Principal, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of two (2) of the three (3) authorized signers: Superintendent, finance officer or school activity fund treasurer.

ELECTRONIC PAYMENTS AND RECEIPTS



The Board has authorized the District to accept electronic payments and receipts in accordance with Accounting Procedures for Kentucky School Activity Funds and applicable laws and regulations.

PURCHASE ORDERS

Activity funds may only be expended as authorized in the Accounting Procedures for Kentucky School Activity Funds.

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school council to present for Board approval a plan for reimbursement of any deficit amount.

FINANCIAL REPORTS

Each month the Principal shall provide the District Finance Officer with a financial report for activity fund accounts. On or before July 25, following the end of the fiscal year, the Principal shall submit to the District Finance Officer an annual financial report for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

FISCAL MANAGEMENT

04.312
(CONTINUED)

School Activity Funds

AUDIT OF FUNDS

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

SUPPORT/BOOSTER CLUBS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.³ However, each year the Principal shall be provided the following from all support/booster club organizations as required by the state activity fund accounting procedures:

1. Within the first thirty (30) days of the school year or within thirty (30) days of the first transaction for the group:
 - a. Names of club officers;
 - b. Federal Employer Identification Number (FEIN); and
 - c. A copy of the annual budget.
2. An annual financial report by July 15 for the year ending June 30 reporting receipts, expenditures, and beginning and ending balances;¹ and
3. All other information required by Accounting Procedures for Kentucky School Activity Funds.

All booster groups wishing to be recognized by and/or affiliated with the District shall comply with the following:

- Adhere to applicable state and federal laws, including taxable income reporting requirements, when conducting fund-raising activities to benefit the school or District; and
- Conduct fund-raising activities to benefit the entire group and not permit credit to be earned through fund-raising for an individual student in lieu of participation fees or related activity costs.

Each year the Superintendent shall report to the Board when all booster organizations have been informed of requirements from the Accounting Procedures for Kentucky School Activity Funds that apply to them.

External support/booster organizations shall obtain prior Board approval to establish and lend support, seek assistance, and/or raise funds in the name of the District or school or students or a District or school program.

Although they may be general members, Board members and employees shall not serve as the treasurer or any other officer with check-signing authority on a bank account for an external support/booster organization. Employees may serve as a member of the executive board of an organization.

FISCAL MANAGEMENT

04.312
(CONTINUED)

School Activity Funds

MONEYMAKING PROJECTS

Schoolwide fund-raising projects and those occurring off campus must be approved by the Board.⁴

Proof of general liability insurance for external support/booster organizations must be submitted to the Principal prior to commencing any fund-raising activities.

All fund-raising activities conducted by school-sponsored groups shall be for the benefit of the entire school or group.

REFERENCES:

¹702 KAR 3:130; Accounting Procedures for Kentucky School Activity Funds

²702 KAR 3:120

³OAG 79-556

⁴KRS 158.290

KRS 139.497; KRS 156.070; KRS 160.290; KRS 160.340

RELATED POLICY:

09.33