

# JULY BOARD MEETING - Suggestions for Agenda Items



1. Establish board of education meeting dates, locations, and times (meet at least monthly). K.S.A. [72-1138](#)
2. Organize board and elect president, vice-president, designate clerk, *deputy clerk*, and treasurer (plus duties) .....K.S.A. [72-1131 et.seq.](#); [72-1135](#); [72-1136](#); [10-1117](#); [79-2934](#); [10-801 et.seq.](#); [12-105a](#); [12-105b](#)
3. Review a current organizational chart including names of persons in each position.
4. Appoint food service representative.
5. Appoint a hearing officer for free and reduced priced meal application appeals.
6. Appoint school attorney.
7. Appoint authorized impact aid representatives if impact aid monies are received by the district.
8. Appoint any service center or AVTS board representatives, if necessary.
9. Designate a coordinator for homeless children duties, if necessary.
10. Designate district KPERs representative.
11. Designate individuals in each building for reporting children truant. K.S.A. [72-3121](#)
12. Designate your compliance coordinator(s) for federal anti-discrimination laws including Title VI, Title VII, Title IX and Section 504 (ADA).
13. Designate an official district newspaper for publication of school notices. K.S.A. [64-101 et.seq.](#)
14. Adopt the 1,116 hour calendar if the board wants to go 1,116 hours (notify KSDE by September 15) and adopt the school calendar. K.S.A. [72-3115](#)
15. Designate inclement weather make-up days (snow days) if your district wants them. K.S.A. [72-3115](#)
16. Adopt official depository for school district funds and review bank signatures on file. K.S.A. [9-1401](#)
17. Adopt the annual waiver of requirements for generally accepted accounting principles. K.S.A. [75-1120a](#)
18. Adopt guidelines for activity funds and gate receipts. K.S.A. [72-1178](#)
19. Establish petty cash limits. K.S.A. [72-1178](#)
20. Establish mileage rate for reimbursement. K.S.A. [75-3203](#)
21. Establish student meal prices.
22. Establish student fees. K.S.A. [72-3353](#)
23. Establish textbook rental fees. K.S.A. [72-3346](#)
24. Approve school/athletic handbooks.
25. Review units of credit offered at each attendance center to make sure each center is in compliance with accreditation rules and regulations.
26. Review preliminary USD budget while reviewing state assessment performance.
27. Review records in storage for possible destruction of old records. K.S.A. [72-1629](#)
28. Review insurance schedule including names of companies, types of coverage, dates, etc.
29. Review capital outlay mill levy authority to see if renewal is needed. (Review *after final levy* has been submitted to the county clerk) K.S.A. [72-53,113 et.seq.](#) If the USD has a continuous and permanent authority no further action is needed.
30. Review immunization policy to make sure it is in compliance with statute. K.S.A. [72-6261 et.seq.](#)
31. Report July 1 actual cash balances.

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Statutes resource: Kansas Office of Revisor of Statutes website: <http://ksrevisor.org/>



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