



Jordan School District #717  
School Board Meeting Agenda

Monday, November 26, 2018 at 6:30 PM

Workshop Meeting

CERC Multi-purpose Room

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1. Demographic Study Update

2. MS Back to School & Conferences Data

Mr. Bakeberg will discuss the data and survey responses received regarding the new back to school open house format, and the recent parent-teacher conference format where students in grades 5-8 participated in a digital learning day. This provided our teachers with an opportunity to meet with families during the day.

3. ES Kick Start to Kindergarten & Conferences Data

Mrs. Barnett will present survey information and data regarding the new Kick Start to Kindergarten program format this fall. Kindergarten students came to school on Tuesday and Wednesday. After these two days, teachers placed students evenly in classrooms, and conferenced with parents.

4. Financial Controls

- The board has a treasurer who has the responsibility of coming into the district office to look over all of the bills. Connie Hennen is the current treasurer and she completes her duty. She'll ask Nicky, Amy, and Matt questions about bills.
- Also, another safeguard is that we have monthly financial statements attached to every regular school board meeting. These are reviewed and approved by the full board.
- Additionally, we have a budget that is board approved and revised every year at least one time. This budget and all of our financial information is audited on an annual basis. Our work sessions from February through June have discussion topics centered around budgeting for the next fiscal year.
- I've attached our financial procedures related to creating a purchase order and completing the entire purchase. There are safeguards to protect the district in these procedures. One of the safeguards is that no specific administrator is

provided with a "P" card. Instead, individual buildings or departments have a "P" card that must be checked out in order to make a purchase. Before it can be checked out, a purchase order must be filled out.

- We have a gift law policy 421 (attached) that governs the acceptance of gifts for employees and school board members.
- We have an asset inventory procedure that we're currently working on. We have a roll of tags that are non-removable. The attached blank spreadsheet is being filled out with the list of assets with their matching tag number.
- Finally, we have a number of policies that provide guidance and safeguards. These policies all have been reviewed and acted upon by our School Board within the past three years.

\* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.