

Report of the Superintendent to the School Board

ACTION ITEM

Subject: Review and approval of credit card holders

A. Pertinent Facts:

Joplin Schools has a limited number of reasons to issue Joplin Schools credit cards to selected administrators. Those purposes include business and professional development travel, athletic team travel, employee background checks and fingerprinting, and necessary purchases from vendors who will not accept a traditional purchase order. Joplin Schools' auditors have recommended periodic review and approval of credit card use by these administrators.

B. Alignment:

1. *Indicator #3.4.2* Systematic, systemic and balanced deployment of resources

C. Data:

1. Current UMB credit cards are held by these administrators:

Dr. Melinda Moss, Superintendent
Dr. Kerry Sachetta, Assistant Superintendent/Operations
Sarah Mwangi, Assistant Superintendent/Learning Services
Sandra Cantwell, Director of Student Services
Matt Hiatt, Director of Athletics
Justin Crawford, Director of Educational Support and Human Resources

Through UMB, Joplin Schools also maintains a ghost (non-physical) credit card account. Use is requested from and approved by Shelly Toft, CFO.

2. Upon issuance of credit cards, cardholders signed an agreement form to indicate that cards would be used only for appropriate business purposes, adhering to Board of Education purchasing policies and procedures.
3. The UMB card is a pay-in-full monthly card. All statements are reviewed and verified by Finance Department staff prior to payment.
4. This limited authority will apply through June 30, 2022. Annually, this request will be made to the Board of Education.

D. Stakeholder Voice:

1. BOE Finance, Salary and Benefits Committee

E. Fiscal Note:

1. No cost.

F. Recommendation:

1. The administration recommends that the Board of Education approve use of UMB credit cards by authorized cardholders, as necessary to conduct district business. This action applies through the fiscal year ending 6/30/22.

Prepared by: Shelly Toft, Chief Financial Officer 

Reviewed by: Dr. Melinda Moss, Superintendent 

Meeting Date: November 23, 2021