

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 Board of Education review and approval of credit card use by these administrators.

B. Alignment:

Indicator 2.3.1 The District, with human resources and curriculum working together, will provide relevant and effective training experiences for teachers/staff, leaders, and BOE members to support district goals and strengthen governance and practice. Data will be measured by the annual teacher/staff survey.

Indicator 2.1.2 The District will provide resources that are essential in supporting instructional goals.

C. Data:

1. Effective July 1, Joplin Schools will begin to use Arvest credit cards for the fiscal year ending June 30, 2025. The change in card providers was previously approved by the Board on January 23, 2024. Arvest credit cards will be held by these administrators:

Dr. Kerry Sachetta, Superintendent

Dr. Matthew Harding, Assistant Superintendent/Operations

Dr. Sarah Mwangi, Assistant Superintendent/Learning Services

Dr. Jordan Dickey, Executive Director of Student Services

Matt Hiatt, Director of Athletics

Justin Crawford, Director of Educational Support and Human Resources

Dr. Randy Oliver, Principal of Joplin High School

The transportation department will hold 10 Arvest cards to be checked out for trips taken by school personnel. Transportation cards have administrative restrictions that limit them to fuel merchants only.

The athletic department will hold 3 Arvest cards to be checked out to head coaches when traveling. Cards are administratively restricted to be used at hotels, restaurants and gas stations only.

The finance department will also hold 4 Arvest cards to be checked out by school personnel for travel with students, or for necessary local purchases when a merchant will not accept a purchase order.

Joplin Schools also maintains an accounts payable Arvest credit card. Use is requested from and approved by Shelly Toft, CFO.

2. Upon issuance or checkout of credit cards, cardholders will sign 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 Arvest card is a pay-in-full bi-weekly card. All statements are reviewed and verified by Finance Department staff prior to payment.
4. This limited authority will apply through June 30, 2025. This request will be made to the Board of Education annually.

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 Arvest credit cards by authorized cardholders, as necessary to conduct district business. This action applies through the fiscal year ending June 30, 2025.

Prepared by: Shelly Toft, Chief Financial Officer 

Reviewed by: Dr. Kerry Sachetta, Superintendent 

Meeting Date: May 21, 2024