



# Unified School District 232

De Soto – Shawnee – Lenexa – Olathe  
www.usd232.org

Cory Gibson, Ed.D  
Superintendent of Schools

## USD 232 BOARD OF EDUCATION

### REGULAR MEETING AGENDA

*The meeting will be viewable to the public via our YouTube channel: <https://youtube.com/@usd232>*

**Administrative Offices** (35200 West 91st Street, De Soto, Kansas)

**August 7, 2023**

**\*\*\* Please silence cell phones prior to the beginning of this meeting. \*\*\***

**6:00 P.M. I. MEETING OPENING.**

- A. Call to Order.
- B. Pledge of Allegiance.
- C. Empty Chair Philosophy.
- D. Published Agenda Overview & Adoption.

**II. PATRON INPUT.**

*Individuals wanting to address the board must submit a request to the board clerk before the meeting is called to order. The board president will determine the amount of time allotted for comments.*

**III. CONSENT AGENDA.**

*These items represent matters which the Board may approve without detailed discussion. Any item on the Consent Agenda may be removed for separate discussion as an Action Item upon request by the Superintendent or any board member. The Board has received supporting information on all items prior to action on the Consent Agenda.*

- A. Approve minutes of July 10<sup>th</sup> regular meeting.
- B. Approve payment of bills and transfer of funds (if appropriate).
- C. Approve employment recommendations made on August 1, 2023.
- D. Approve employment recommendations made on August 7, 2023.
- E. Approve district membership to United School Administrators (USA) – Professional Learning Network for the 2023-2024 school year in the amount of \$8,800.00.
- F. Approve Superintendent Gibson to teach as an adjunct professor.
- G. Approve revisions to the following board policies: AG – Closing of School Buildings, GAAF – Emergency Safety Interventions, GAOA – Drug-Free Workplace, CARID – Military Leave, JH – Student Activities, KK – Disposal of District Property (new title), KN – Complaints, GAAB – Complaints of Discrimination, JCE – Complaints of Discrimination (new title); and new board policy IFCC – Overnight Accommodations.

- H. Approve new daily substitute teacher rate of \$155.00 and new long-term substitute teacher rate of \$190.00 per day.
- I. Approve proposed revisions for the 2023-2024 Related Services Employee Handbook.
- J. Approve Agreement for Grant of Right of Way to Evergy Kansas Central, Inc. with payment of \$9,600.00 to USD 232 for approximately .3 acre of land running along Lexington Avenue.
- K. Approve a \$0.15 increase in paid adult meal prices, bringing the total price to \$4.50 for the 2023-2024 school year.
- L. Rescind previous approval to purchase broadcast studio equipment for De Soto High School from Southwest Audio-Visual in the amount of \$20,770.00 and authorize purchase of broadcast studio equipment for De Soto High school from Southwest Audio-Visual in the amount of \$25,478.00.
- M. Approve purchase of two-hundred (200) new band uniforms for De Soto High school from Fruhauf in the amount of \$142,682.63.
- N. Approve the following extended day trip:
  - De Soto High School Cross Country Team, Grades 9-12, participate in cross country meet, LaVern Gibson Cross Country Course, Indiana State University, Terre Haute, IN, September 29 – October 1, 2023.

**IV. ACTION ITEM.**

- A. Budget Presentation/Budget & Revenue Neutral Rate Notice of Hearings Publication. [Dr. Cory Gibson & Julie Stucky]

**V. DISCUSSION ITEMS.**

- A. District Goals. [Dr. Cory Gibson]
- B. Portrait of a Graduate. [Dr. Joe Kelly & Dr. Cindy Swartz]
- C. Exit and Stay Survey Information. [Brian Schwanz & Carrie Handy]

**VI. ALERTS. *(These items will require future action by the Board of Education.)***

- A. Policy Revision: Section EDAA School Buses & Vehicles.
- B. English Language Arts Standards 2023.

**VII. ADJOURNMENT.**

# # # # #



# Unified School District 232

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## USD 232 BOARD OF EDUCATION

### OFFICIAL MINUTES -- REGULAR MEETING

**Administrative Office (35200 West 91<sup>st</sup> Street, De Soto, Kansas) July 10, 2023**

YouTube channel: <https://youtube.com/@usd232>

The Board President, Ashley Spaulding, called the meeting to order at 6:00 p.m. A quorum of the Board was present. Attendance was as follows:

**Board Members Present:** Rick Amos  
Bill Fletcher  
Danielle Heikes  
Brandi Jonasson  
Stephanie Makalous  
Ashley Spaulding

**Absent:** Calley Malloy

**Others Present:** Alvie Cater, Assistant Superintendent of Administration & Communications  
Steve Deghand, Assistant Superintendent of Facilities & Operations  
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent  
Dr. Cory Gibson, Superintendent of Schools  
Carrie Handy, Executive Director of Elementary Education  
Lee Hanson, Director of Special Education  
Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation  
Kevin Jeffries, Real-World Learning Business to Education Coordinator  
Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Title Programs  
Rob Moser, Coordinator of Safety & Transportation  
Brandon Riffel, Director of Technology  
Brian Schwanz, Executive Director of Secondary Education  
Julie Stucky, Director of Finance

Alvie Cater led attendees in reciting the Pledge of Allegiance.

Board members each took a few minutes to welcome Dr. Gibson to the district.

Superintendent Gibson shared the Empty Chair Philosophy with board members. He said that at the beginning of each meeting an empty chair would be placed at the front of the room. He asked board

members to mentally place any student they know in the chair and as decisions are made around the table, they always keep it in mind and do what is best for the students.

President Spaulding asked if there were any changes for the Agenda. No changes were made.

*Mrs. Brandi Jonasson moved to adopt the Agenda.*

*Mr. Rick Amos seconded.*

*Carried 6/0.*

President Spaulding asked for nominations to the position of Board President.

Brandi Jonasson nominated Ashley Spaulding for President.

With no other nominations made, President Spaulding ceased nominations and asked for a motion.

*Mr. Rick Amos moved to appoint Ashley Spaulding to serve as President of the USD 232 Board of Education during the 2023-24 school year or until a successor is elected by the Board.*

*Mrs. Stephanie Makalous seconded.*

*Carried 6/0.*

President Spaulding asked for nominations to the position of Board Vice President.

Danielle Heikes nominated Stephanie Makalous for Vice President.

With no other nominations made, President Spaulding ceased nominations and asked for a motion.

*Mr. Rick Amos moved to appoint Stephanie Makalous to serve as Vice President of the USD 232 Board of Education for the 2023-24 school year or until a successor is elected by the Board.*

*Mrs. Danielle Heikes seconded.*

*Carried 6/0.*

PATRON INPUT. With no requests to speak submitted, President Spaulding moved onto the next agenda item.

CONSENT AGENDA. President Spaulding asked board members if they had any changes for the Consent Agenda.

Declaring a conflict of interest, Bill Fletcher asked to remove check number 61811 from Consent Agenda item "B. Approve bills and transfer of funds" for approval separately.

*Mrs. Danielle Heikes moved to approve the Consent Agenda as amended.*

*Mrs. Brandi Jonasson seconded.*

*Carried 6/0.*

The following Consent Agenda items were approved:

1. Minutes of the June 5<sup>th</sup> regular meeting.
2. Payment of bills and issuance of checks numbered 61758 – 61767, 61771 – 61810, 61812 – 61916, and 61932 - 61941.
3. Transfer of funds as follows:
  - a. \$10,000.00 from General (Fund 06) to State Pre-K (Fund 11).
  - b. \$698,411.03 from General (Fund 06) to At-Risk (Fund 13).
  - c. \$41,500.00 from General (Fund 06) to Virtual (Fund 15).
  - d. \$1,407,536.65 from General (Fund 06) to Special Education (Fund 30).
  - e. \$114,500.00 from Local Option Budget (Fund 08) to Bi-Lingual (Fund 14).
  - f. \$80,000.00 from Local Option Budget (Fund 08) to Professional Development (Fund 26).
  - g. \$19,000.00 from Local Option Budget (Fund 08) to Parents as Teachers (Fund 28).
  - h. \$2,235,927.08 from Local Option Budget (Fund 08) to Special Education (Fund 30).
  - i. \$574,881.19 from Local Option Budget (Fund 08) to Vocational Education (Fund 34).
  - j. \$750,000.00 from Local Option Budget (Fund 08) to Textbook (Fund 55).

4. Personnel recommendations as follows:

Resignations – Classified

Tammie Calkins, Student Nutrition Assistant, CCE  
Shannon Greenhalgh, Center-Based Paraprofessional, MVHS  
Angela Handy, Secretary, PRE  
Nicole Hufford, Center-Based Paraprofessional, BE  
Amy Maddox, Rule 10 Assistant Volleyball Coach, DHS  
Natalie Tucker, Reading Aide, PRE

Employment – Classified

Bonnie Andrews, Lead Secretary, MCMS  
Evangeline Brackney, Paraprofessional, SE  
Angelica Calleja, Center-Based Paraprofessional, BE  
Nicki Christopher, Paraprofessional, DHS  
Samantha Halter, Paraprofessional, CCE  
Melanie Hartwig, Long-Term Substitute Teacher, RE  
Ashley Ingala, Substitute Nurse, Districtwide  
Taylor Knipp, Rule 10 Assistant Volleyball Coach, DHS  
Katie Lundy, Rule 10 Head Cheerleading Coach/.5 Pep Club Sponsor, MCMS  
Desiree Macke, Paraprofessional, RE  
Krista Martin, Paraprofessional, CTEC

Carol McFadden, Evening Custodian, SE  
Tiffany Meyer, Center-Based Paraprofessional, BE  
David Normile, Lead Custodian, CCE  
Jennifer Riedel, Paraprofessional, CCE  
Amy Savageau, Reading Aide, PRE  
Hannah Sprick, Center-Based Paraprofessional, BE  
Nora Sturdy, Lead Secretary, RE  
Angela Waldron, School Nurse, The Bridge  
Nicole Wilson, Substitute Custodian, Districtwide

Resignations – Certified (Effective at the conclusion of the 2022-23 school year.)

Courtney Bockhoff, 4<sup>th</sup> Grade Teacher, PRE  
Chandler Harrison, 4<sup>th</sup> Grade Teacher, PRE  
Jonathan Pinker, Spanish Teacher, LTMS

Employment – Certified

Elizabeth Biron, Special Education Resource Teacher, RE  
Bre-Anna Burks, 4<sup>th</sup> Grade Teacher, PRE  
Cassandra Frailey, Kindergarten Teacher, ME  
Cienna Maere, 2<sup>nd</sup> Grade Teacher, CCE  
Daniel Treber, Spanish Teacher, LTMS  
Alyssa Whaley, 5<sup>th</sup> Grade Teacher, RE

5. The revised 2023-2024 Classified Employee Handbook.
6. The 2023-2024 Lease Agreement between USD 232 and the Johnson County Park & Recreation District (JCPRD) for before and after school childcare.
7. Purchase and installation of broadcast studio equipment for De Soto High School from Southwest Audio-Visual in the amount of \$20,770.00.
8. Purchase of intervention resources in the areas of reading and writing from Voyager Sopris Learning in the amount of \$51,247.00 and Building Wings in the amount of \$2,264.00.
9. Declaration of one (1) McCall Brand 2 Door Reach-In Freezer and one (1) McCall Brand 3 Door Reach-In Cooler (both located at Starside Elementary School) as surplus.
10. Acceptance of a donation in the amount of \$7,000.00 from the Mill Valley High School Catty Shack to The Bridge 18-21 Program.

Bill Fletcher declared a conflict of interest and left the meeting at 6:12 p.m.

*Mr. Rick Amos moved to approve payment to Kansas Land Management, LLC in the amount of \$21,440.00 with check number 61811.*

*Mrs. Ashley Spaulding seconded.*

*Carried 5/0.*

Bill Fletcher returned to the meeting at 6:13 p.m.

### ACTION ITEMS.

**2023-2024 Organizational Items.** Board members received a draft copy of 2023-2024 Organizational Items in the June and July board packets. Superintendent Gibson reviewed each item.

Stephanie Makalous asked if the Activity Fund was a clearing account and why the board has to approve it. Superintendent Gibson said Activity Funds have to do with athletics and activities and may receive funds through fundraisers. They are established annually to provide oversight by the district to ensure compliance with regulations.

*Mrs. Danielle Heikes moved to approve the Board of Education 2023-24 Organizational Items as discussed.*

*Mrs. Stephanie Makalous seconded.*

*Carried 6/0.*

A copy of the 2023-2024 Organizational Packet is attached to these minutes.

**Revenue Neutral Tax Rate and Budgeting Process.** Julie Stucky, Director of Finance, presented information regarding the required Revenue Neutral Rate (RNR). As part of the budget planning process, Mrs. Stucky said the board will consider approving its intention to exceed the RNR for the new fiscal year. She shared that administration will bring the board a proposed budget in August. At that time, the board would be asked to approve the next step in the process which is taking action to publish the required notices for the budget and the RNR. In September, the board will conduct a hearing on the revenue neutral rate and the budget before considering formal adoption. She explained that in 2021 the Kansas Legislature established the Revenue Neutral Tax Rate (RNR) with the passing of Senate Bill (SB) 13. SB 13 requires that a RNR be calculated for all property tax levies. The RNR is the mill levy needed in the upcoming tax year to raise the same tax revenue as the previous tax year. It is intended to help taxpayers understand how changes in their property valuation and mill levy rates work together to determine the actual property tax to be paid. Mrs. Stucky said on June 15<sup>th</sup> the County Clerk notifies the district of what the mill rates will have to be to collect the exact amount of money that was collected the previous year.

Mrs. Stucky shared a slide showing the Fiscal Year (FY) 23 Levy, Tax Collected and RNR for the following funds: General, Local Option Budget, Cost of Living, Capital Outlay, Bond and Interest and Special Assessment. The total FY 23 Levy for these funds was 61.673, tax collected was \$44,966,084.00 and the RNR was 55.193.

Next, Mrs. Stucky shared a slide showing the FY 23 Levy, RNR, proposed maximum FY 24 Levy and Maximum Tax Collection and the difference in collections from FY 23 to FY 24. The total proposed maximum FY 24 levy is 61.312, and maximum tax collection is \$49,883,908.00. This is a change of \$4,917,824.00. She explained that because the board is not going to meet again before she has to notify the County Clerk on July 20<sup>th</sup> of the projected tax rate if exceeding the RNR, she estimated conservative numbers. Mrs. Stucky said the county makes the district only do three of the levies so she

has to tell them what the LOB and Capital Outlay are going to be. She provided examples as to why keeping Capital Outlay at 8 mills allows the district to have funds to cover unexpected costs.

In conclusion, Mrs. Stucky said she anticipates another decrease in the overall tax rate (mill levy) for the new fiscal year.

*Mrs. Ashley Spaulding moved to approve the intent to exceed the Revenue Neutral Tax Rate.*

*Mr. Rick Amos seconded.*

*Carried 6/0.*

**Professional Negotiated Agreement for 2023-24.** Alvie Cater, Assistant Superintendent of Administration & Communications, said that as of Friday, July 7, members of the Teacher's Association ratified the tentative agreement. He said the final step in this process for the 2023-2024 school year is for the board to consider formally adopting the tentative agreement. He said the negotiations team reached the tentative agreement with the teacher's association on June 19. He said working alongside the teacher's association to accomplish this was a positive process and the Teacher's Association expressed sincere thanks to the Board of Education for the excellent compensation package. He then highlighted key components of the district compensation package, noting that it increases the base rate for starting teachers from \$44,500 to \$47,000 a year. Adjustments were made to the salary schedule so that dollars flow through it more consistently. He said the district expects health insurance costs to increase by 10%. When looking at just salary for professional employees the average increase would be 6.31%. The total teacher compensation package, including benefits, represents an increase of 7.07%. Mr. Cater then asked that the Board approve the tentative agreement for 2023-2024.

Bill Fletcher asked what the union vote was. Mr. Cater said they just need a simple majority. He said he did receive communication before the deadline from Jeff Wieland, who helps lead negotiations for the association, saying they had already exceeded the threshold. He also said from what the administration has been hearing teachers were very pleased with the agreement.

President Spaulding thanked the administration and teachers' association for all of their work on this agreement.

Danielle Heikes shared appreciation for the increase in tuition reimbursement that was included in the compensation package.

*Mrs. Stephanie Makalous moved to approve the 2023-2024 Professional Negotiated Agreement between USD 232 and the De Soto Teacher's Association as presented.*

*Mrs. Brandi Jonasson seconded.*

*Carried 6/0.*

**Compensation Package for Employees not covered by the PNA.** Carrie Handy, Executive Director of Elementary Education, and Brian Schwanz, Executive Director of Secondary Education, presented

compensation recommendations for employee groups not covered by the Professional Negotiated Agreement (PNA).

Mrs. Handy said classified, health and related services and administration employees will see an increase in salary by an average of 6.31%; the starting base rate for all classified positions will be raised by 5% and Student Nutrition employees will receive an additional 50 cents per hour to raise starting pay to \$14.50 per hour. The district will absorb the increased health insurance cost. Mrs. Handy noted that tuition reimbursement is also being applied to classified employees. She said the administration also proposes suspending salary caps for the 2023-24 increases.

Danielle Heikes said support of the community enables the district to compensate staff and create compensation packages like this. She added that without community support the district would not be able to continue to attract and retain the quality teachers and support staff it has.

*Mrs. Brandi Jonasson moved to approve staff compensation packages for the 2023-2024 school year as presented.*

*Mrs. Stephanie Makalous seconded.*

*Carried 6/0.*

**Mill Creek Middle School Start Time/End Time.** Alvie Cater pointed out that a written report was included in the board packet last month about this matter. He said the board is asked to approve shifting, by 5 minutes, the start and end time for Mill Creek Middle School only. Currently all three middle schools open at 7:55 a.m. and dismiss at 3:05 p.m. Mr. Cater said a few years ago the district shifted the start and end times by 5 minutes primarily because of increased traffic at adjoined campuses (Monticello Trails and Mill Valley and Lexington Trails and De Soto High School) which helped. Mr. Cater said First Student has done a tremendous job of maintaining routes and getting students to and from school. This past school year, 15-16 buses served Mill Creek Middle School and after completing afternoon routes were consistently late to Belmont and Mize elementary schools. He said First Student is trying to be mindful of the driver shortage and is maximizing routes so that there are as many students as possible comfortably on the buses, which is making some of the routes take a little bit longer. He said shifting Mill Creek to exit 5 minutes earlier will hopefully alleviate the late arrival to the two elementary schools.

Mr. Cater said one parent reached out with a concern that a student who is dropped off to a high school earlier may not have access to the building. He said he has spoken with the high school administrators who have assured him they would address the concern.

Danielle Heikes asked if this would also apply to the half-day schedule. Mr. Cater said that has not come up, but if the district needs to adjust this schedule it can.

*Mrs. Danielle Heikes moved to approve a shift to the start and end of the school day at Mill Creek Middle School only by five minutes, from 7:55 a.m. and 3:05 p.m. to 7:50 a.m. and 3:00 p.m.*

*Mrs. Stephanie Makalous seconded.*

*Carried 6/0.*

**DISCUSSION ITEM.**

**Transitional Items.** Superintendent Gibson shared a Superintendent Entry Plan with the board that shows tasks he has or will complete between April and the Fall of 2023.

**ALERTS.** The following reports were included in the packet for this board meeting with notice that they will require future action by the Board of Education: 1. Policy Updates; and, 2. De Soto High School Band Uniform Replacement.

**FYI REPORT.** The following informational report was included in the packet for this board meeting: 1. Unencumbered Cash Balances.

*President Spaulding adjourned the meeting at 6:56 p.m.*

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**Date Approved**

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**Clerk, Board of Education**

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**President, Board of Education**



# Unified School District 232

**De Soto – Shawnee – Lenexa – Olathe**  
**www.usd232.org**

**JULIE STUCKY**  
Director of Finance

TO: Dr. Cory Gibson, Superintendent of Schools  
USD 232 Board of Education  
FROM: Julie Stucky, Director of Finance  
DATE: August 2, 2023  
SUBJECT: Treasurer's Report (Consent Agenda Item)

**Approve Checks 61942–62182 with Following Exceptions:**

61942-61944 1st July Payroll Vendor Checks 6/16-6/30/23 Pay Date 07/14/23  
62011-62016 2nd July Payroll Vendor Checks 7/01-7/15/23 Pay Date 7/31/23  
62023 BCBS of KC July 2023 Billing

**Approve the following transfers for month ending July, 2023**

\$ 1,513.78 From Supp Gen (Fund 08) to Parent Ed (Fund 28)

**Check Journal - 07/13/2023**

Check Number	Check Date	Payee	Reason	Amount
61945	07/13/23	24-7 Fire Protection LLC	Annual Back Flow Tests - District	\$210.00
61946	07/13/23	ABCCreative, Inc.	Mize Playground Drainage Repairs	\$37,500.00
61947	07/13/23	Acme Floor Company, Inc.	Gym Floor Resurfacing LTMS MTMS	\$45,790.00
61948	07/13/23	Atmos Energy	Gas-MC, CLC, DSC, LT, ME, CTE Bridge, DHS May 2023	\$1,536.42
61949	07/13/23	A To Z Theatrical Supply	Paint for DHS Journalism Room	\$120.00
61950	07/13/23	Carroll Seating Company	MTMS Casework Replacement	\$65,000.00
61951	07/13/23	Cates Service Company	Compressor Replacement Mize & Freon for ME	\$10,875.76
61952	07/13/23	City Of De Soto	Water for LTMS March 2023	\$545.07
61953	07/13/23	City Of De Soto	W/S/T -May 2023	\$4,829.34
61954	07/13/23	Contract Paper Group, Inc.	Copy Paper	\$62,983.20
61955	07/13/23	Control Service Co., Inc.	Maintenance Supplies	\$150.75
61956	07/13/23	De Soto Auto Parts	Vehicle Maintenance	\$216.03
61957	07/13/23	Easy Ice, LLC	Bin Switch - Icemaker CCE	\$54.96
61958	07/13/23	Empathia, Inc.	EAP Services	\$5,145.00
61959	07/13/23	Evergy	Electricity for May/June 2023	\$103,813.64
61960	07/13/23	Explain My Benefits, LLC	EMB Fee - June 2023	\$1,403.33
61961	07/13/23	Fastenal Company	Grounds Supplies	\$114.00
61962	07/13/23	First Student, Inc.	Student Transp.- June 2023	\$132,378.75
61963	07/13/23	Flex Made Easy	Flex Made Easy Fee - June 2023	\$710.50
61964	07/13/23	Grainger	Supply Motor - DSC outside AC	\$190.36
61965	07/13/23	Guest Communications Corp.	Emergency Preparedness Directories	\$19,617.00
61966	07/13/23	Hobart	Kitchen Supplies	\$569.62
61967	07/13/23	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$22.00
61968	07/13/23	Integrity Locating Services, LLC	Locate Charges	\$360.00
61969	07/13/23	Johnson Co Sheriff's Office	DHS Security 5/14/23-5/27/23	\$820.00
61970	07/13/23	k12 ITC, Inc.	Contracted Services	\$191,642.57
61971	07/13/23	Kansas Land Management, LLC	2022 Mowing Contract	\$21,440.00
61972	07/13/23	Kansas One-Call System, Inc.	Locate Charges	\$138.00
61973	07/13/23	Kennyco Industries, Inc.	Fire Alarm Monitoring Period 7/1/23 thru 12/31/23 - District Wic	\$474.75
61974	07/13/23	Kenton Brothers Inc.	New Card Reader - CTEC	\$4,546.64
61975	07/13/23	Key Refrigeration Supply L.L.C.	District-Wide Filters	\$1,204.42
61976	07/13/23	Kone Inc.	Elevator Maintenance for District, 12 months, 7/1/23 - 6/30/24	\$1,101.48
61977	07/13/23	Mid America Service Co.	Annual Kitchen Hood Cleaning - District	\$2,133.00
61978	07/13/23	Minsky's Lawrence	Student Nutrition Dept.	\$10,794.00
61979	07/13/23	Marina Stone	Driver's Ed refund	\$225.00
61980	07/13/23	Office of the State Fire Marshal	Boiler Inspection Certificates - District Wide	\$420.00

**Check Journal - 07/13/2023**

Check Number	Check Date	Payee	Reason	Amount
61981	07/13/23	Omega Door and Hardware	Bathroom Partitions MVHS/MTMS & Receiving Door MCMS	\$13,590.00
61982	07/13/23	Plumbing By Fisher, Inc.	Replace Water Valves - MVHS	\$18,424.00
61983	07/13/23	Pro Auto Polish Shop	Detailing Fleet - 17 vehicles	\$2,380.00
61984	07/13/23	Pur-0-Zone, Inc	Custodial Equipment Repairs	\$990.06
61985	07/13/23	Redexium Turf Products	Lock Pin Rear Roller Aerator Parts	\$31.90
61986	07/13/23	Reinders, Inc.	Non-Selective Herbicide - Grounds District Wide	\$2,587.64
61987	07/13/23	SiteOne Landscape Supply, LLC	Grounds Supplies	\$228.80
61988	07/13/23	Smallwood Lock Supply	Maintenance Supplies	\$410.52
61989	07/13/23	T-Mobile USA, Inc.	Hotspots	\$190.03
61990	07/13/23	The Legal Record	Legal Ad - DHS Band Uniform Replacement	\$34.24
61991	07/13/23	Time Warner Cable	Cable TV/internet	\$119.98
61992	07/13/23	Tire Hub	Vehicle Supplies	\$436.00
61993	07/13/23	Toshiba Financial Services	Copy/Printer Overages	\$14,850.66
61994	07/13/23	Unemployment Insurance Srvcs	Quarterly Service Charges	\$478.00
61995	07/13/23	Validity Screening Solutions	Employee background checks	\$1,614.00
61996	07/13/23	Waste Management	Trash/Recycle -June 2023	\$6,480.00
61997	07/13/23	Water District No 1 Of Jo Co	Water-MT, MC,MV, PRE, HE, BE,CCE, ME,RE, &TP-June 2023	\$5,697.09
61998	07/13/23	Wells Fargo Vendor Fin Serv	Bobcat Lease	\$1,198.28
61999	07/13/23	Western Metal Company	Roofing Materials - LTMS	\$4,440.80
62000	07/13/23	Wholesale Batteries Inc.	Scissor Lift Batteries and Battery Charger	\$939.19
62001	07/13/23	Wiese USA	Tires and Wheels - Warehouse Equipment	\$3,359.75

**\$807,556.53**

**Check Journal - 07/20/2023**

Check Number	Check Date	Payee	Reason	Amount
62003-62004	07/20/23	Amazon Capital Services	Teacher Materials	\$12,063.31
62005	07/20/23	Fee Insurance Group	Public Official Bond	\$300.00
62006	07/20/23	Kansas Gas Service	Gas Service-MT, MV, PRE, BE, RE, & TP. June 2023	\$1,172.70
62007	07/20/23	Quench USA, Inc.	2 month rental July-Aug. 2023	\$261.10
62008	07/20/23	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$699.81
62009	07/20/23	Waste Management	Grounds Roll Off Dumpster	\$1,340.00
62010	07/20/23	WoodRiver Energy LLC	Heating Bill - West Side	\$1,505.47
				<b>\$17,342.39</b>

**Check Journal - 7/27/23**

Check Number	Check Date	Payee	Reason	Amount
62017-62018	07/27/23	Arvest Bank	Credit Card Statement 7.14.23	\$41,332.95
62019	07/27/23	Atmos Energy	Gas Service-Bridge & DHS June 2023	\$186.03
62020	07/27/23	Roberts Dairy	Student Nutrition Dept.	\$1,488.08
62021	07/27/23	U.S. Foodservice, Inc	Student Nutrition Dept.	\$226.24
62022	07/27/23	Waste Management	Roll Off Dumpster DHS	\$448.80
				<b>\$43,682.10</b>

Credit Card Statement  
7/14/2023

Date	Cardholder Name	Merchant	Merchant Location	Amount
7/6/2023	CARRIE HANDY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 76.80
	<b>CARRIE HANDY Total</b>			<b>\$ 76.80</b>
6/15/2023	DHS TRAVEL 1	PANERA BREAD #600910 P	WENTZVILLE, MO 633850000	\$ 166.85
6/14/2023	DHS TRAVEL 1	TST SCHLAFLY BANKSIDE	SAINT CHARLES, MO 633010000	\$ 262.52
	<b>DHS TRAVEL 1 Total</b>			<b>\$ 429.37</b>
6/13/2023	DOYLE BAKER	WESTLAKE HARDWARE #045	LENEXA, KS 662190000	\$ 23.16
	<b>DOYLE BAKER Total</b>			<b>\$ 23.16</b>
6/14/2023	ERIC ROBERTS	CROFT TRAILER SUPPLY INC	OLATHE, KS 660620000	\$ 36.66
7/13/2023	ERIC ROBERTS	HARBOR FREIGHT TOOLS 186	SHAWNEE, KS 662030000	\$ 114.83
7/13/2023	ERIC ROBERTS	HARBOR FREIGHT TOOLS 186	SHAWNEE, KS 662030000	\$ 469.98
	<b>ERIC ROBERTS Total</b>			<b>\$ 621.47</b>
7/12/2023	GABRIELLA PHILBROOK	SAMS CLUB #8208	LENEXA, KS 662150000	\$ 85.00
7/12/2023	GABRIELLA PHILBROOK	SAMS CLUB #8208	913-894-0084, KS 662150000	\$ 132.62
	<b>GABRIELLA PHILBROOK Total</b>			<b>\$ 217.62</b>
6/15/2023	JANET HOPKINS	USA KANSAS	785-2326566, KS 666140000	\$ 200.00
6/20/2023	JANET HOPKINS	BUILDING WINGS LLC	847-2388889, IL 600730000	\$ 2,331.57
	<b>JANET HOPKINS Total</b>			<b>\$ 2,531.57</b>
6/15/2023	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 139.06
6/15/2023	JODIE SAULTZ	KANSAS TURNPIKE AUTHORIT	316-682-4537, KS 672070000	\$ 131.25
7/12/2023	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 331.40
	<b>JODIE SAULTZ Total</b>			<b>\$ 601.71</b>
6/27/2023	KENT RIGDON	FLAGSOURCE UNLIMITED	913-6311139, KS 662160000	\$ 35.00
7/5/2023	KENT RIGDON	WESTLAKE HARDWARE #045	LENEXA, KS 662190000	\$ 34.01
	<b>KENT RIGDON Total</b>			<b>\$ 69.01</b>
6/20/2023	LEE HANSON	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 59.92
6/27/2023	LEE HANSON	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 48.13
	<b>LEE HANSON Total</b>			<b>\$ 108.05</b>
7/6/2023	MIKE JEROME	MENARDS LAWRENCE KS	LAWRENCE, KS 660460000	\$ 86.91
	<b>MIKE JEROME Total</b>			<b>\$ 86.91</b>
6/12/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	TICKETON ENTE, EM 000000000	\$ (155.50)
6/12/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	TICKETON ENTE, EM 000000000	\$ (155.50)
6/12/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	TICKETON ENTE, EM 000000000	\$ (113.50)
6/12/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	K1 SPEED SACR, EM 000000000	\$ (129.90)
6/13/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	AMZN MKTP US, EM 000000000	\$ (348.85)
6/14/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	AMZN MKTP US, EM 000000000	\$ (324.60)
		June Fraud Charges NOT paid		\$ 1,227.85
	<b>MILL VALLEY HIGH SCHOOL Total</b>			<b>\$ -</b>
6/19/2023	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 11.50
6/20/2023	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 12.50
7/3/2023	MONTICELLO TRAILS MS	GOOGLE GOOGLE STORAGE	855-836-3987, CA 940430000	\$ 2.99
7/9/2023	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 11.50
	<b>MONTICELLO TRAILS MS Total</b>			<b>\$ 38.49</b>
6/22/2023	MVHS TRAVEL 1	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 29.80
6/22/2023	MVHS TRAVEL 1	MUSICFOLDER.COM - USD	VANCOUVER, BC 000000000	\$ 2,980.98
	<b>MVHS TRAVEL 1 Total</b>			<b>\$ 3,010.78</b>
6/13/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 447.22
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 670.83
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 670.83
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 670.83
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 670.83
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 726.96
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 726.96
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6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 726.96

Credit Card Statement  
7/14/2023

Date	Cardholder Name	Merchant	Merchant Location	Amount
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 726.96
6/14/2023	TAMI CASEY	DRURY INNS	636-7245772, MO 633030000	\$ 726.96
6/14/2023	TAMI CASEY	EMBASSY SUITES ST LUIS	ST CHARLES, MO 633030000	\$ 392.74
6/15/2023	TAMI CASEY	WWW COSTCO COM	800-955-2292, WA 980270000	\$ 60.00
6/15/2023	TAMI CASEY	EMBASSY SUITES ST LUIS	ST CHARLES, MO 633030000	\$ 589.11
6/15/2023	TAMI CASEY	EMBASSY SUITES ST LUIS	ST CHARLES, MO 633030000	\$ 589.11
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6/15/2023	TAMI CASEY	EMBASSY SUITES ST LUIS	ST CHARLES, MO 633030000	\$ 589.11
6/15/2023	TAMI			

Credit Card Statement  
7/14/2023

Date	Cardholder Name	Merchant	Merchant Location	Amount
6/16/2023	TRAVEL CARD 1	COUNTRY INN & SUITES M	MESA, AZ 852060000	\$ 626.49
6/16/2023	TRAVEL CARD 1	COUNTRY INN & SUITES M	MESA, AZ 852060000	\$ 626.49
6/16/2023	TRAVEL CARD 1	COUNTRY INN & SUITES M	MESA, AZ 852060000	\$ 626.49
6/16/2023	TRAVEL CARD 1	COUNTRY INN & SUITES M	MESA, AZ 852060000	\$ 626.49
7/10/2023	TRAVEL CARD 1	CANVA I03842-27146465	HTTPSCANVA.CO, DE 199340000	\$ 22.25
	<b>TRAVEL CARD 1 Total</b>			<b>\$ 2,328.21</b>
	<b>Grand Total</b>			<b>\$41,510.50</b>
			Check # 61776	\$ 139.06
			Check # 61890	\$ 38.49
			Check # 62018	\$41,332.95
				<b>\$41,510.50</b>

**Check Journal - 08/04/23**

Check Number	Check Date	Payee	Reason	Amount
62024	08/04/23	24-7 Fire Protection LLC	Annual Fire Sprinkler Inspection - District	\$7,864.50
62025	08/04/23	4imprint, Inc.	Teacher materials	\$573.27
62026	08/04/23	A-1 Sewer & Septic Service	Annual Grease Trap Maintenance - District	\$2,000.00
62027	08/04/23	Acme Floor Company, Inc.	Gym Floor Resurfacing LTMS MTMS	\$10,944.00
62028-62030	08/04/23	Amazon Capital Services	Teaching/Office Supplies	\$5,959.28
62031	08/04/23	Apple Inc.	Equipment	\$426,270.40
62032	08/04/23	Atmos Energy	Heat-MC, CLC, DSC, DHS, LT, ME, CTE -June 2023	\$1,195.86
62033	08/04/23	B & H Photo Video Pro Audio	Equipment for Mill Valley High School - Laurie Folsom	\$2,730.88
			Equipment	\$2,767.06
62034	08/04/23	B & W Fire L.L.C.	Annual Fire Extinguisher Inspections - District Wide	\$6,844.70
62035	08/04/23	BAC Musical Instruments, LLC	DHS Summer Repair with BAC Music	\$2,987.05
62036	08/04/23	Batteries Plus - #260	Batteries - DHS	\$612.40
62037	08/04/23	Blick Art Materials	Blick Art Materials - MVHS	\$108.08
62038	08/04/23	Border States Industries Inc	T5 Lamps - District	\$1,605.50
62039	08/04/23	BrightBytes, Inc	Core Analytics Suite Renewal - 2023-24	\$50,000.00
62040	08/04/23	BrightStar Care	Contracted Nurse services	\$2,970.00
62041	08/04/23	Brookes Publishing	Assessment Material Early Childhood	\$644.10
62042	08/04/23	BSN Sports, LLC	DHS- Volleyball	\$981.88
62043	08/04/23	Carroll Seating Company	MTMS Casework Replacement	\$147,694.49
62044	08/04/23	Cates Service Company	HVAC Service Agreement	\$16,884.00
62045	08/04/23	CDW Government	Equipment	\$737,650.00
62046	08/04/23	CertaPro Painters of Shawnee Mission	Horizon Interior Paint App by BOE 2/6/23	\$41,584.23
			Wall Repairs/Paint 2 Rooms MTMS	\$9,717.00
62047	08/04/23	Chic-A-Dees Trophies	Custom Engraved Nametag	\$31.00
62048	08/04/23	Clayton Paper & Distribution, Inc.	Custodial Supplies	\$1,255.21
62049	08/04/23	Combes Construction LLC	Mize Elementary Addition App by BOE 11/7/22	\$311,258.70
62050	08/04/23	Control Service Co., Inc.	Service & Support Agreement HVAC	\$2,510.00
			Controls for New Boilers MVHS	\$6,880.14
62051	08/04/23	Cosentino Enterprise, Inc.	ESY supplies	\$69.67
62052	08/04/23	Country Carpet	DHS Multipurpose Carpet Replacement	\$5,000.00
62053	08/04/23	Crisis Prevention Institute, Inc.	CPI training materials	\$4,974.00
62054	08/04/23	De Soto Auto Parts	Vehicle Maintenance	\$551.82
62055	08/04/23	Desco Coatings, Inc	Flooring Repairs MVHS	\$3,405.28
62056	08/04/23	DH Pace Construction Services	DHS Toilet Compartment Replmt. App by BOE 6/5/23	\$61,329.00
62057	08/04/23	Envision Technology Group	Cell Boosters for MCMS & ME App by BOE 12/5/22	\$19,192.00
			Additional Conduit	\$1,245.93

**Check Journal - 08/04/23**

Check Number	Check Date	Payee	Reason	Amount
62058	08/04/23	eRate Solutions, L.L.C.	eRate Consulting Fee	\$20,732.67
62059	08/04/23	Evergy	Electricity for June/July 2023	\$108,958.67
62060	08/04/23	Executive Marketing Promotion Inc.	Student Shirts	\$3,670.25
62061	08/04/23	Fastenal Company	Grounds Supplies	\$833.35
62062	08/04/23	First Health Education, LLC.	CPR training site alignment	\$150.00
62063	08/04/23	First Student, Inc.	Student Transportation - July 2023	\$28,427.14
62064	08/04/23	Flex Made Easy	July 2023 Fee	\$707.00
62065	08/04/23	Flyleaf Publishing, LLC	Literacy Materials - ESSER III - Belmont	\$1,994.54
62066	08/04/23	General Parts LLC	Kitchen Supplies	\$168.70
62067	08/04/23	Grainger	Re-Build Kits	\$277.14
			Sink Eye Repair Kit - RE 400 Hall	\$368.93
			Batteries	\$122.01
62068	08/04/23	Grandma's Office Catering	HR Summit Breakfast	\$4,977.98
62069	08/04/23	Hobart	Kitchen Supplies	\$313.04
62070	08/04/23	Horst, Terrill & Karst Architects, P.A.	Architectural Fees LTMS Roof	\$10,500.00
			Architectural Services Mize	\$3,150.00
62071	08/04/23	Imagine Learning LLC	Edgeunity Renewal 2023-24	\$25,020.00
62072	08/04/23	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$6,600.79
62073	08/04/23	Jodie Maddox Coaching & Consulting	Sacred Heart PD & Coaching	\$950.00
62074	08/04/23	k12 ITC, Inc.	Contracted Services	\$191,362.57
62075	08/04/23	Ka-Comm, Inc.	Additional radios for Belmont & CCE	\$1,260.00
62076	08/04/23	Kansas City Business Journal	Membership Renewal 2023.24 - Kevin Jeffries	\$80.00
62077	08/04/23	Kansas City Audio-Visual	Equipment	\$1,294.00
62078	08/04/23	Kansas City Behavioral Health	Student Services	\$7,506.25
62079	08/04/23	Kansas Assn Of School Boards	2023 KASB Annual Convention Registration	\$2,000.00
62080	08/04/23	K.C. Bobcat	Parts for the Skid-Steer	\$74.88
62081	08/04/23	Kennedy Glass, LLC	Replace one damaged window - BE	\$241.61
62082-62085	08/04/23	Kennyco Industries, Inc.	Fire Alarm Monitoring and Service	\$13,115.68
62086	08/04/23	Kenton Brothers Inc.	Proposal Q4072 Door Card Reader - CCE	\$4,143.80
			Proposal Q4075 Door Card Reader - Bridge	\$3,458.44
			Proposal Q4073 Door Card Reader - Mize	\$4,143.80
			Proposal Q4074 Door Card Reader - SE	\$7,544.10
			Proposal Q2346 Door Card Reader - DHS	\$3,505.31
62087	08/04/23	Key Refrigeration Supply L.L.C.	Kitchen Supplies/HVAC Filters	\$37,972.68
62088	08/04/23	Kone Inc.	Preventative Check on Elevator	\$336.70
62089	08/04/23	Kone Inc.	Elevator Maintenance	\$1,155.00

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Check Number	Check Date	Payee	Reason	Amount
62090	08/04/23	KPATA	KPATA Memberships	\$140.00
62091	08/04/23	KS/MO Superintendents Leadership For	KMSLF Membership Dues - 2023-24 School Year	\$650.00
62092	08/04/23	Kansas School For The Deaf	ESY student FM systems	\$223.80
62093	08/04/23	KU Midwest Occupational Health	Agility Tests	\$210.00
62094	08/04/23	Lakeshore Learning Materials	BIngo set for STUCO	\$29.99
62095	08/04/23	Learning Tree Institute	Greenbush Medicaid fee	\$819.66
62096	08/04/23	Lippert Mechanical Service Corp.	Boiler Replacement MVHS Approved 5/1/23	\$80,385.00
62097	08/04/23	Litania Sports Group, Inc.	antennas and standards for the practice courts	\$8,596.50
62098-62099	08/04/23	Lowe's	Maint./Custodial Supplies	\$3,379.80
62100	08/04/23	Mendez Foundation	Too Good For Drugs Material	\$197.78
62101	08/04/23	Merrill Industrial Electric Co., LLC.	Service Call - CCE HVAC drive	\$155.00
62102	08/04/23	Meyer Music	Summer Repair and Cleaning	\$24,007.85
62103	08/04/23	Midwest Alarm Services	Parts Repairs	\$2,878.25
62104	08/04/23	Midwest Section PGA Foundation	SNAG Coaching Kits	\$1,600.00
62105	08/04/23	Lindi Dugan	Student Nutrition Dept.	\$20.00
62106	08/04/23	Amy Bryant	Student Nutrition Dept.	\$11.75
62107	08/04/23	Shelly Liston	Student Nutrition Dept.	\$20.40
62108	08/04/23	Susan Sykes	Student Nutrition Dept.	\$16.20
62109	08/04/23	Amanda Meixelsperger	Student Nutrition Dept.	\$9.65
62110	08/04/23	Angela Stevens	Student Nutrition Dept.	\$47.85
62111	08/04/23	Kelsey Stuart	Student Nutrition Dept.	\$42.51
62112	08/04/23	Elizabeth Baxley	Student Nutrition Dept.	\$41.40
62113	08/04/23	Cindy Sanders	Student Nutrition Dept.	\$5.05
62114	08/04/23	Morgan Hunter Education, LLC	Teacher Sub Pay	\$130.50
62115	08/04/23	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$153.00
62116	08/04/23	Nutrislice, Inc.	Student Nutrition Dept..	\$5,265.60
62117	08/04/23	O'Reilly Auto Parts	Vehicle Maintenance	\$136.61
62118	08/04/23	ODP Office Solutions, LLC	Supplies	\$1,068.49
62119	08/04/23	Olathe Chamber of Commerce, Inc.	2023.24 Olathe Chamber Membership - Kevin Jeffries	\$455.00
62120	08/04/23	Olathe T-Shirt & Trophy Inc.	Summer Custodian T-Shirts	\$142.00
62121	08/04/23	Oriental Trading Co., Inc.	Building supplies	\$57.95
62122	08/04/23	Oticon, Inc.	Equipment - Audiology	\$619.99
62123	08/04/23	Overhead Door Company of KC	Service Call on Receiving Doors - DHS	\$938.40
62124	08/04/23	Padlet	Elementary Tech Teachers - Unlimited Padlets	\$699.93
62125	08/04/23	P.A.T. National Center, Inc.	Tina F2 Training	\$700.00
62126	08/04/23	Pearson Education	Literacy Materials - ESSER III - Early Childhood	\$416.58

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Check Number	Check Date	Payee	Reason	Amount
62127	08/04/23	Pearson Assessments	Assessment Materials - EC	\$435.66
62128	08/04/23	Perma-Bound	Classroom supplies	\$739.70
62129	08/04/23	Pinnacle Solutions LLC	Pest Management Services for District per Proposal	\$1,655.00
62130	08/04/23	Plumbing By Fisher, Inc.	Replace 2 Clay Traps, Clear Roof Drain - MVHS	\$2,881.00
62131	08/04/23	Pro Concrete Design	Concrete Polish RE Art Room	\$6,850.00
62132	08/04/23	Project Lead The Way, Inc.	PLTW Automation/Robotics Training for Gina Miller	\$1,200.00
			PLTW Network Security Lab Fee	\$1,000.00
62133	08/04/23	Propio LS, LLC	Interpreting Services July 2023	\$20.00
62134-62135	08/04/23	Pur-0-Zone, Inc	Custodial Equipment, Supplies, Repairs	\$28,751.02
62136	08/04/23	Quench USA, Inc.	Water machine 8/1-9/30	\$73.62
62137	08/04/23	Ramsey Education	Ramsey High School Workbook	\$1,758.24
62138	08/04/23	Raynor Garage Door Co., Inc.	New Roll Up Door for Fab Lab DHS App by BOe 12/5/22	\$6,570.00
			Emergency Door Repair - Warehouse	\$242.50
62139	08/04/23	Reinders, Inc.	Broadleaf Herbicide - Grounds District Wide Use	\$30.00
62140	08/04/23	ReSound	FM system repair - S/N 2081268240	\$211.90
62141	08/04/23	REV Robotics LLC	Equipment for CTEC - Sam McLeod	\$264.02
62142	08/04/23	Rew Materials	Ceiling Tile - District Wide	\$2,206.34
62143	08/04/23	All American Sports Corp.	Middle School Shoulder pads	\$1,945.69
62144	08/04/23	Rifton Equipment	Equipment for Student - Mize	\$757.50
62145	08/04/23	Riverside Community Care, Inc	2023-24 SOS Renewal	\$1,500.00
62146	08/04/23	Roberts Dairy	Student Nutrition Dept.	\$1,115.49
62147	08/04/23	S & S Activewear LLC	Convocation shirts for USD 232 School Board members	\$25.35
62148	08/04/23	Scholastic Inc.	Additional Sections for 2023-24	\$1,948.47
62149	08/04/23	School Datebooks, Inc.	Agenda for 23-24 school year	\$1,962.88
62150	08/04/23	School Specialty, LLC	Student Nutrition Dept.	\$248.89
62151	08/04/23	Shawnee Copy Center, Inc.	Teacher supplies	\$921.67
62152	08/04/23	SiteOne Landscape Supply, LLC	Grounds Supplies	\$400.13
62153	08/04/23	Smallwood Lock Supply	Maintenance Supplies	\$491.46
62154	08/04/23	Soliant Health, Inc.	Contracted Nurse Services - ESY	\$6,049.12
62155	08/04/23	Solution Tree	Portable Event Package-PLC Summit	\$1,498.00
62156	08/04/23	Soter Technologies	Software renewal	\$600.00
62157	08/04/23	STAPLES Advantage	office supplies	\$42.46
62158	08/04/23	Summit Behavioral Services	Contracted student services	\$7,497.50
62159	08/04/23	Sunflower League	Mill Valley-Sunflower League Dues 2023-2024	\$2,760.00
62160	08/04/23	Super Duper Publications	Literacy Materials - ESSER III - Horizon Elementary	\$279.80
62161	08/04/23	T-Mobile USA, Inc.	Hotspots	\$190.03

**Check Journal - 08/04/23**

Check Number	Check Date	Payee	Reason	Amount
62162	08/04/23	Teacher Synergy, LLC.	Literacy Materials - ESSER III - Prairie Ridge	\$401.00
62163	08/04/23	The Art of Education, LLC	FLEX Curriculum - training/implementation	\$3,028.48
62164	08/04/23	The Legal Record	De Soto High School Broadcast Studio Project	\$36.38
62165	08/04/23	The Sherwin-Williams Co.	Primer - District Wide DR	\$68.99
62166	08/04/23	Tools 4 Reading, LLC	Literacy Materials - ESSER III - Horizon	\$665.50
62167	08/04/23	Toshiba America Business Solutions	Printers 7/25/23-7/24/24	\$5,670.00
62168	08/04/23	Toys for Special Children	Assistive Tech Equipment	\$113.95
62169	08/04/23	Triangle Sales Inc.	VAV Damper - CTEC	\$55.00
62170	08/04/23	UCP Seguin	Infinitec yearly membership	\$5,464.90
62171	08/04/23	Underground Vaults & Storage Inc	Contracted Services	\$105.00
62172-62173	08/04/23	United Office Products, Inc.	District Furniture	\$69,366.73
62174	08/04/23	United School Adm Of Kansas	Dr. Cory Gibson - Membership	\$1,372.00
62175	08/04/23	USD232 Student Nutrition	Student Nutrition Dept.	\$725.00
62176	08/04/23	Validity Screening Solutions	Employee background checks	\$861.50
62177	08/04/23	Varsity Spirit	DHS- Dance Uniforms and jackets	\$2,829.60
62178	08/04/23	Voyager Sopris Learning	Sped Reading Curriculum - Voyager Passport	\$37,144.80
			Sped Reading Curriculum - Step Up To Writing	\$14,637.70
			Sped Reading Curriculum - Sound Partners	\$4,589.20
62179	08/04/23	Water District No 1 Of Jo Co	Water-MT, MC,MV, PRE, HE, BE,CCE, ME,RE, &TP	\$4,498.53
62180	08/04/23	YMCA of Greater Kansas City	Pool Rental for Girls Swim Team	\$400.00
62181	08/04/23	Zimmerman Construction Company Inc.	DHS Room Remodel App by BOE 12/5/22	\$19,984.00
62182	08/04/23	Zoom Fiber LLC	Fiber	\$6,500.00
				<b>\$2,793,322.65</b>

**To:** USD 232 Board of Education  
**From:** Superintendent's Office  
**Date:** July 31, 2023  
**RE:** United School Administrators Membership (CONSENT)

During the Board of Education's regularly scheduled meeting on August 7, 2023, we will seek approval for a district membership to United School Administrators (USA) – Professional Learning Network. USA – PLN serves a similar purpose for educational leaders as Kansas Association of School Boards does for board members. They keep district, building, and aspiring leaders up to date on what's happening on the educational landscape. Members of the USA – PLN are provided unlimited access to professional development opportunities at little to no costs. In many ways, this is more cost effective than individual membership or pay as you go professional development. Building leaders attended the USA summer conference this past June, if the district was a member of the USA-PLN, it would have decreased the cost of this conference by \$100 per attendee. Individual members can become full members, by choosing to pay an additional \$125 which provides support and guidance on legal issues as well as advocacy. The additional \$125 is optional and paid for by the employee themselves.

From the [usakansas.org](http://usakansas.org) website: So, what does your District PLN membership get your administrators (and teacher leaders):

- *Unlimited, No Cost Attendance to all USA-Kansas workshops (Joint workshops and conferences not included)*
- *No cost attendance at USA-Kansas Regional and advocacy meetings.*
- *No cost mentoring for first year administrators.*
- *Locally created in-district professional learning workshops.*
- *One free Conference registration to the USA-Kansas Annual Conference.*
- *Additional Partnership Discounts*

Membership is based on student enrollment, a full year membership for USD 232 is \$8,800.

Providing meaningful and ongoing professional development for our leaders is key to us growing as a district.



**Cory Gibson, Ed.D.**  
Superintendent of Schools

**To:** USD 232 Board of Education  
**From:** Superintendent's Office  
**Date:** July 31, 2023  
**RE:** Approval of Superintendent Adjunct Teaching (CONSENT)

I have served as an adjunct professor for the past fifteen years, serving the educational leadership departments at Baker University, Pittsburg State University, and Wichita State University. For the past several years, I have served Baker University and Wichita State as an adjunct professor for operations and fiscal management. The courses are virtual and take place in the evenings (typically for a couple hours on Wednesday nights), with grading occurring on weekends. The university departments understand that my primary responsibility is serving as the superintendent and have allowed flexibility as needed to adjust my teaching schedule to handle superintendent responsibilities. Baker University has requested that I teach the next cohort of graduate students studying to become building leaders. The seven week course is scheduled to begin on October 16, 2023. Wichita State has also requested that I teach the next district level finance course for future district leaders over a four-week period in the month of June, 2024.

Teaching as an adjunct professor has provided me an opportunity to learn from the graduate students, particularly systems that are in place within other districts throughout the state. My connection to USD 232 places the district in a positive light. Graduate students have applied and even been hired because of the professional connections established during the course. If I ever feel that adjunct teaching takes away from my primary responsibilities, I will cease my role as an adjunct professor.

To: Members of the Board of Education  
Cory Gibson, Superintendent of Schools  
From: Alvie Cater  
Date: August 2, 2023  
Subject: **Policy Updates (CONSENT)**

We are continuing our regular review of policies with a recommendation for changes to be considered by the Board of Education at the regularly scheduled meeting in August. The following report was first shared with the Board in the July 10 meeting packet.

We are reviewing existing policies and will present recommendations to add, amend, or strike policy language regarding a range of topics. The review is taking place with available resources provided by the Legal / Policy Services of Kansas Association of School Boards (KASB) at no additional cost to the school district. The resources from KASB are available to the district as part of its regular membership.

Recommendations to add or amend policies will generally fall into one or more of three categories:

- **Required Changes** – in order to comply with new federal/state laws and regulations;
- **New Policies** – to address emerging issues; and/or
- **Recommended Revisions** – to fill gaps in existing language, eliminate redundancy, and/or make policies easier to understand.

#### How to review policy updates

We are presenting current board policy with noted changes in two ways:

- ~~Strikethrough~~ text
- **Red Italics** for new language or new references

As we go through specific policies, you may see mentions of other board policies denoting possible connections and references. We will not present referenced policies in these reports unless there are changes to be considered.

## Policy AG – Closing of School Buildings

This policy is updated to reflect the changes in the building closure procedure as outlined in HB 2138, Section 3. Adopting the changes will promote compliance with state law effective January 1, 2024.

### **AG – Closing School Buildings (See AD)**

Upon request of the board, the superintendent shall present to the board plans for efficient use of all school attendance centers. ~~The board reserves the right to close school building(s) as provided for in current law.~~

#### ***Building Closure Process***

*The board, by adoption of a resolution, may close any school building at any time it determines the closure would improve the school system of the district. The board may close more than one school building in one resolution. Such a resolution shall require a majority vote of the members of the board and shall require no other approval.*

*Prior to adopting a resolution closing any school building, the board shall call and hold a hearing on the proposal. The notice of such hearing shall include the reasons for the proposed closing, the name of any affected school building, and the name of any school building to which the involved students shall be reassigned. Such notice also shall include the time, date, and place of the public hearing to be held on the proposal. Such notice shall be published at least once each week for two consecutive weeks in a newspaper of general circulation in the school district. The last publication shall be at least 10 but not more than 20 days prior to the date of the public hearing.*

*At any such hearing, the board shall hear testimony as to the advisability of the proposed closing, and a representative of the board shall present the board's proposal for such closing. Following the public hearing, or any continuation of such hearing, and after considering all of the testimony and evidence presented or submitted at the public hearing, the board shall determine whether the school building should be closed to improve the school system of the unified school district.*

#### ***State Board Administrative Review***

*If a valid request is made not later than 45 days after the adoption of a resolution to close a school building or buildings, the state board of education shall conduct an administrative review of the resolution and issue an advisory determination, not later than 45 days after receipt of the request, to the school district that states whether the school district's resolution is reasonable under the totality of the circumstances.*

*Upon receipt of an advisory determination, including any advisory determination that the resolution is reasonable, the board of education of such school district shall reconsider such resolution. In reconsidering such resolution, the board of education shall hold a public*

*hearing as provided in current law and may approve, modify and approve, or rescind such resolution upon the conclusion of such hearing.*

*No resolution adopted in regard to a school closing shall be effective until, at minimum, the 45-day time period has elapsed without a request for administrative review.*

BOE Approved: 09/2004; 11/2007; **07/2023**

## Policy GAAF – Emergency Safety Interventions

This policy is revised to reflect changes made to K.A.R. 91-42-1 and K.A.R. 91-42-2 regarding the definitions and use of emergency safety interventions. Adopting the changes will promote compliance with state regulations effective May 25, 2023. We also updated formatting and flow of the policy to make the information easier to read for parents and included additional definitions as provided by state regulations.

### **GAAF – Emergency Safety Interventions** (See GAO, JRB, JQ, and KN)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. *Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below.* The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website *with links to the policy available on any individual school pages.* In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.

### Definitions ~~(See K.A.R. 91-42-1)~~

*“Area of purposeful isolation” means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.*

*“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.*

### Chemical Restraint

“Chemical Restraint” means the use of medication to control a student’s violent, physical behavior or to restrict a student’s freedom of movement.

### Emergency Safety Intervention

“Emergency Safety Intervention” is the use of seclusion or physical restraint, *but does not include physical escort or the use of time-out.*

*“Incident” means each occurrence of the use of an emergency safety intervention.*

*“Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.*

*“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.*

#### Mechanical Restraint

“Mechanical Restraint” means any device or object used to limit a student’s movement.

#### Parent

~~“Parent” means: (1) natural parent; (2) and adoptive parent; (3) a person acting as a parent as defined in K.S.A. 73-1046 (d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.~~

- *a natural parent;*
- *an adoptive parent;*
- *a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto;*
- *a legal guardian;*
- *an education advocate for a student with an exceptionality;*
- *a foster parent, unless the student is a child with an exceptionality; or*
- *a student who has reached the age of majority or is an emancipated minor.*

#### Physical Escort

“Physical Escort” means the temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. Physical escort shall not be considered an emergency safety intervention.

#### Physical Restraint

“Physical Restraint” means bodily force used to substantially limit a student’s movement, *except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.*

*“Purposefully isolate” when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:*

1. *Removal of the student from the learning environment by school personnel;*

2. *Separation of the student from all or most peers and adults in the learning environment by school personnel; or*
3. *Placement of the student within an area of purposeful isolation by school personnel.*

#### School Resource Officer

“School Resource Officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

*“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.*

#### Seclusion

“Seclusion” means ~~the placement of a student~~ *for any reason other than for in-school suspension, detention, or any other appropriate disciplinary measure* in a location where ~~all~~ *both* of the following condition are met: ~~(1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.~~

- *School personnel purposefully isolate the student; and*
- *the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the area of purposeful isolation.*

#### Time-Out

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

#### Prohibited Types of Restraint

*All staff members are prohibited from engaging in the following actions with all students:*

- *Using face-down (prone) physical restraint;*
- *Using face-up (supine) physical restraint;*
- *Using physical restraint that obstructs the student’s airway;*
- *Using physical restraint that impacts a student’s primary mode of communication;*
- *Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and*
- *Use of mechanical restraint, except:*

- *Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device;*
- *Any device used by a certified law enforcement officer to carry out law enforcement duties; or*
- *Seatbelts and other safety equipment when used to secure students during transportation.*

#### ~~Seclusion Restrictions~~

- ~~1. Use of seclusion for purposes of the convenience of a school employee, discipline, or punishment.~~
- ~~2. A student shall not be placed in seclusion if the school has received documentation from a licensed health care provider stating that the student has a medical condition that could put him/her in mental or physical danger because of seclusion. Such documentation shall be placed in the student's file.~~
- ~~3. When using seclusion, the school employee shall be able to see and hear the student at all times.~~
- ~~4. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be well ventilated and sufficiently lighted.~~
- ~~5. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.~~

#### Restrictions for the Use of Restraint

- ~~1. The use of restraint for purposes of discipline, punishment, or for the convenience of a school employee is prohibited.~~
- ~~2. The use of prone (face down) or supine (face up) physical restraint, or physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is prohibited.~~
- ~~3. The use of chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition.~~
- ~~4. The use of mechanical restraint, except:
 
  - ~~• Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;~~
  - ~~• Any device used by law enforcement officers to carry out law enforcement duties; or~~
  - ~~• Seatbelts and other safety equipment used to secure students during transportation.~~~~

#### State Board

~~"State Board" means the Kansas State Board of Education~~

### Use of Emergency Safety Interventions (ESI)

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to self or others with the present ability to affect such physical harm. ~~The school employee witnessing the student's behavior prior to the use of an ESI shall deem less restrictive alternatives to ESI, such as positive behavior interventions support, inappropriate or ineffective under the circumstances.~~ *Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI.* The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

### ESI Restrictions

A student shall not be subjected to ~~an emergency safety intervention~~ *ESI* if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ~~ESI the emergency intervention~~. The existence of such medical condition ~~must~~ *shall* be indicated in a written statement *from the student's licensed health care provider, a copy of which has been provided to the school and* placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reason why ~~ESI an emergency safety intervention~~ would put the student in mental or physical danger and any suggested alternatives to ~~ESI the use of emergency safety interventions~~. ~~Notwithstanding,~~ *In spite of* the provisions of this subsection, a student may be subjected to ~~ESI an emergency safety intervention~~, if not subjecting the student to ~~ESI an emergency safety intervention~~ would result in significant physical harm to the student or others.

### Use of Seclusion

*When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.*

*If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.*

*An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.*

#### District Personnel Training on ESI Procedures-*Training*

~~The district designee will organize training regarding the use of prevention techniques, de-escalation techniques, and positive behavioral intervention strategies for all staff members.~~ *All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.* Such training shall be consistent with nationally recognized training programs on *ESI* ~~the use of emergency safety interventions and designed to meet the needs of personnel as appropriate to their assigned duties and potential need for the use of ESI procedures.~~ The intensity of the training provided will depend upon the employee's position. Administrators, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. ~~The district designee will maintain written or electronic documentation of all training provided to participants in each ESI training program.~~ *Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.*

#### Notification of ESI

~~The principal shall notify the parent after the use of an ESI the same day the ESI was used. If the school is unable to contact the parent, the school shall attempt to contact the parent using at least two methods of contact. The same-day notification requirement of this subsection shall be deemed satisfied if the school district attempts at least methods of contact. A parent may designate a preferred method of contact to receive the same day notification required by this subsection. A parent may agree in writing to receive only one same-day notification from the school for multiple incidents occurring on the same day. Written documentation of ESI shall be provided to the student's parent no later than the next school day. Such written documentation shall include: the events leading up to the incident; student behaviors that necessitated the emergency safety intervention; steps taken to transition the student back into the educational setting; the date and time the incident occurred; the type of emergency safety intervention used; the duration of the emergency safety intervention; and the school personnel who used or supervised the emergency safety intervention. Written documentation must also include space for parents to provide feedback or comments to the school regarding the incident and a statement inviting the parents to schedule a meeting to discuss the incident and how to prevent future use of an emergency safety intervention.~~

~~The parent shall be provided the following information after the first incident in which an emergency intervention is used during the school year, and may be provided such information after each subsequent incident that occurs during the school year:~~

- ~~• A copy of the standards of when emergency safety interventions can be used.~~
- ~~• A flyer on the parent's rights.~~
- ~~• Information on the parent's right to file a complaint through the local dispute resolution process and the complaint process of the state board of education.~~
- ~~• Information that will assist the parent in navigating the complaint process, including contact information for the parent training and information center and protection and advocacy system.~~

~~Upon the first occurrence of an incident involving the use of an emergency safety intervention, the parent shall be provided the foregoing information in printed form, or upon parent's written request, by email. Upon occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website containing such information.~~

#### Notification and Documentation

*The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.*

*Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:*

- The events leading up to the incident;*
- student behaviors that necessitated the ESI;*
- steps taken to transition the student back into the educational setting;*
- the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;*
- space or an additional form for parents to provide feedback or comments to the school regarding the incident;*
- a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and*
- email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items if the triggering issue necessitating the ESIs is the same.*

*The parent shall be provided the following information after the first and each subsequent incident during each school year:*

- *A copy of this policy which indicates when ESI can be used;*
- *a flyer on the parent's rights;*
- *information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and*
- *information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.*

*Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.*

~~Law Enforcement, School Resource, and Campus Security Officers~~ ~~Officer and Emergency Safety Interventions~~

*Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.*

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, *as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention.* For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

*Documentation of ESI Incidents*

*Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:*

- *Date and time of the ESI,*
- *Type of ESI,*
- *Length of time the ESI was used,*
- *School personnel who participated in or supervised the ESI,*
- *Whether the student had an individualized education program at the time of the incident,*
- *Whether the student had a section 504 plan at the time of the incident, and*
- *Whether the student had a behavior intervention plan at the time of the incident.*

*All such documentation shall be provided to the building principal, who shall be responsible for uploading the information within the Kansas State Department of Education (KSDE) ESI database on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.*

#### Reporting ESI Data

~~The district designee or building principals~~ *District administration shall ensure all ESI data is submitted to Kansas State Department of Education as required and review data as needed.* ~~report ESI data to the Kansas State Department of Education (KSDE) by the date and in the form established by KSDE and/or upon written request by KSDE.~~

#### Parent *Right to* Meeting *on ESI Use* Request

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. *A parent may request such meeting verbally, in writing, or by electronic means.* A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any meeting convened under this subsection shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future. ~~The parent shall determine whether the student shall be invited to the meeting. The time for calling the meeting shall be extended beyond the 10 school day limit if the parent of the student is unable to attend within that time period.~~

*For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.*

*For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.*

*For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.*

*The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.*

#### Appointment of Designee

~~The Superintendent shall appoint a district staff member to implement the requirements of this policy for using Emergency Safety Interventions (ESI).~~

#### Local Dispute Resolution Process

*If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.*

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. *Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator.* In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent *within thirty (30) days after the parent is informed of the incident.*

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings *of fact* and recommended *corrective* action, *if any*, to the board in executive session.

~~The board clerk and superintendent must complete any such investigation within thirty (30) days of receipt of the formal written complaint.~~ *Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent.* On or before the 30th day after receipt of the *formal* written complaint, the board shall adopt a report containing written findings of fact and, if

necessary, appropriate corrective action. A copy of the *written findings of fact and any corrective action* report adopted by the board shall *only* be provided to the parents, the school, and the state *department board* of education *and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.* ~~Once such procedure has taken place, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.~~

~~If a parent filed a complaint with the local board and is not satisfied with the final decision about the use of emergency safety intervention, the parent may file a request for administrative review with the State Board. Parent must do so within 30 days of the local board's final decision or, if a final decision is not issued, within 60 days from the date a written complaint was filed with the local board.~~

*If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.*

BOE Approved: 08/2013; amended 10/2015; *08/2023*

## Policy GAOA – Drug-Free Workplace

This employee policy is updated to bolster the importance of establishing and maintaining a safe learning environment for students. Recommended changes are suggested by legal services at KASB.

### **GAOA – Drug-Free Workplace—All Employees**

This guideline is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, ~~34 CFR Part 85, Sub part F.~~ It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited ~~in the district.~~ *at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.*

*As a condition of employment in the district, employees shall abide by the terms of this policy.*

*Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.*

BOE Approved: 01/2006; 08/2008; **08/2023**

## Policy GARID – Military Leave

This employee policy is updated to align with the applicable federal regulation. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. Adopting the changes promotes compliance with federal law.

### **GARID – Military *Leave* – ~~All Employees~~**

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994, or military service that began before December 12, 1994, if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.

- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by ~~law~~ seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to ~~18~~ 24 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or if the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used, but is not required, while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

TIME SPENT ON MILITARY DUTY

RETURN TO WORK OR APPLICATION FOR  
REEMPLOYMENT

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Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from service.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and
- separation from service was under honorable conditions.

If documentation is not readily available or does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions *regarding military leave* should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state. Also see Negotiated Agreement.

BOE Approved: 07/2009; *08/2023*

## Policy IFCC – Overnight Accommodations (NEW)

This policy was created to outline the requirements of overnight accommodations for students during school district sponsored travel. This change is necessitated by the passage of HB 2138 during the 2023 legislative session which defines biological sex. **This law requires the board to adopt a policy.** Since this is a new policy, we are presenting the language in regular text.

### **IFCC – Overnight Accommodations**

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

#### Definitions

For the purpose of this policy, “Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and nonambiguous internal and external genitalia present at birth, without regard to an individual’s psychological, chosen, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By any club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

#### Notice to Parents

This policy will be provided to parents prior to a student’s participation in a school district sponsored activity or travel that requires overnight stays by students.

BOE Approved: 08/2023

## Policy JH – Student Activities

This policy is revised to reflect the changes in state law regarding participation in student activities and athletics by homeschool and part-time students. This change was necessitated by the passage of H Sub for SB 113 during the 2023 legislative session.

### **JH – Student Activities** (See DK, JGFB, JM and KG)

The principal shall be responsible for organizing and approving all student activities. All school-sponsored activities shall be supervised by an adult approved by the administration.

#### Eligibility for Activities

*Unless otherwise provided herein,* Students who participate in any school activity shall meet the following requirements:

- all applicable KSHSAA regulations;
- academic eligibility requirements noted in handbooks; and
- other requirements requested by the administration and approved by the board.

#### *Participation in Kansas State High School Activity Association Activities*

*Any student meeting the following requirements shall be permitted to participate in any district activities that are regulated, supervised, promoted, and developed by the Kansas State High School Activities Association (“KSHSAA”). The requirements include:*

- *being a resident of the school district;*
- *being enrolled and attending a nonpublic elementary or secondary school;*
- *complying with the health certification and inoculation requirements of K.S.A. 72-6262, as amended, prior to participation in any such activity;*
- *meeting applicable age and eligibility requirements required by KSHSAA; and*
- *paying any fees required by the district for participation in such activity, if such fees are generally imposed upon all other students who participate in the activity; seeking participation at the appropriate school of the district that corresponds to where the student resides within the school district’s respective school attendance boundaries established by the board.*

*Any student attending a home school, who is a resident of the district and seeks to participate in a KSHSAA activity sponsored by the district, shall be deemed to meet any academic eligibility requirements established by KSHSAA for participation in such activity if:*

- *The student is maintaining satisfactory progress towards achievement or promotion to the next grade level; and*

- *The parent, teacher, or organization that provides instruction to the student submits an affidavit or transcript to KSHSAA indicating the student meets these academic eligibility requirements.*

*Upon submission of an affidavit, the student attending a home school shall be deemed to meet any academic eligibility requirements established by KSHSAAA and shall retain such academic eligibility during the activity season for which the affidavit was submitted.*

*The board may require a student who participates in an activity pursuant to this policy to enroll in or complete a particular course as a condition of participation, if such requirement is imposed upon all other students who participate in a particular KSHSAA activity.*

*Except as provided in this policy regarding modified academic eligibility requirements for home school students, and any student who seeks to participate in an activity pursuant to this policy shall be subject to any tryout or other participation requirements that are otherwise applicable to all other students for participation in the activity.*

#### Adding or Eliminating Activities

Administrative recommendations to add or eliminate specific activities shall be considered by the board. Individual patrons or groups of patrons may request the addition or elimination of activities using rules approved by the board and filed with the clerk. ~~See JH Request to Add or Eliminate Activities in the District Forms Folder. (See Policies JGFB, JM and KG) Activity Fund Management (See DK)~~

BOE Approved: 06/2005; 12/2008; **08/2023**

## Policy KK – Disposal of District Property (new title)

This policy is amended to reflect the new procedure required prior to the sale of a district building, ultimately giving the state the right of first refusal to purchase said building. This change is necessitated by the passage of H Sub for SB 113 during the 2023 legislative session.

### **KK – ~~Sale~~ *Disposal* of District Property**

*Except when disposing of a school district building,* ~~t~~The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever **such** excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

#### *Disposal of a School District Building*

*Within 30 days after the board of education adopts a resolution to dispose of a school district building, the board shall submit written notice of its intention to dispose of such*

*building to the legislature. Such notice shall be filed with the chief clerk of the House of Representatives and the secretary of the senate and shall contain the following:*

- A description of the school district's use of such building immediately prior to the decision to dispose of such building;*
- the reason for such building's disuse and the decision to dispose of such building;*
- the legal description of the real property that is to be disposed; and*
- a copy of the resolution adopted by the board of education.*

*Upon receipt of the notice, the legislature may adopt a concurrent resolution state the legislature's intention that the state acquire the school district building in the following manner.*

*If the notice is received by the legislature during a regular legislative session, the legislature shall have 45 days to adopt a concurrent resolution as outlined below.*

*If the notice is received when the legislature is not in regular session, then the legislature shall have 45 days from the commencement of the next regular session to adopt a concurrent resolution as outlined below.*

*If the legislature does not adopt a concurrent resolution as outlined below within the 45-day period, then the school district may proceed with the disposition of such school district building in accordance with state law.*

*Such concurrent resolution shall include:*

- The name of the school district that owns such building;*
- the information contained in the written notice as outlined above; and*
- the state agency that intends to acquire such building and the intended use of such building upon acquisition.*

*Upon adoption of a concurrent resolution, the state agency named in such resolution shall have 180 days to complete the acquisition of such school district building and take title to the real property. Upon request of the state agency acquiring the school district building, the legislative coordinating council may extend the 180-day period for a period of not more than 60 days.*

*The board shall not sell, gift, lease or otherwise convey such building or any of the real property described in the written notice or take any action or refrain from taking any action that would diminish the value of such property during the 180-day period or any extension thereof.*

*If the state agency does not take title to the property within the 180-day period or any extension thereof, then the school district may proceed with disposition of such school*

*district building in accordance with state law and any written agreements entered into between such state agency and the school district.*

*For purposes of this policy, the term "state agency" means any state agency, department, authority, institution, division, bureau, or other state governmental entity.*

BOE Approved: 05/2006; 11/2007; **08/2023**

## Policy KN – Complaints

This policy is updated to clarify the role of the appeal officer when the initial determination in a formal complaint has been appealed. Procedures are also clarified, along with formatting changes to help with understanding. Complaints regarding discriminatory harassment and discrimination not on the basis of sex are addressed through other board policies, as noted in the policy revisions of KN. Complaints about school rules is moved from policy JCE to this policy. We recommend adoption of the proposed revisions.

### **KN – Complaints**

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

#### **General Complaints**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. *If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy.* Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

~~Discrimination against any individual on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.~~

~~The Director of Human Resources, (USD 232, 35200 W. 91 St., De Soto, KS 66018, 913-667-6200) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, Title VII of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, as amended. The Director of Special Services has~~

~~been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator.~~

#### Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

#### Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved *through the informal procedures of this policy*, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board *or the superintendent*. The investigation shall be informal but thorough. ~~All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.~~ *The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.*

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint. *If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.*
  - If the investigation results in a recommendation that a student *or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.*
  - *If the investigation results in a recommendation that a student* be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
  - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

### Appeal Procedures

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself ~~as determined by the board~~. The request to appeal the *determination resolution* shall be made within 20 days after the date of the written *determination resolution* of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. *Whenever an appeal officer is appointed to review an appeal, t*The appeal officer will *prepare a written report to the board* ~~issue a written determination of the complaint's validity and a description of its resolution~~ within 30 days after the appeal is *submitted for decision filed*. *The board shall render its decision not later than the next regularly-scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.*

- ~~If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or~~

~~discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.~~

- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

*If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.*

#### Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC, *for staff*, and JGEC, *for students*, and shall be directed to the Title IX Coordinator at USD 232, Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200.

#### Complaints about Discrimination or Discriminatory Harassment *Not on the Basis of Sex*

*Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, sexual orientation, gender identity, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The USD 232 Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.*

*For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see board policies GAACA applying to staff members and JGECA applying to students.*

*For information regarding the investigation or resolution process for complaints of discrimination or discriminatory harassment not involving sex-based conduct or district child nutrition programs, see board policies GAAB for staff members and JCE for students.*

~~Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another licensed staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the complaint procedures.~~

#### Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

#### Complaints about Section 504 of the Rehabilitation Act of 1973

Complaints concerning Section 504 shall be addressed in accordance with the grievance process outlined in the Section 504 Handbook for USD 232.

#### Complaints about Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

#### Complaints about Curriculum ~~(See IF)~~

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. *See board policy IF for complaints dealing with textbooks and instructional materials.*

#### Complaints about Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint. *See board policy IF.*

#### Complaints about Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

#### Complaints about Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

#### Complaints about Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

#### Complaints about School Rules

*Any student may file a complaint with the principal concerning a school rule or regulation that applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.*

BOE Approved: 07/2009; 12/2017; 12/2019; 01/2021; 08/2023

## Policy GAAB – Complaints of Discrimination

This policy is revised and updated to clarify the process to be utilized by staff for complaints of certain types of discrimination (not based on sex or in student nutrition programs), specifically including the following:

- Informal procedures for complaints of discriminatory harassment and discrimination;
- Formal procedures for complaints of discriminatory harassment and discrimination, including:
  - Any formal complaint is required to be in writing and describe the alleged violation,
  - Either the board or the superintendent may appoint an individual other than those listed in the policy to conduct the investigation,
  - The complainant and respondent may provide names of potential witness who may have useful information regarding the complaint (but there is no guarantee they will be interviewed), and
  - The investigator is to notify the parties if the written determination will not be issued within 30 days after the filing of the complaint, but extensions of time are allowed so long as the determination is issued within 10 days of completing the investigation; and
  - Formal complaint appeal procedure for complaints of discriminatory harassment and discrimination.

All this information was previously in policy KN and using the same process and language for both general complaints and complaints concerning discrimination may have caused confusion to some.

## **GAAB – Complaints of Discrimination**

(See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation ~~or~~ *and* harassment due to race, color, religion, sex, sexual orientation, gender identity, age, national origin or disability.

Discrimination against any individual on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (*with the exception* discrimination on the basis of sex), and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. The Director of Special Services has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at USD 232, Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for *filing* such *a* complaint by contacting the district compliance officer.

Unless otherwise provided *in board policy herein, general* complaints, *those not alleging acts* of discrimination, will be resolved using the district's ~~discrimination~~ *general* complaint procedures in policy KN.

Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer.

*Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education.*

~~Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education. Unless otherwise provided herein, complaints of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.~~

~~The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.~~

*Except as otherwise provided in board policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:*

#### *Informal Procedures*

*The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.*

*If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.*

#### *Formal Complaint Procedures*

*A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.*

*A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.*

*If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.*

*A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy shall be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.*

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.*
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.*

*Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.*

#### *Formal Complaint Appeal*

*The complainant or respondent may appeal the determination of the complaint.*

*Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.*

*The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.*

*The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.*

*The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.*

*If it is determined at any level that discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.*

*Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.*

BOE Approved: 07/2009; 12/2017; 12/2019; 01/2021; **08/2023**

## Policy JCE – Complaints of Discrimination (title change)

This policy was revised to add the complaint procedure to be utilized by students for complaints of certain types of discrimination (not including sex-based discrimination or discrimination in district nutrition programs). Specifically, the provisions include:

- Informal procedures for complaints of discriminatory harassment and discrimination;
- Formal procedures for complaints of discriminatory harassment and discrimination, including:
  - Any formal complaint is required to be in writing and describe the alleged violation,
  - Either the board or the superintendent may appoint an individual other than those listed in the policy to conduct the investigation,
  - The complainant and respondent may provide names of potential witness who may have useful information regarding the complaint to the investigator but cannot compel interviews of these people, and
  - The investigator must notify the parties if the written determination will not be issued within 30 days after the filing of the complaint and must issue a determination within 10 days of the investigation's completion if the 30-day timeline is exceeded; and
  - Formal complaint appeal procedure for complaints of discriminatory harassment and discrimination.
- The provision regarding Complaints about School Rules was moved to Policy KN.

### **JCE – Complaints of Discrimination**

(See JDDC, JGEC, JGECA, KN, and KNA)

#### Complaints About Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, ~~or~~ **and** harassment due to race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability.

~~Any incident of discrimination including acts of harassment shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.~~

Discrimination against any student on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Director of Human Resources, USD 232, 35200 W. 91<sup>st</sup> Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act of 1990. The Director of Special Services has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973.

*Any incident of discrimination, including acts of harassment, shall promptly be reported for investigation and corrective action by the building principal or district compliance coordinator. Any student or employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination from employment or expulsion from school.*

~~Any student who believes that he or she has been discriminated against may file a complaint with~~ *perceived incident of discrimination in any form shall be promptly reported to the building principal, another administrator, the guidance counselor, or another certified staff member, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer.* Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the report shall be made to the district compliance coordinator. *Complaints alleging discriminatory and/or harassing conduct on the part of the superintendent shall be addressed to the board of education.* Any ~~general~~ student complaint, *not alleging an act* of discrimination, shall be resolved under the district's ~~discrimination~~ *general* complaint procedures in policy KN.

*Except as otherwise provided in this policy or board policies GAAC, JGEC, or KNA regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.*

#### *Informal Procedures*

*The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of*

*such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.*

*If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.*

#### *Formal Complaint Procedures*

*A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.*

*A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.*

*If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.*

*A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator anticipates a determination will not be issued within 30 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion. In no event, shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.*

- If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.*

- *If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.*

*Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.*

#### *Formal Complaint Appeal*

*The complainant or respondent may appeal the determination of the complaint.*

*Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself.*

*The request to appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.*

*The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.*

*The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.*

*The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.*

*Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education or the Kansas Human Rights Commission.*

#### *Complaints About School Rules*

~~Any student may file a complaint with the principal concerning a school rule or regulation as it applies to the student. The complaint shall be in writing, filed within 20 days following the application of the rule or regulation, and must specify the basis for the complaint. The principal shall investigate the complaint and inform the student of the resolution within 10 days after the complaint is filed.~~

BOE Approved: 06/2005; 12/2008; 12/2017; 12/2019; **08/2023**



# Unified School District 232

## Administration

Carrie Handy – Executive Director of Elementary Education  
Brian Schwanz – Executive Director of Secondary Education

**To:** USD 232 Board of Education  
Dr. Cory Gibson, Superintendent of Schools  
**From:** USD 232 Human Resources Department  
**Date:** August 2, 2023  
**RE:** Substitute Teacher Pay Rates  
(CONSENT)

During the Board of Education's regularly scheduled meeting on August 7, 2023, we will seek approval for a new daily substitute teacher rate of \$155 and a new long term substitute teacher rate of \$190 per day.

The impact of the pandemic over the last few years has had a direct correlation on the district's active pool of substitute teachers. Morgan Hunter has shared we currently have 174 active substitute teachers for the district. Last year when school started, we had 185 active substitute teachers. Our goal with increasing the substitute teacher pay is to attract more substitute teachers. In our Stay Survey that was sent to teachers last spring, we asked the teachers what the district could do to retain more teachers and a theme occurred regarding making sure there were substitute teachers for teacher absences.

Our substitute teacher provider, Morgan Hunter, has been a great partner. Last year our fill rate was 97.4%. In 2021-2022 school year the fill rate was 92.8%. In our meeting with Morgan Hunter, they felt when we increased the pay for 2022-2023, it helped with securing more substitute teachers.

The current rates for substitute pay within the area are listed below. As you can see, some districts differentiate by day of the week or assignment. Some districts have discussed increasing their rates.

District	Short Term	Long Term
Blue Valley	\$125 Emergency Sub \$138 Standard Sub	\$177 (0-30 days) \$213 (30+ days)
Spring Hill	\$150	\$185
Olathe	\$133	\$160
Shawnee Mission	\$140 \$155 SPED	\$180
Gardner Edgerton	\$140 \$160 Friday	\$165 \$175 SPED

Eudora	\$120	\$130
Bonner Springs	\$140	\$175
De Soto	\$150	\$185

While USD 232 sub rates are competitive in the area, we believe increasing the rate is a good step in order to continue to be competitive in the area.

If you have any questions and/or would like additional clarification, please feel free to contact us.



# Unified School District 232

## Human Resources

Carrie Handy – Executive Director of Elementary Education  
Brian Schwanz – Executive Director of Secondary Education

**To:** USD 232 Board of Education  
Cory Gibson, Superintendent of Schools  
**From:** USD 232 Human Resources Department  
**Date:** August 2, 2023  
**RE:** Proposed Revisions for the 2023 – 2024 Related Services Employee Handbook  
(CONSENT)

The recommended changes for the 2023 – 2024 Related Service Employee Handbook are outlined below. Pending Board approval, we will post the updated handbook on the USD232 Benefits Intranet as well as the Human Resources Intranet. Additionally, hard copies will be made available in each building's main office with individual copies provided to those who so request.

### District Compensation

- **\$2,500** increase to a base rate to \$47,000
    - Changes to Salary Schedule cells: MS Steps 21-30, MS+15 Steps 1, 25-30, MS +30 Steps 1, 25-30, MS+45 Steps 1 & 25, and SPEC./DR Steps 1 & 25
    - Step movement = \$359,640
    - Horizontal movement = \$130,000 estimate
    - **6.31%** average increase in salaries
    - **Total salary dollars = \$1,997,650** estimate
- Copy of proposed salary schedule and cell changes included

### Retention Stipend – 2022 Memorandum of Understanding

- **\$600** paid in November of 2023
  - Retention stipend to be prorated for newly hired employees

### Health Insurance

- Health insurance increase estimated **10%**
  - Increase = **\$460,000** estimate for 2024

### Supplemental Positions and Salary Schedule

The district proposes adopting the Supplemental Assignment Sub-Committee's recommendations:

- *AP Teacher Extended Day Contract* = \$9,674
- *Assistant Robotics Coach* = \$3,190
- *Elementary Choir – move to Category 12* = \$2,331
- *MS Assistant Drama – move to Category 11* = \$1,980
- *Assistant Dance – move to Category 8* = \$620
- *Head Robotics – move to Category 7* = \$790

- Allow Assistant Coaches to move to Step 10 = \$8,350
- Incoming coaches with 10+ years of head coaching experience placed on Step 10
- Supplemental Base – add **\$130 to Base** increase to \$805 = \$80,502
  - 6.27% increase to Supplemental Salary Schedule
- Increase In-House Coverage to \$25/hr. = \$3,000
- Increase all \$13.75/hr. positions to 17/hr. = \$7,475
- **Total increase** for supplemental positions and changes = **\$117,912**

#### Compensation Summary

- Avg. **6.31%** salary increase
- Avg. **7.07%** salary, supplemental, and benefits increase
- Total increase for salaries, benefits, supplemental assignments (not including retention stipends) = **\$2,552,371** estimate

### Article VI: Leaves of Absence

#### B. 1. c. Discretionary Leave

The following options are available for unused Discretionary and Personal Leave: Sell Back to the District – If the Professional Employee has used eight (8) or fewer Leave Days, the District will buy back unused Discretionary and Personal Leave at the rate of ~~\$140.00~~ **155.00** per day (could not exceed 12 days) to be paid by the June 30 payroll....

#### B. 2. E. Request for Leave

e. Except for Sick Leave, emergency conditions or extraordinary circumstances, such as a wedding, funeral (see bereavement), high school or post high school graduation and school sponsored graduation related activities, or military deployment of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship, leave will not be approved for use during the first ten (10) or last five (5) contract days of the school year, ~~during the day before or the day after a school holiday (for the 2022-2023 contract year, the day before or after a school holiday will not be considered a blockout day with the exception of any day that falls within the week of Spring Break).~~ **professional development days**, in-service or parent-teacher conferences. Any day described herein that is taken with approval from the Building Principal or his/her Designee will be charged against the employee's days of Discretionary Leave. (The Blockout Day Discretionary Leave Request Form can be completed via Skyward Employee Access.)

#### 2. New Baby/Adoption Leave (For **Professional Employees** ~~staff member~~ not eligible for FMLA.)

a. Employees are entitled to unpaid leave during the period of disability due to prenatal care, birth of a child, or recuperation following the birth of a child. A maximum of 60 ~~calendar~~ **contract** days, from the date of birth, may be granted. The leave cannot be taken intermittently.

b. Employees are entitled to unpaid leave for the adoption of a child. A maximum of 60 ~~calendar~~ **contract** days, from the date of placement, may be granted. The leave cannot be taken intermittently.

d. If the employee wishes to continue group health benefits during this leave, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave for a maximum of 60 ~~calendar~~ **contract** days. Any employee portion of the cost must be paid by the employee.

#### **4. Medical Leave (for Professional Employees not eligible for FMLA)**

Professional Employees who are not qualified for Family and Medical Leave as defined by federal statute because they work less than 1250 hours yearly or have worked for USD 232 less than 12 months may apply for Medical Leave of up to 60 contract days. This applies to the health of the Professional Employee, eligible family member and/or new baby/adoption leave.

For the purposes of this policy, a 12-month period will be calculated on a rolling backward year beginning with the employee's first day of Medical Leave.

- a. At least 30 calendar days prior to the need for leave (when possible), an eligible employee must submit a written request for leave to the Superintendent or designee. The request must state the number of contract days the employee is requesting leave, the leave start date and a proposed return date.
- b. An eligible Professional Employee must submit a medical certification which attests to the serious health condition and/or inability of the employee to continue their duties.
- c. If the Professional Employee wishes to continue group health benefits during this leave, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave for a maximum of 60 contract days. Any employee portion of the cost must be paid by the employee. Failure to make payments to the District for benefits will result in the District dropping coverage.
- d. If the Professional Employee has any discretionary or accrued leave available, they will be required to take the paid leave concurrently with Medical Leave, with the option of reserving four (4) personal days.
- e. Employees returning from this leave, will be returned to the same or equivalent position held when the leave commenced as long as they can perform the essential function.

#### **New Item: D. 7. Absence Due to Personal Injury – Workers Compensation**

Whenever a Professional employee is temporarily absent from school due to a personal injury suffered on the job and is temporarily unable to perform the Professional Employee's duties, and the injury is not the result of the Professional Employee's own negligence, the Professional Employee may, at the Employee's option, use current year and/or accumulated sick leave to

supplement their income beyond the worker's compensation payments or award made for temporary disability because of said injury, not to exceed the Professional Employee's regular daily rate of pay.

## Article VII: Fringe Benefits

### C. Tuition Reimbursement

1. The Professional Employee shall be entitled to reimbursement in an amount not exceeding ~~\$225.00~~ **\$500.00** per fiscal year (July 1 – June 30) for tuition expense incurred for the purpose of enrolling in courses at an accredited institution if the courses are part of the Professional Employee's Individual Development Plan.

## Article VIII: Related Service Professional Compensation

### G. Credit for Professional Experience

At the time of employment with the District, a Professional Employee shall be entitled to receive credit on the salary schedule for prior teaching experience. Such prior teaching experience must be in an accredited school and must be approved by the Superintendent **or their designee**. The Professional Employee shall be entitled to a maximum of 20 years of credit (step 21). **Additional years of credit may be honored for positions considered hard to fill.**

### H. Salary Enhancements through In-Service Credits

Current language

~~The Professional Development Council approved points shall be used for re-licensure and/or advancement on the salary schedule. Twenty (20) points approved for both re-licensure and advancement will equal one (1) college hour.~~

#### Updated Language

H. Professional Development Points approved by the Professional Development Council, in accordance with the PDC Handbook, shall be used by professional employees for re-licensure and/or advancement on the salary schedule. Twenty (20) points approved for both re-licensure and advancement will equal one (1) college hour. The Professional Development Council will review the PDC Handbook on an annual basis and any changes to the PDC Handbook that may impact Professional Employee Compensation will be mandatorily negotiable. The committee will submit written recommendations for any potential changes to the negotiations teams.

## Article IX: Professional Day

The term of the contract shall not exceed 187 (190 for new-to-district employees) duty days unless otherwise stated on the individual contract. Each duty day will be of at least 8 hours in length,

with the work schedule and duties assigned by the immediate supervisor. During the contract day, Professional Employees shall perform such duties as may be assigned to them by the Superintendent or his/her designated representative. Except in the event of an emergency, no Professional Employee shall be required to attend more than two (2) school activities or events beyond the times/days outlined in this professional agreement. (For the 2023-24 school year only, the number will be not more than three (3) school activities or events beyond the times/days outlined in this professional agreement, not to exceed a total of eight (8) hours, with no single event to exceed three (3) hours, over the course of the school year.) The Principal/Supervisor shall advise Professional Employees of required attendance at a school event/activity outside the contract day at least six (6) weeks in advance of the event/activity. One (1) duty free lunch section out of the entire lunch period block shall be provided for each Related Service Professional. The duty-free lunch section will be not less than 27 minutes per day. Related Service Professionals may leave the building with administrative approval. The Related Service Professional may request to be excused from individual staff meetings and/or building level in-service activities if the meetings/activities do not relate to assigned duties and/or prior approval has been granted by the building principal and special education director.

## **Article X: USD 232 Retirement Program**

### **A. Sick Leave Pay Out**

Upon retirement from the District with full or reduced KPERS benefits, a Professional Employee shall be entitled....

1. Option 1 - ~~\$144~~ **\$155** per day provided written notice is received by Dec. 15.

## **Article XI: Disciplinary Procedure**

**New Item 7. Termination for disciplinary reasons is not a non-renewal.**

## Appendix A1: Special Education Related Services Salary Schedule

SALARY SCHEDULE FOR 2023-24								
Step	BS	BS+15	MS	MS+15	MS+30	MS+45	SPEC./DR	Step
1	47,000	47,700	50,000	52,000	54,000	56,000	58,300	1
2	47,400	48,100	50,500	52,500	54,500	56,500	58,800	2
3	47,800	48,500	51,000	53,000	55,000	57,000	59,300	3
4	48,200	48,900	51,500	53,500	55,500	57,500	59,800	4
5	48,700	49,400	52,100	54,100	56,100	58,100	60,400	5
6	49,200	49,900	52,700	54,700	56,700	58,700	61,000	6
7	49,700	50,400	53,300	55,300	57,300	59,300	61,600	7
8	50,200	50,900	53,900	55,900	57,900	59,900	62,200	8
9	50,700	51,400	54,500	56,500	58,500	60,500	62,800	9
10	51,300	52,000	55,200	57,200	59,200	61,200	63,500	10
11	51,300	52,700	56,000	58,000	60,000	62,000	64,300	11
12	51,300	53,400	56,800	58,800	60,800	62,800	65,100	12
13	51,300	53,400	57,600	59,600	61,600	63,600	65,900	13
14	51,300	53,400	58,400	60,400	62,400	64,400	66,700	14
15	51,300	53,400	59,200	61,200	63,200	65,200	67,500	15
16	51,300	53,400	60,100	62,100	64,100	66,100	68,400	16
17	51,300	53,400	61,000	63,000	65,000	67,000	69,300	17
18	51,300	53,400	61,900	63,900	65,900	67,900	70,200	18
19	51,300	53,400	62,800	64,800	66,800	68,800	71,100	19
20	51,300	53,400	63,700	65,700	67,700	69,700	72,000	20
21	51,300	53,400	64,700	66,700	68,700	70,700	73,000	21
22	51,300	53,400	65,700	67,700	69,700	71,700	74,000	22
23	51,300	53,400	66,700	68,700	70,700	72,700	75,000	23
24	51,300	53,400	67,700	69,700	71,700	73,700	76,000	24
25	51,300	53,400	68,750	70,750	72,750	74,750	77,050	25
26	51,300	53,400	69,800	71,800	73,800	75,800	78,100	26
27	51,300	53,400	70,850	72,850	74,850	76,850	79,150	27
28	51,300	53,400	71,900	73,900	75,900	77,900	80,200	28
29	51,300	53,400	72,950	74,950	76,950	78,950	81,250	29
30	51,300	53,400	74,000	76,000	78,000	80,050	82,350	30
	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	

## Appendix A2: Health Services Salary Schedule

2023-24 Nurse Salary Schedule

Step	ADN-RN	BSN-RN	MSN-RN
1	\$42,000	\$44,021	\$47,021
2	\$42,357	\$44,397	\$47,397
3	\$42,714	\$44,773	\$47,773
4	\$43,072	\$45,149	\$48,149
5	\$43,429	\$45,525	\$48,525
6	\$43,786	\$45,901	\$48,901
7	\$44,143	\$46,277	\$49,277
8	\$44,500	\$46,653	\$49,653
9	\$44,858	\$47,029	\$50,029
10	\$45,215	\$47,405	\$50,405
11	\$45,572	\$47,781	\$50,781
12	\$45,929	\$48,157	\$51,157
13	\$46,376	\$48,627	\$51,627
14	\$46,822	\$49,097	\$52,097
15	\$47,269	\$49,567	\$52,567
16	\$47,269	\$50,037	\$53,037
17	\$47,269	\$50,507	\$53,507
18	\$47,269	\$50,977	\$53,977
19	\$47,269	\$51,447	\$54,447
20	\$47,269	\$51,917	\$54,917
21	\$47,269	\$52,387	\$55,387
22	\$47,269	\$52,857	\$55,857
23	\$47,269	\$53,327	\$56,327
24	\$47,269	\$53,797	\$56,797
25	\$47,269	\$55,301	\$58,301
26	\$47,269	\$55,865	\$58,865
27	\$47,269	\$56,429	\$59,429
28	\$47,269	\$56,993	\$59,993
29	\$47,269	\$57,557	\$60,557
30	\$47,269	\$58,121	\$61,121

## Appendix B1: Supplemental Positions

### **Category 1:**

HS Head Football  
HS Head Basketball  
HS Head Track (Boys and Girls Combined)  
HS Instrumental Music  
HS Head Cheerleading

### **Category 2:**

HS Head Wrestling

### **Category 3:**

HS Head Baseball  
HS Head Softball  
HS Head Volleyball  
HS Head Soccer (Boys and Girls)  
HS Head Track (Boys and Girls)  
HS Head Cross Country  
HS Head Swimming (Boys and Girls)

### **Category 4:**

HS Head Tennis (Boys and Girls)  
HS Head Golf (Boys and Girls)  
HS Head Bowling  
HS Head Drill/Dance Team  
HS Head Drama  
HS Vocal Music Director  
HS Head Forensics  
HS Head Debate  
HS Musical Director

### **Category 5:**

HS Assistant Band  
HS Assistant Football  
HS Assistant Basketball  
HS Assistant Wrestling  
HS Assistant Track  
HS Assistant Cheerleading  
HS Weight Training Supervisor  
HS Yearbook  
HS Newspaper

### **Category 6:**

HS Head Scholars Bowl  
HS Assistant Baseball  
HS Assistant Softball  
HS Assistant Soccer  
HS Assistant Volleyball  
HS Assistant Cross Country  
HS STUCO  
HS Head NHS

### **Category 7:**

HS Head Unified Bowling  
MS Head Football  
MS Head Basketball  
MS Head Track  
MS Head Volleyball  
MS Head Wrestling  
MS Cheerleading  
MS Head Cross Country  
MS Head Drama  
HS Assistant Swimming  
HS Head Robotics

### **Category 8:**

HS Assistant Golf  
HS Assistant Tennis  
HS Assistant Bowling  
HS Assistant Debate  
HS Assistant Forensics  
HS Asst. Drill/Dance Team  
MS Assistant Football  
MS Assistant Basketball  
MS Publications

### **Category 9:**

HS Asst. Band Specialist  
HS Pep Club  
HS Flag Team/Color Guard  
HS Science Olympiad  
HS Rocket Club  
MS Assistant Volleyball  
MS Assistant Cross Country  
MS Assistant Wrestling  
MS Assistant Track  
MS Pep Club  
MS Vocal Music  
MS Instrumental Music  
MS Science Olympiad

### **Category 10:**

HS Assistant Musical  
HS FACS/FHA  
HS DECA  
HS Assistant Scholars Bowl  
MS STUCO  
Elementary Music  
Elementary Band  
District PDC Chairperson

### **Category 11:**

HS Asst. Unified Bowling  
HS Junior Class Sponsor  
HS LITE Leadership Sponsor  
HS Summer Conditioning  
HS Assistant Drama  
HS Assistant STUCO  
HS Pit Band Director  
HS Educators Rising Sponsor  
HS Asst. Robotics  
MS Assistant Drama

### **Category 12:**

Lead Teacher K-8  
HS Assistant NHS  
MS Assistant Science Olympiad  
MS Math Team Sponsor  
Elementary Yearbook  
Elementary Morning Choir  
Building PDC Representative  
MS Jazz Band Director

### **Category 13:**

HS Department Chair  
New Teacher Mentor  
Elementary Student Leadership  
MS/Elem. Spelling Bee

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### **AP Teacher Extended Day Supplemental**

Professional employees who teach Advanced Placement courses will receive one (1) extended day for each two (2) sections based on the employee's daily rate of pay. One (1) section is based on a full school year.

## Appendix B2: Supplemental Salary Schedule

<b>SUPPLEMENTAL SALARY SCHEDULE FOR 2023-24</b>						
<b>CATEGORY</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 10</b>
1	\$6,005	\$6,155	\$6,305	\$6,505	\$6,755	\$7,505
2	\$5,805	\$5,945	\$6,085	\$6,175	\$6,495	\$7,185
3	\$5,105	\$5,235	\$5,365	\$5,505	\$5,655	\$6,205
4	\$4,205	\$4,325	\$4,445	\$4,575	\$4,715	\$5,225
5	\$3,805	\$3,915	\$4,025	\$4,145	\$4,275	\$4,745
6	\$3,355	\$3,455	\$3,555	\$3,665	\$3,785	\$4,215
7	\$3,105	\$3,195	\$3,285	\$3,385	\$3,495	\$3,885
8	\$2,675	\$2,755	\$2,835	\$2,925	\$3,025	\$3,375
9	\$2,405	\$2,465	\$2,525	\$2,595	\$2,675	\$2,945
10	\$2,035	\$2,085	\$2,135	\$2,195	\$2,265	\$2,495
11	\$1,535	\$1,575	\$1,615	\$1,665	\$1,725	\$1,915
12	\$1,085	\$1,115	\$1,145	\$1,185	\$1,235	\$1,385
13	\$805	\$825	\$845	\$875	\$915	\$1,025

### Appendix C: Extra-Duty Pay Schedule

HIGH SCHOOL	
Football Clock	\$17.00/hour
Football Clock (JV)	\$17.00/hour
Football Spotter	\$17.00/hour
Basketball Scorekeeper	\$17.00/hour
Basketball Clock	\$17.00/hour
Baseball Scorekeeper	\$17.00/hour
Softball Scorekeeper Book	\$17.00/hour
Wrestling Scorekeeper	\$17.00/hour *
Volleyball Scorekeeper Book and Clock	\$17.00/hour *
Soccer Scorekeeper	\$17.00/hour
Track Meet Starter	\$95/meet
All Other Track	\$17.00/hour

MIDDLE SCHOOL	
Football Clock (7 <sup>th</sup> & 8 <sup>th</sup> )	\$17.00/hour
Basketball Clock (7 <sup>th</sup> & 8 <sup>th</sup> )	\$17.00/hour
Basketball Scorekeeper (7 <sup>th</sup> & 8 <sup>th</sup> )	\$17.00/hour
Wrestling Scorekeeper	\$17.00/hour *
Volleyball Scorekeeper	\$17.00/hour *
Track Starter	\$75/meet

MISCELLANEOUS – Hourly Rates	
Football Clock (7 <sup>th</sup> & 8 <sup>th</sup> )	\$17.00/hour
Basketball Clock (7 <sup>th</sup> & 8 <sup>th</sup> )	\$17.00/hour
Basketball Scorekeeper (7 <sup>th</sup> & 8 <sup>th</sup> )	\$17.00/hour
Wrestling Scorekeeper	\$17.00/hour *
Volleyball Scorekeeper	\$17.00/hour *
Track Starter	\$75/meet
Volleyball Lines	\$17.00/hour
Game Supervision	\$17.00/hour
Detention Study Hall	\$17.00/hour
Regular Events (tickets, etc.)	\$17.00/hour
In-House Coverage - All Levels	\$25.00/hour
Homebound	\$18.00/hour
Summer Curriculum Work	\$18.00/hour
AD HOC Committee	\$18.00/hour
Summer School (ESY/Summer Credit Recovery)	\$25.00/hour

*\* Minimum of one (1) hour*



# Unified School District 232

Facilities Department

**Steve Deghand**  
Assistant Superintendent  
Facilities and Operations

To: Dr. Cory Gibson, Superintendent of Schools  
USD 232 Board of Education  
From: Steve Deghand  
Date: August 2, 2023  
Subject: Right-of-Way Easement (Consent)

Evergy has informed the school district that there will need to be a right-of-way easement that runs along Lexington Avenue for installation of infrastructure for the Panasonic Plant. This property is the same property that Countryside Elementary is located. As you may recall Countryside, formerly the warehouse, is not currently being used by the district; however, First Student is using it for district transportation. There will not be any impact regarding First Student and the operation of buses.

In this agreement, Evergy agrees to pay \$9,600 to the district for the approximate .3 acre of land running along Lexington Avenue. The land amounts to a 20-foot strip along the property line on Lexington. At this time, we are asking the Board to approve this right-of-way easement to allow Evergy access for infrastructure installation. In addition, we were informed that another easement would be upcoming in a month or so. The contract and exhibits are attached for your review. Please contact me with any questions or concerns you may have.

SW¼, S5-T13S-R22E

### GRANT OF RIGHT OF WAY

For and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **Unified School District No. 232, formerly known as Common School District No. 31** ("Grantor") do hereby grant, convey and warrant unto **EVERGY KANSAS CENTRAL, INC., a Kansas corporation**, its successors, assigns and lessees, ("Grantee") the right and easement to alter, conduct surveys, construct, erect, inspect, install, maintain, operate, rebuild, reconstruct, relocate, remove, renew, repair and replace electric and communication transmission and distribution lines and their appurtenances under varying conditions of operation, including the poles, towers, anchors, guys, crossarms, insulators, conductors, conduit, ducts, cables, and other fixtures and equipment appurtenant thereto for the transmission and/or distribution of electric energy and communications in, along, under, across, and over the Grantor Real Property on a strip of land particularly described in Exhibit "A" attached hereto and made part of this instrument by reference ("Right of Way") (individually and in any combination referred to as the "Rights"), together with the right of ingress to and egress from the Right of Way on the Grantor Real Property and contiguous land owned by Grantor for the purpose of Grantee exercising the Rights ("Access Rights"). Grantee shall exercise the Rights and Access Rights in a reasonable and appropriate manner as determined in its good faith and when practicable, use existing roads and lanes. The "Grantor Real Property" is that certain real property owned by Grantor and described as:

Beginning at a point on the East curb of Sunflower Road and the centerline of Lexington Street, extended, which point is 1216 feet North and 1240.92 feet east of the Southwest corner of said Section 5, Township 13 South, Range 22 east in Johnson County, Kansas; thence north along said East curb, 137.3 feet; thence Northerly on a curve to the right, tangent to the last described course with a radius of 56.6 feet, for a distance of 74.3 feet; thence northerly on a curve to the left with a radius of 886.6 feet for a distance of 164 feet; thence north 24 degrees 57 minutes west 31 feet; thence south 70 degrees, 25 minutes, west, 193.27 feet; thence west 186.5 feet; thence south

1317.77 feet to a point on the northerly right of way line of Kansas State Highway No. 10; thence easterly along said northerly right of way line 662.15 feet; thence north 394.69 feet; thence west 300.00 feet; thence north 63 degrees, 45 minutes west, 155.60 feet to the east curb line of said Sunflower Road; thence on a curve to the left with a radius of 420.11 feet for a distance of 172.67 feet; thence north 179.5 feet to the point of beginning. Containing 10.5 acres more or less.

In the exercise of the Rights and Access Rights, Grantee shall have the further right to erect and use gates in all fences that cross or obstruct the Access Rights or that shall hereafter cross or obstruct the Access Rights on the Grantor Real Property or contiguous land owned by Grantor, and also have the right to trim, remove, eradicate, cut and clear away any trees, limbs, brush and vines ("Woody Vegetation") on or adjoining the Right of Way or on routes exercised as Access Rights now or at any future time whenever in its judgment such Woody Vegetation will interfere with or endanger the exercise of the Rights or the Access Rights. All such Woody Vegetation shall be burned or removed by the Grantee unless otherwise agreed to by Grantor.

The Grantor, its heirs, successors, assigns and lessees, may cultivate, use and enjoy the Right of Way, provided such use shall not, in the reasonable judgment of Grantee, interfere with or endanger the Rights, and provided further that no improvements, buildings or structures shall be located, constructed or otherwise placed on the Right of Way without the prior written consent of the Grantee, which consent shall not be unreasonably withheld.

In the event Grantee causes damage to Grantor or the Grantor Real Property from the exercise of the Rights or Access Rights, Grantee shall either cause the physical, material damage to be repaired or pay Grantor the reasonable cost of such work; said damages, if not mutually agreed upon, shall be appraised, ascertained and otherwise valued by three disinterested persons, one of whom shall be selected by each, Grantor and Grantee, their heirs or successors, assigns or lessees, and the third by the two so selected. The damages determined by such persons, or a majority of them, shall be conclusive. This shall be Grantee's only liability for damage.

This grant shall be binding upon the heirs, successors and assigns of the Grantor and shall otherwise run with the land.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

*[Remainder of page intentionally blank, signature pages follow.]*

WITNESS the hand of the Grantor this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Unified School District No. 232, formerly known as Common School District No. 31

By: \_\_\_\_\_

Name: \_\_\_\_\_  
Print Name Here

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

SS:

**CORPORATE ACKNOWLEDGMENT**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me,  
\_\_\_\_\_, a Notary Public in and for said County and State  
Notary Name Here  
aforesaid, personally appeared \_\_\_\_\_ as \_\_\_\_\_ of  
Unified School District No. 232, formerly known as Common School District No. 31,  
and did say that said instrument was signed and delivered in the name and on behalf of said entity  
acknowledge said instrument to be the free and voluntary act and deed of said entity.

WITNESS my hand and seal the day and year last above written.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name Here

My appointment expires:

\_\_\_\_\_

# EXHIBIT A

SHEET 1 OF 2

## EASEMENT DESCRIPTION

A PORTION OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 13 SOUTH, RANGE 22 EAST OF THE SIXTH PRINCIPAL MERIDIAN, JOHNSON COUNTY, KANSAS, BEING DESCRIBED AND PREPARED ON 04/28/2023 BY CHARLES W. BROOKSHER PS #1281 AND PROFESSIONAL ENGINEERING CONSULTANTS P.A., C.L.S. #65, AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER; THENCE N89°03'50"E (BEARINGS BASED ON THE KANSAS COORDINATE SYSTEM 1983 NORTH ZONE) ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 1045.78 FEET; THENCE N02°43'19"W A DISTANCE OF 143.92 FEET TO THE NORTH RIGHT OF WAY LINE OF LEXINGTON AVE AND THE POINT OF BEGINNING; THENCE CONTINUING N02°43'19"W A DISTANCE OF 20.87 FEET TO A CURVE TO THE LEFT HAVING A RADIUS OF 1962.28 FEET AND A CHORD THAT BEARS N63°31'34"E A DISTANCE OF 485.68 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 486.93 FEET; THENCE N34°02'22"W A DISTANCE OF 10.00 FEET TO A CURVE TO THE LEFT HAVING A RADIUS OF 1952.28 FEET AND A CHORD THAT BEARS N55°29'07"E A DISTANCE OF 63.68 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 63.68 FEET; THENCE S34°45'08"E A DISTANCE OF 10.00 FEET TO A CURVE TO THE LEFT HAVING A RADIUS OF 1962.28 FEET AND A CHORD THAT BEARS N52°43'09"E A DISTANCE OF 125.69 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 125.71 FEET TO THE EAST LINE OF A PROPERTY DESCRIBED IN BOOK 462, PAGE 49 IN THE JOHNSON COUNTY REGISTER OF DEEDS; THENCE S03°07'05"E ALONG SAID EAST LINE A DISTANCE OF 24.66 FEET TO THE NORTH RIGHT OF WAY LINE OF LEXINGTON AVE AND A CURVE TO THE RIGHT HAVING A RADIUS OF 1982.28 FEET AND A CHORD THAT BEARS S61°03'19"W A DISTANCE OF 671.57 FEET; THENCE ALONG SAID CURVE A DISTANCE OF 674.82 FEET TO THE WEST LINE OF SAID PROPERTY AND THE POINT OF BEGINNING.

ENCOMPASSING 0.32 ACRES MORE OR LESS.



PREPARED BY: CHARLES W. BROOKSHER PS #1281  
PEC PROJECT NO. 229030-023



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.  
303 SOUTH TOPEKA WICHITA, KS 67202  
316-262-6457 www.pec1.com

87TH STREET - CLEARVIEW - PACIFIC (D)  
PERMANENT EASEMENT



COUNTY

TRACT NO.

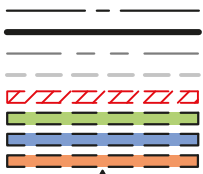
20-133

JOHNSON

JO-204.1

DATE: 04/28/2023

# LEGEND



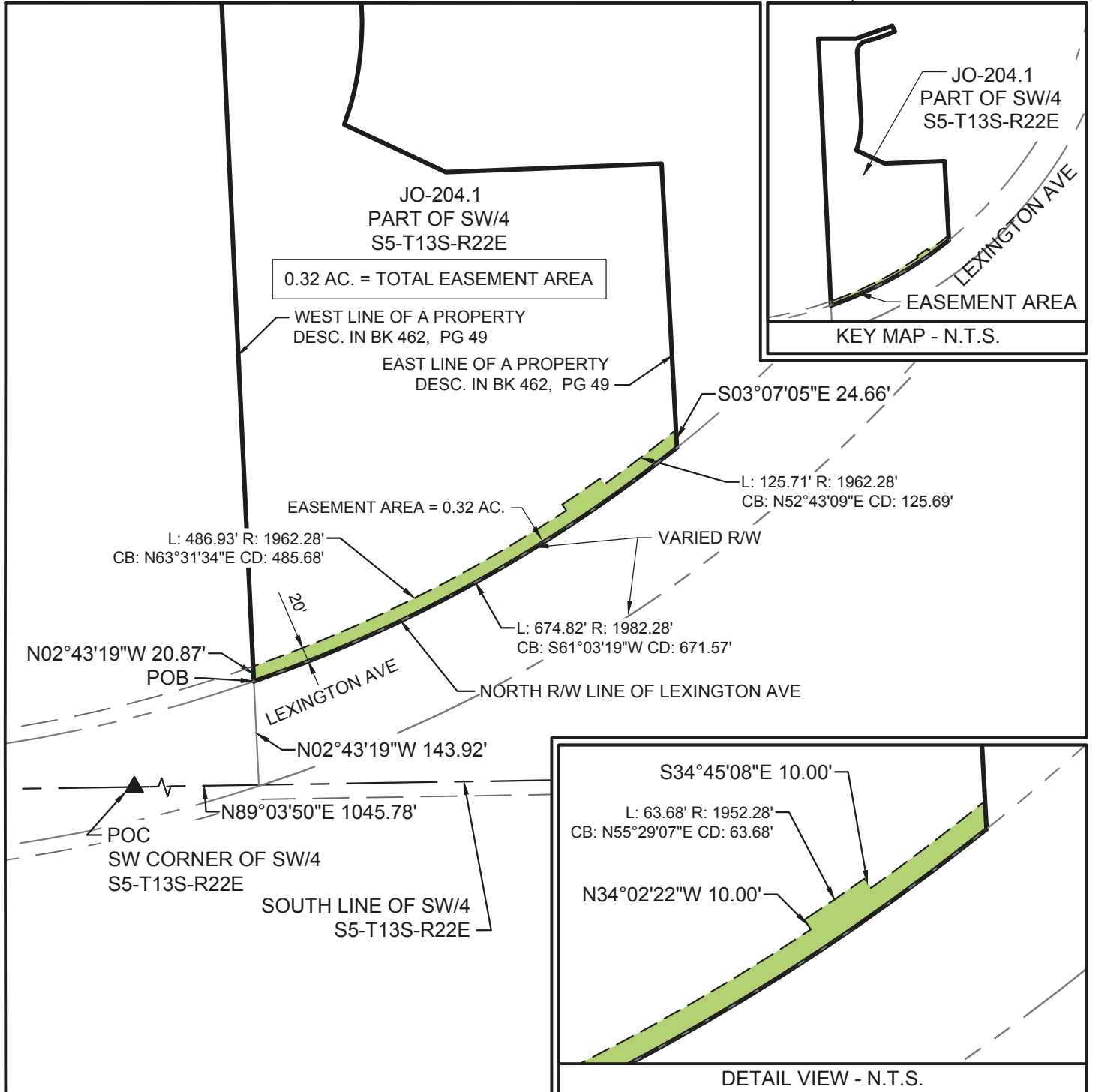
R/W  
POB / POC

SECTION LINE  
PROPERTY LINE  
ROAD R/W LINE  
EASEMENT LINE  
EXISTING EASEMENT  
EASEMENT IN PRIVATE PROPERTY  
EASEMENT IN PUBLIC R/W  
EASEMENT IN HWY/RR  
SECTION CORNER  
RIGHT OF WAY  
POINT OF BEGINNING / COMMENCING

## EXHIBIT A

SHEET 2 OF 2

THIS SKETCH IS PREPARED FOR EASEMENT PURPOSES.  
DISTANCES AND BEARINGS ARE BASED ON KANSAS  
COORDINATE SYSTEM NAD 83 (2011) NORTH ZONE.



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.  
303 SOUTH TOPEKA WICHITA, KS 67202  
316-262-6457 www.pec1.com

87TH STREET - CLEARVIEW - PACIFIC (D)  
PERMANENT EASEMENT



COUNTY

JOHNSON

TRACT NO.

JO-204.1

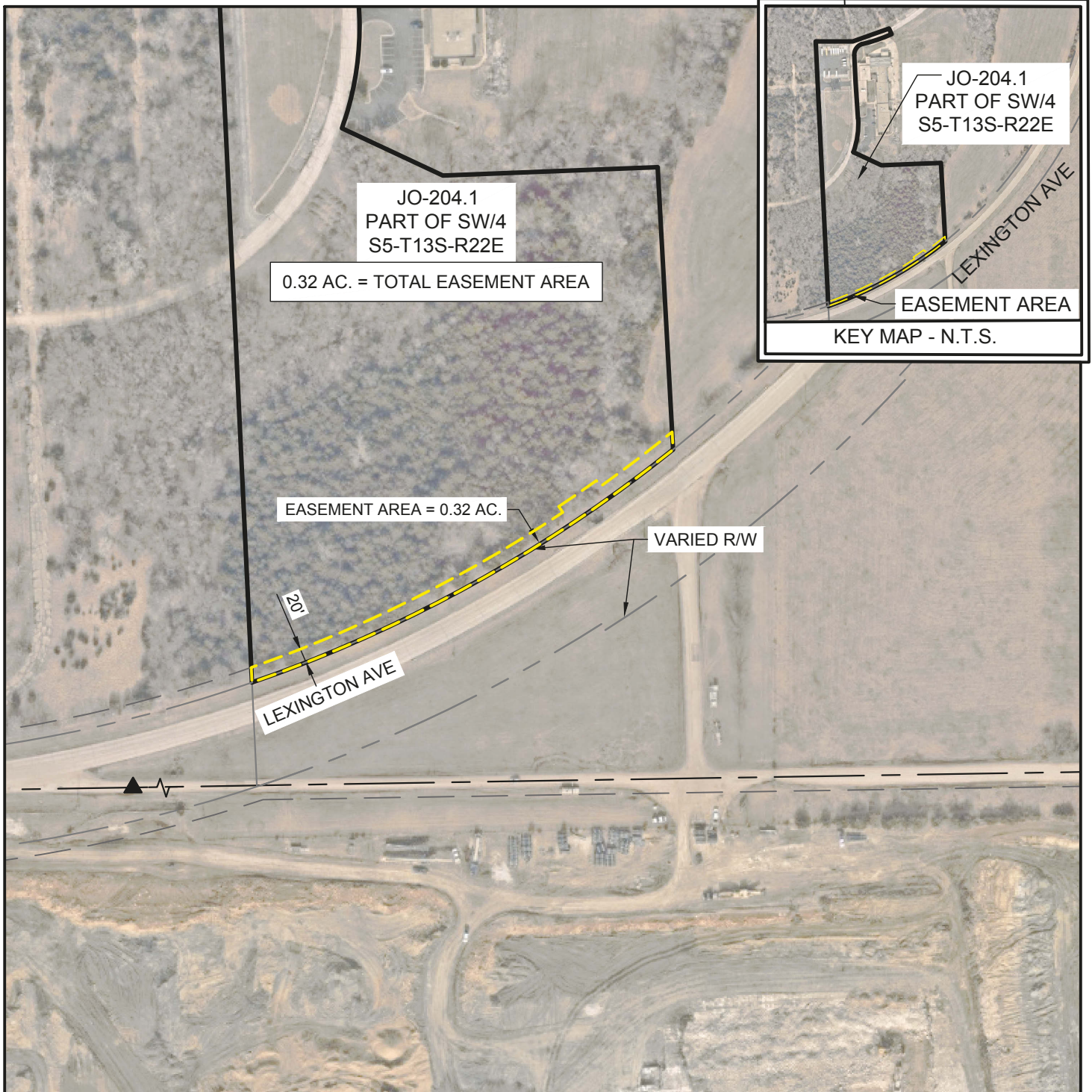
20-133

DATE: 04/28/2023

# LEGEND

- SECTION LINE
- PROPERTY LINE
- - - ROAD R/W LINE
- - - EASEMENT LINE
- EASEMENT AREA
- EXISTING EASEMENT
- ▲ SECTION CORNER

## AERIAL EXHIBIT



PROFESSIONAL ENGINEERING CONSULTANTS, P.A.  
303 SOUTH TOPEKA WICHITA, KS 67202  
316-262-6457 www.pec1.com

87TH STREET - CLEARVIEW - PACIFIC (D)



COUNTY  
JOHNSON

TRACT NO.  
JO-204.1

20-133  
DATE: 04/28/2023

Vendor # \_\_\_\_\_

INV # \_\_\_\_\_



## RIGHT OF WAY SETTLEMENT

Owner Unified School District No. 232

☐ Multiple owner \_\_\_\_\_ % Agent Justin Rexwinkle/EQ

Project Name 87th to Clearview to Pacific

Project # 20-133 Line # \_\_\_\_\_ Tract # JO-204.1

Qtr SW, Section 5, Twp 13S S, Rng 22E E/W, Johnson County, KS

Or Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_, City \_\_\_\_\_

The owner has agreed to the sum of \$ 9,600.00 in full settlement and consideration for a fully executed easement.

☒ IRS Form W-9 attached

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

### Evergy Remarks:

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Check To: **OFFICE USE ONLY** Check Needed Due Upon Receipt

Name: Unified School District No. 232

Address: 35200 W 91st St

City, State, Zip: De Soto, KS 66018

Amount \$ \_\_\_\_\_

REMIT R/W 20-133: JO-204.1

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Bus Unit WSTR Oper. Unit 70186

Acct 107000 Resource 1266

Dept 377 Proj 2377T00410

Work ID 2377T00410

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# Unified School District 232

## Student Nutrition Department

[www.usd232.org/nutrition](http://www.usd232.org/nutrition)

**Jolyn Baldner**

Director of Student Nutrition

TO: Dr. Cory Gibson, Superintendent of Schools  
USD 232 Board of Education members  
FROM: Jolyn Baldner, Director of Student Nutrition  
DATE: August 2, 2023  
SUBJECT: 2023-2024 Adult Meal Prices

Student meal prices will not change for the 2023-2024 school year.

### ***School Year 2023-2024 Student Meal Prices***

Breakfast	\$1.55 – elementary student	(no change)
	\$1.65 – middle/high student	(no change)
Lunch	\$2.85 – elementary student	(no change)
	\$2.90 – middle school student	(no change)
	\$3.00 – high school student	(no change)
Milk	\$0.60 – all levels	(no change)

However, in order to comply with Federal Child Nutrition Program requirements, adult paid meal prices must be higher than the free student reimbursement rate. We are recommending the paid adult lunch meal price be increased to \$4.50 to ensure we comply with all requirements.

### ***Recommendation: Increase paid adult lunch meal prices for 2023-2024 to following amounts:***

Lunch	\$4.50 – adult	(up \$0.15)
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Adult meal prices were not increased the previous school year. USD 232 will also remain competitive with surrounding school districts with the increase in adult lunch meal price.



# Unified School District 232

**De Soto – Shawnee – Lenexa – Olathe**  
**www.usd232.org**

Dr. Cindy Swartz  
Career & Technical Education

To: Dr. Cory Gibson, Superintendent of Schools  
USD 232 Board of Education  
From: Dr. Cindy Swartz, Career & Technical Education  
Date: August 2, 2023  
Subject: Broadcast Studio Equipment for De Soto High School video production, broadcast journalism program (CONSENT)

During the regularly scheduled Board of Education meeting on Monday, July 10, 2023, the Board of Education approved the purchase of broadcast studio equipment to support the video production and broadcast journalism program at De Soto High School. We are asking the board to reauthorize the purchase of the equipment.

## **Why are we asking for reauthorization?**

As you may recall, the lowest bidder for the equipment was Southwest Audio-Visual. The vendor itemized the products and listed each product by cost. When they totaled the cost of the products, they entered the total as \$20,770 (this is the amount the Board approved in July). However, after the July Board meeting, we totaled the itemized list separately in preparation of the purchasing process. Our total amount was \$4,708 more. Because the vendor submitted an itemized cost list with its bid (just the total was incorrect), we are asking the Board to authorize the purchase for the new total of \$25,478. Southwest Audio-Visual is still the lowest bidder.

## **Background**

The students at De Soto High School desire to broadcast live news and feature stories to the student body in a real-world learning environment, similar to the broadcast program Mill Valley High School already in place. Having studio equipment is vital to starting this program and having a Tricaster is equally an important piece of the program. A Tricaster is a product that merges live video switching, broadcast graphics, virtual sets, special effects, audio mixing, recording, publishing, and web streaming into an integrated, portable, and compact appliance.

We initiated a competitive, sealed-bid process to identify an appropriate company. Bid specifications were written and a legal advertisement was published on May 16, 2023, for the Broadcast Studio Project at De Soto High School, which consists of:

### **Requested Components for Studio Equipment:**

- Shotgun mic
- Tripods
- Headphones
- Video lighting kit
- Telescoping boom pole

- Teleprompter
- Tricaster (Newtek) with service warranty
- Sound board mixer
- Camcorders

**Additional Requests:**

- Onsite delivery, installation, and configuration
- Tricaster training two times during the school year
- One-year installation warranty on all new components and labor
- Contractor to provide all necessary installation hardware materials

Sealed bids were due to the District Office by 10:00 a.m. on Monday, June 5, 2023. The bids received ranged from \$25,478 to \$41,306.09 with Southwest Audio-Visual submitting the lowest bid at \$25,478. Please let us know if you have any questions.

###



# Unified School District 232

**De Soto – Shawnee – Lenexa – Olathe**  
**www.usd232.org**

**Brian Schwanz, Ed.S**  
Executive Director of Secondary Education

To: USD 232 Board of Education  
From: Brian Schwanz, Executive Director of Secondary Education  
Date: August 2, 2023  
Subject: DHS Band Uniforms  
(CONSENT)

During the Board of Education's regularly scheduled meeting on August 7, 2023, we will ask the Board of Education to approve the purchase of new band uniforms for De Soto High School.

Specifications were written for 200 band uniforms with the assistance from the De Soto High School Band Director. In addition, a legal advertisement was published in the Legal Record on June 20, 2023. Sealed bids were due to the administrative office by 10:00 am on July 18, 2023. Similar to our last two band uniform bids with the most recent in 2016 for Mill Valley High School, only one vendor submitted a proposal. The company to submit a bid was Fruhauf Uniforms, Inc. based in Wichita, KS. They also submitted five pages of references of schools and colleges/universities in Kansas that have used their uniforms. Fruhauf's bid of \$142,682.63 was in line with our estimate and we are asking the Board to approve the bid. The bid also includes a 10-year warranty. We did have a second company from Ohio request the bid specifications, which were provided to the vendor. We did not receive a proposal from them.

Delivery of the new uniforms is expected by July 15, 2024. Funding for the uniforms will be from capital outlay.

Please contact me with any questions or concerns you may have regarding the matter.



# Unified School District 232

**De Soto – Shawnee – Lenexa – Olathe**  
[www.usd232.org](http://www.usd232.org)

**Brian Schwanz, Ed.S**  
Executive Director of Secondary Education

**De Soto High School Band Uniform  
Bid Opening  
July 18, 2023  
10:00 AM**

<b>Vendor</b>	<b>Total Base Bid</b>
Fruhauf	\$142,682.63



## Request for Board Approval of Extended Day Trip

Save this document to your computer, complete the form, save again, then send electronically or print.

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Building

Grade(s)

Class/Group

District Sponsors on  
the trip:

Does this trip  
involve more than  
one day?

YES  
NO

Purpose of Trip:

Destination:

Destination City, State:

First Day of Trip:  
(XX/XX/XXXX)

Departure Time:

Depart from:

Last Day of Trip:  
(XX/XX/XXXX)

Return Time:

Return to:

Mode of transportation/travel:

Will there be an overnight stay?

YES

NO

If yes, where will  
students be staying?

\*Indicates "estimate" if actual cost has not been set (enter numbers only not (\$) or (.))

\*Cost for travel:

\*Cost per student:

\*Cost for hotel:

\*Amount paid by  
building funds:

\*Cost for food/other:

\*Amount paid by  
students

Additional  
Information:  
(500 character limit)

**Attach flyer or other information as provided to students and parents.**

Number of staff  
sponsors attending:

Number of supervising parents attending:

Parent Permission  
Slips on file for all  
students  
participating?:

YES  
NO

Complete list of students attending on file  
with school including names, contact  
information, and emergency contact  
information ?

YES  
NO

**Attach a daily schedule of activities if trip extends beyond one day.**

---

Sponsor Signature:

Date:

Principal/Supervisor  
Signature

Date:

This form must be received in the Superintendent's Office by the **Tuesday prior to next Board of Education meeting.**



# Unified School District 232

**De Soto – Shawnee – Lenexa – Olathe**  
[www.usd232.org](http://www.usd232.org)

**JULIE STUCKY**  
Director of Finance

TO: Dr. Cory Gibson, Superintendent of Schools  
USD 232 Board of Education  
FROM: Julie Stucky, Director of Finance  
DATE: August 2, 2023  
SUBJECT: Budget Publication & Notice of Hearing (Action Item)  
Revenue Neutral Rate Publication and Notice of Hearing (Action Item)

I am presenting the proposed budget for fiscal year 2023-24 for your consideration. Following are budget documents which contain key components of the budget with some written explanations to assist you as you review the documents. I will review the budget documents during my presentation and welcome any questions you may have.

## **Forms for your review:**

**Form 150** – This form shows all sources of revenue that make up the General Fund legal maximum budget authority.

**Code 99, Notice of Hearing** (page 1 of Code 99) – This form has a comparison of actual expenditures for 2021-22 and 2022-23 compared to proposed budget expenditures for 2023-24. Please keep in mind that we propose a higher budget than what we actually expect to spend. This is to avoid having to republish at a later date if something happens that would cause the need to spend more than we published.

**Code 99, Exceeding the Revenue Neutral Rate** (page 2 of Code 99) – Column 1 shows the actual amount of tax levied in the 2022-23 school year. Column 2 indicates the actual tax rate for 22-23. Column 3 calculates what the tax rate would have to be to raise the same amount of taxes for the 23-24 school year. Since our assessed valuation has increased, we have no choice but to exceed the revenue neutral rate since we are required to have a 20 mill general fund. The Supplemental General Fund and Capital Outlay Fund are both previously public voted on tax levies. You will recall, a resolution of the Revenue Neutral Rate must be adopted by the Board of Education as it is required by Senate Bill 13. The Board would consider the resolution at the meeting in September.

The proposed mill levy for the 2023-24 budget is 61.126 mills compared to 61.599 mills for 2022-23, a decrease of .473 mills.

Please look at line #110, net expenditures. You will see the net budgeted expenditures for this year are \$143,326,203 and last year's actual expenditures were \$117,982,559 which is a budgeted increase of \$25,343,644. Of this budgeted increase, \$4,379,732 is General Fund, \$1,487,411 is LOB, \$5,684,286 is Capital Outlay, \$2,156,294 is Sped, \$8,528,006 is Bond and Interest, \$1,957,751 is Food Service and \$975,547 is KPERS. Due to still having available ESSER funding, our federal funds are increasing \$548,413. Food Service is also anticipating higher than normal revenues and expenditures. Bond and Interest is much higher due to the pre-payment on a callable bond which saves taxpayers \$3,177,747 over the life of the bond. Each of these funds, except Capital Outlay, are budgeted above what we expect to receive. We budget more than expected to avoid budget republications. Capital Outlay is budgeted well above what we expect to spend but publishing a higher amount would give us the authority to cover unexpected emergency expenses. The various remaining funds account for the balance of the increases and/or decreases.

Known increases for the 23-24 school year:

Worker's Comp 3% increase

Property/Liability 45% increase

Health Insurance 9% increase

Anticipated Increases for the 23-24 school year:

Salaries and Benefits approximately 9%

Transportation approximately 10%

Motor Fuel approximately 15%

Utilities approximately 5%

In conclusion, I am requesting that you approve the budget publication for the 23-24 fiscal year, as well as the Intent to Exceed the Revenue Neutral Rate.

**Form 150  
2023-2024  
ESTIMATED LEGAL MAXIMUM GENERAL FUND BUDGET**

**General Fund Budget – Lines 1 through 18**

1. 2023-24 Adjusted FTE enrollment (Excludes Preschool-Aged At-Risk (3 yr and 4 yr Old),) (from Table I)	=	7,257.6
2. Estimated 2023-24 Preschool-Aged At-Risk (3 yr and 4 yr Old) FTE enrollment (see Footnote(e)) (Count as .5 FTE) 9/20/23 <u>33.0</u> + 2/20/24 <u>0.0</u>	=	33.0
3. 2023-24 Total Adjusted FTE Enrollment including Preschool-Aged At-Risk (3 yr and 4 yr Old) (Line 1 + Line 2)	=	7,290.6
4. Estimated 2023-24 weighted low enrollment and high enrollment. (from line 3) <u>7,290.6</u> x <u>0.035040</u> factor (from Table II)	=	255.5
5. Estimated 2023-24 Bilingual Weighting (see Footnotes (a) and (b))	=	79.0
A. (9/20/23 Contact Hrs <u>1,200.0</u> + 2/20/24 Contact Hrs <u>0.0</u> ) / 6 x 0.395	=	79.0
B. (9/20/23 ELL Headcount <u>300</u> + 2/20/24 ELL Hdct <u>0</u> ) x .185	=	55.5
<i>Note: Bilingual weighting is based on the higher of contact hours or headcount.</i>		
6. Estimated 2023-24 Career Technical Education (CTE) weighting (see Footnote (c)) (9/20/23 CTE contact hrs <u>2,270.0</u> + 2/20/24 contact hrs <u>0.0</u> ) / 6 x 0.5	=	189.2
7. Estimated 2023-24 At-Risk Student Weighting 9/20/23 Free Lunch <u>890</u> + 2/20/24 Free Lunch <u>0</u> x 0.484	=	430.8
8. Estimated 2023-24 High-Density At-Risk Student Weighting (from Table V, Line 2)	=	0.0
9. Estimated 2023-24 Transportation Weighting (Table III, Line 6)	<u>1,330,322</u> + \$5,088	= 261.5
10. Estimated 2023-24 Ancillary School Facilities Weighting. Amt approved by Board of Tax Appeals.	<u>0</u> + \$5,088	= 0.0
11. Estimated Special Education Weighting. Amount of Sp. Ed. Funding (see Footnote(f))	<u>8,262,000</u> + \$5,088	= 1,623.8
12. Estimated FHSU Math & Science Academy FTE enrollment		= 0.0
13. Estimated 2023-24 Virtual State Aid (Table IV, Line 4)		= \$56,000
14. Estimated 2023-24 operating budget excludes COLA. (Lines 3 thru 12 times BASE + Line 13)	<u>10,130.4</u> x \$5,088 + 56000	= \$51,599,475
15. Estimated Cost of Living weighting (Must have 31% LOB) \$3,611,963 (maximum allowed for this district) <u>\$2,783,326</u> + \$5,088 (Amt district will use, up to the maximum)	=	547.0
16. Total General Fund Budget Authority including Cost of Living.	<u>10,677.4</u> x \$5,088 + 56000	= \$54,382,611

**Local Option Budget -- See Form 155**

17. Estimated 2023-24 LOB General Fund budget (excludes Virtual & FHSU weighting) & includes higher of 2008-09 Spec Ed or current yr Spec Ed (Lines 3 through 10 + 15) = 9053.6 x \$5158 = \$46698469 + <u>8,262,000</u> (Spec Ed)	=	\$54,960,469
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**TABLE I - KSA 72-5132**

1. Does the district qualify for the 3 yr Average? (Due to military dependent children.)	<u>NO</u>	
2. 9/20/20 Audited FTE enrollment (excludes Preschool-Aged At-Risk (4 yr Old) and Virtual)		= 6,914.4
3. 2/20/21 Audited FTE of new students of military families, not enrolled on 9/20/20. (Excludes Preschool-Aged At-Risk (4 yr Old)) (Must be at least 25 FTE or 1% of Line 2. If it doesn't meet criteria then calculates zero.)	<u>0.0</u>	= 0.0
4. 9/20/21 Audited FTE enrollment (excludes Preschool-Aged At-Risk (4 yr Old) and Virtual)		= 7,236.8
5. Estimated 2/20/22 Audited FTE of new students of military families, not enrolled on 9/20/21. (Excludes Preschool-Aged At-Risk (3 yr and 4 yr Old)) (Must be at least 25 FTE or 1% of Line 4. If it doesn't meet criteria then calculates zero.)	<u>0.0</u>	= 0.0
6. 9/20/22 Audited FTE enrollment (excludes Preschool-Aged At-Risk (3 yr and 4 yr Old) and Virtual)		= 7,257.6
7. 2/20/23 Audited FTE of new students of military families, not enrolled on 9/20/22. (Excludes Preschool-Aged At-Risk (3 yr and 4 yr Old)) (Must be at least 25 FTE or 1% of Line 6. If it doesn't meet criteria then calculates zero.)	<u>0.0</u>	= 0.0



**Notice of Hearing 2023-2024 Budget**

The governing body of Unified School District 232 will meet on the 11 day of September 2023 at 6:00 PM at 35200 W. 91st St, De Soto, KS 88018 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, building needs assessment and Board state assessments review is available at District Office 35200 W. 91st St, De Soto, KS on the district website and will be available at this hearing.

The Amount of 2023 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2023-2024 Budget. The 'Est. Tax Rate' (column 7), shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	Code 99 Line	2021-2022 Actual		2022-2023 Actual		2023-2024 Proposed Budget		
		Actual Expenditures (1)	Actual Tax Rate* (2)	Actual Expenditures (3)	Actual Tax Rate* (4)	Budgeted Expenditures (5)	Amount of 2023 Tax to be Levied (6)	Est. Tax Rate* (7)
<b>OPERATING</b>								
General	06	47,543,702	20.000	50,002,879	20.000	54,382,611	15,405,005	20.000
Supplemental General (LOB)	08	15,682,850	12.551	16,649,514	12.523	18,136,955	10,114,400	12.168
<b>SPECIAL REVENUE</b>								
Federal Funds	07	1,818,787		3,019,033		3,567,446		
Adult Education	10	0	0.000	0	0.000	0	0	0.000
Preschool-Aged At-Risk	11	68,022		82,100		213,293		
Adult Supplemental Education	12	0		0		0		
At Risk (K-12)	13	2,543,460		2,758,403		3,074,546		
Bilingual Education	14	492,376		535,001		853,600		
Virtual Education	15	103,188		115,573		183,000		
Capital Outlay	16	7,749,194	8.000	15,676,338	8.000	21,360,624	6,788,846	8.000
Driver Training	18	37,370		37,438		68,050		
Declining Enrollment	19	0	0.000	0	0.000	0	0	0.000
Extraordinary School Program	22	0		0		0		
Food Service	24	4,318,030		4,116,073		6,073,824		
Professional Development	26	41,705		90,322		230,670		
Parent Education Program	28	181,406		188,262		245,103		
Summer School	29	0		0		0		
Special Education	30	13,436,668		14,584,357		16,740,651		
Cost of Living	33	2,186,222	2.928	2,376,711	3.020	2,783,326	2,469,217	2.971
Career and Postsecondary Education	34	2,198,096		1,965,416		2,357,868		
Gifts and Grants	35	44,491		11,959		131,161		
Special Liability Expense Fund	42	0	0.000	0	0.000	0	0	0.000
School Retirement	44	0	0.000	0	0.000	0	0	0.000
Extraordinary Growth Facilities	45	0	0.000	0	0.000	0	0	0.000
Special Reserve Fund	47	0		5,397,758				
KPERS Special Retirement Contribution	51	6,767,481		6,968,194		7,943,741		
Contingency Reserve	53	0		0				
Textbook & Student Material Revolving	55	1,136,782		1,137,141				
Activity Fund	56	0		57,749				
<b>DEBT SERVICE</b>								
Bond and Interest #1	62	17,623,800	18.452	19,134,369	17.934	27,662,375	14,796,646	17.801
Bond and Interest #2	63	0	0.000	0	0.000	0	0	0.000
No-Fund Warrant	66	0	0.000	0	0.000	0	0	0.000
Special Assessment	67	146,047	0.018	167,471	0.196	185,540	155,019	0.186
Temporary Note	68	0	0.000	0	0.000	0	0	0.000
<b>COOPERATIVES<sup>1</sup></b>								
Special Education	78	0		0		0		
<b>TOTAL USD EXPENDITURES</b>	100	124,119,677	61.949	145,072,061	61.673	166,194,384	49,729,133	61.126
Less: Transfers	105	19,431,336		27,089,502		22,868,181		
<b>NET USD EXPENDITURES</b>	110	104,688,341		117,982,559		143,326,203		
<b>TOTAL USD TAXES LEVIED</b>	115	40,715,057		45,000,955		49,729,133		

1. Sponsoring District Only

\*Tax Rates are expressed in Mills

**Notice of Hearing 2023-2024 Budget**

	Code 99 Line	2021-2022 Actual		2022-2023 Actual		2023-2024 Proposed Budget		
		Actual Expenditures (1)	Actual Tax Rate* (2)	Actual Expenditures (3)	Actual Tax Rate* (4)	Budgeted Expenditures (5)	Amount of 2023 Tax to be Levied (6)	Est. Tax Rate* (7)
<b>OTHER</b>								
Historical Museum	80	0	0.000	0	0.000	0	0	0.000
Public Library Board	82	0	0.000	0	0.000	0	0	0.000
Public Library Board Employee Benefits	83	0	0.000	0	0.000	0	0	0.000
Recreation Commission	84	0	0.000	0	0.000	0	0	0.000
Rec Comm Emp Benefits & Spec Liab	86	0	0.000	0	0.000	0	0	0.000
<b>TOTAL OTHER</b>	<b>120</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>	<b>0</b>	<b>0</b>	<b>0.000</b>
<b>TOTAL TAXES LEVIED</b>	<b>125</b>	<b>\$40,715,057</b>		<b>\$45,000,955</b>		<b>\$49,729,133</b>		
Assessed Valuation - General Fund	128	\$637,928,898		\$689,974,521		\$770,250,254		
Assessed Valuation - All Other Funds	130	\$665,731,100		\$746,892,760		\$831,202,233		
Assessed Valuation - Capital Outlay	129	\$666,413,692		\$748,911,596		\$848,605,695		
<b>Outstanding Indebtedness, July 1</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>		
General Obligation Bonds	135	172,510,000		160,585,000		146,705,000		
Capital Outlay Bonds	140	0		0		0		
Temporary Note	145	0		0		0		
No-Fund Warrant	150	0		0		0		
Lease Purchase Principal	153	0		0		0		
<b>TOTAL USD DEBT</b>	<b>155</b>	<b>172,510,000</b>		<b>160,585,000</b>		<b>146,705,000</b>		
*Tax Rates are expressed in Mills								
Board President				Clerk of the Board				

**Exceeding the Revenue Neutral Tax Rate for the 2023-2024 School Year**

The governing body of Unified School District 232 will meet on the 11 day of September 2023 at 6:00 PM at 35200 W. 91st St, De Soto, KS 66018 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at District Office and will be available at this hearing.

**Revenue Neutral Tax Rate**

	2022-2023			2023-2024	
	Actual Tax Levied	Actual Tax Rate	Neutral Tax Rate	Estimated Tax Levied	Est. Tax Rate
General	\$13,786,310	20.000	17.875	\$15,405,005	20.000
Capital Outlay	\$6,056,967	8.000	7.124	\$6,788,846	8.000
Bond and Interest #2	\$0	0.000		\$0	0.000
<b>ALL OTHER FUNDS</b>					
Supplemental General (LOB)	\$9,351,168	12.523		\$10,114,400	12.168
Adult Education	\$0	0.000		\$0	0.000
Cost of Living	\$2,255,111	3.020		\$2,469,217	2.971
Special Liability Expense Fund	\$0	0.000		\$0	0.000
Extraordinary Growth Facilities	\$0	0.000		\$0	0.000
Bond and Interest #1	\$13,391,956	17.934		\$14,796,646	17.801
No-Fund Warrant	\$0	0.000		\$0	0.000
Special Assessment	\$146,263	0.196		\$155,019	0.186
Temporary Note	\$0	0.000		\$0	0.000
Historical Museum	\$0	0.000		\$0	0.000
Public Library Board	\$0	0.000		\$0	0.000
Public Library Board Employee Benefits	\$0	0.000		\$0	0.000
<b>Sub Total - All Other Funds</b>	<b>\$25,144,498</b>	<b>33.673</b>	<b>30.194</b>	<b>\$27,535,282</b>	<b>33.126</b>

Board President

Clerk of the Board

## USD 232 District Goals 2022-2027

### SY 2023-2024

**Achievement-** Improve achievement for all students while reducing the achievement disparities of various disaggregated groups.

Objective A1: USD 232's Five Year Effectiveness Rate for Post-Secondary Success will exceed 75% by 2027 reporting year.

Objective A2: Ninety percent or more of USD 232 students will perform at or above grade level. Sixty percent or more will perform in the College and Career Ready category on the Kansas State Assessments or the ACT by the 2026 assessment period.

<b>Strategy #1</b> <b>Fully implement collaborative teams focused on student performance and success.</b> <b>(Foundational Structure Goal: Communication and Basic Skills)</b>					
FS	Rose	Action steps	Timeline	Staff	Progress
4	1,7	Administration and staff will utilize the USD 232 Needs Assessment document to analyze state assessment and other data, and respond to essential questions, as part of the Goal & Strategy development process for the accreditation compliance requirements set by the Kansas State Board of Education, PreK-12.	September 1, 2023	Hite, Kelly	
4	1,4	Administration and staff will utilize the Professional Learning Community culture, K-12, to support instructional decisions and learning.	2023-2024	Hite, Handy, Kelly, Schwanz	
1,4	1,4	Collaboration Teams will use multi-point data to make instructional decisions regarding student needs for standard and skill instruction for continued academic growth.	2023-2024	Hite, Handy, Kelly, Schwanz	
1,4	1,4,7	Administration and staff will utilize the USD 232 PLC/MTSS Handbook 2023-2024 for process and protocol guidance to meet student academic needs through core, intervention, and Tier instruction, PreK-12.	2023-2024	Hite, Kelly	

<b>Strategy #2</b> <b>Improve physical and mental health for USD 232 students and staff.</b> <b>(Foundational Structure Goal: Physical and Mental Health)</b>					
FS	Rose	Action Steps	Timeline	Staff	Progress
1,6	1,4	Administrators and staff will provide core, intervention, and Tier social-emotional/behavior student supports, in part through guidance and protocol in the MTSS Handbook 2023-2024.	2023-2024	Hanson	
1,6	1,4	Data related to Social and Emotional Wellness will be analyzed to inform planning and use of district resources for teachers and students.	2023-2024	Kelly	

#### Vision

Maximize each student's potential, through inspiration and discovery, and challenging all students to become self-sufficient and positive contributors to society.

#### Mission

USD 232 will prepare all students for their futures through excellent, innovative learning opportunities with caring, dedicated and passionate staff in a safe and secure environment.

<b>Strategy #3</b> <b>Ensure that USD 232 graduates are prepared for their chosen futures and have at least one relevant Market Value Asset.</b> <b>(Foundational Structure Goal: Postsecondary and Career Preparation)</b>					
FS	Rose	Action Steps	Timeline	Staff	Progress
4,5,8	2,3,6,7	Students in grades K-5 will explore community and career interests and participate in Civic Engagement.	2023-2024	Hite	
4,5,8	2,4,6,7	Secondary C&I staff and counselors will estimate the success rates for the graduating classes of 2024 through 2028 by reviewing students' Individual Plans of Study.	2023-2024	Kelly	
4,5,8	2,4,6,7	Implement Year 2 of the district's 3-Year Real World Learning Plan focusing on increasing opportunities for students to attain MVAs	2023-2024	Kelly	

## **B**uildings & Budgets- Maximize district resources and provide high quality facilities to enhance educational programs.

<b>Strategy #4</b> <b>School Safety</b>			
Action Steps	Timeline	Staff	Progress
Implement and launch CENTEGIX CrisisAlert School Safety Solution; complete staff training. (System approved by BOE in April 2023.)	August-September 2023	Moser, Cater	
Integrate CrisisAlert solution with other district safety systems.	Winter 2023	Moser, Riffel	
Implement new Crisis Response Guides in all classrooms across system.	Fall 2023	Moser	
Conduct external safety and security audit of school facilities to determine areas for improvement.	Ongoing through Spring 2024	Moser	

<b>Strategy #5</b> <b>2018 Bond Completion and Future Planning</b>			
Action Steps	Timeline	Staff	Progress
Planning for future needs	October 2023 – May 2024	Deghand	
Land purchase for future school site completion	July-November 2023	Deghand	
Mize Elementary addition completion	January-December 2023	Deghand	

<b>Strategy #6</b> <b>Budget plans based on Kansas Legislature school funding action and ESSER funding.</b>			
Action Steps	Timeline	Staff	Progress
Consider the impact of legislative action for enrollment and budget.	2023-2024	Stucky	
Monitor ESSER expenditures and project the impact on future district budgets.	2023-2024	Stucky	

Monitor growth in assessed valuation to determine budget and mill levy implications.	September 2023	Stucky	
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## Community Engagement- Work proactively with the community to improve educational programs.

Objective C1: Increase family and community engagement with schools.

Objective C2: Increase community awareness of USD 232.

<b>Strategy #7</b> <b>Increase parent and community engagement.</b> <b>(Foundational Structure Goal: Families, Community and Business Partnerships)</b>			
Action Steps	Timeline	Staff	Progress
Migrate to new web hosting service with new and improved web designs for district and school sites to support family/community engagement.	Fall 2023 - Spring 2024	Cater	
Conduct stakeholder communications survey to help identify effective ways to deliver and receive information.	Fall 2023	Cater	
Develop and implement communication strategies based on stakeholder feedback collected through the survey to help increase community awareness and engagement.	Winter - Spring	Cater	

<b>Strategy #8</b> <b>Improve diversity and engagement, including racial and ethnic, throughout the district.</b> <b>(Foundational Structure Goal: Diversity, Equity and Inclusion)</b>			
Action Steps	Timeline	Staff	Progress
Identify current employee recruitment tools utilized by HR team.	Fall 2023	Handy, Schwanz	
Expand and improve recruitment efforts to attract highly skilled educators and other employees from a competitive and diverse candidate pool with long-term goal of staff reflecting student population.	February 2023 – Ongoing	Handy, Schwanz, Cater	
Take steps to engage with students and families to help determine level of school connectedness among students - defined as students' belief that adults and peers in their school care about their learning as well as about them as persons.	Fall 2023 – April 2024	Cater, Kelly	
Engage superintendent's Student Advisory Council to identify ways to improve school connectedness and sense of belonging for all students.	Fall 2023-May 2024	Gibson, Schwanz, Cater	



Dr. Joseph Kelly, Director- Secondary Curriculum &  
Instruction, Title Programs

To: Board of Education  
Dr. Cory Gibson, Superintendent  
From: Dr. Joseph Kelly, Director of Secondary Curriculum and Instruction, Title Programs  
Dr. Cindy Swartz, Coordinator for Career and Technical Education  
Date: August 2<sup>nd</sup>, 2023  
Subject: Portrait of a Graduate (DISCUSSION)

During the 2022-2023 school year, USD 232 began its first year of implementing the Real World Learning initiative. As you may recall, we have received a grant from the Kauffman Foundation to increase opportunities for students to earn “Market Value Assets” (e.g., work experiences, entrepreneurship, college credit, and industry-recognized credentials). Last year, staff members from across the district had the opportunity to learn more about Real World Learning by visiting model schools in Cedar Rapids, Iowa, Tacoma, Washington, and San Diego, California.

The district’s strategic plan identifies the following three Real World Learning goals:

1. ALL students will acquire and apply the knowledge, skills, and dispositions necessary for life success
2. ALL students will exercise ownership in their learning
3. ALL students will develop life-changing and mutually beneficial connections with their community and individuals in it.

Dr. Cindy Swartz, Coordinator for Career and Technical Education, led several meetings last school year with staff members to discuss the traits that each graduate of our schools should possess. These traits would then be combined and communicated through a visual representation, known as a “Portrait of a Graduate.” The committee agreed upon the content of the visual, and tasked a group of our USD 232 students to submit designs for review.

After much deliberation, final designs from one student were chosen for the USD 232 Board of Education to consider. We would like to thank each student who participated in this process, and special thanks go to Ms. Reagan Roberts, whose designs have been submitted for your review.

Please let us know if you have any questions.

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Carrie Handy – Executive Director of Elementary Education  
Brian Schwanz – Executive Director of Secondary Education

To: USD 232 Board of Education  
Dr. Cory Gibson, Superintendent of Schools  
From: USD 232 Human Resources  
Date: August 2, 2023  
RE: Exit and Stay Survey Information  
**(Discussion)**

During the regularly scheduled Board of Education meeting on August 7, 2023, the Human Resources department will be sharing data collected through our Stay and Exit Surveys from 2022-2023 school year.

Each year we conduct electronic exit surveys with our staff. We also offer staff to have in-person exit surveys if they prefer. The data being shared is from our certified staff. Additionally, for the first time, we conducted a stay survey with our returning certified staff. We will share the themes that emerged from the survey. Finally, we will share with the Board our employment data for the 2023-2024 school year.

To: Members of the Board of Education  
Cory Gibson, Superintendent of Schools  
From: Alvie Cater  
Date: August 2, 2023  
Subject: **Policy Revision (ALERT)**

We are continuing our regular review of policies with a recommendation for changes to be considered by the Board of Education at the regularly scheduled meeting in September.

We are reviewing existing policies and will present recommendations to add, amend, or strike policy language regarding a range of topics. The review is taking place with available resources provided by the Legal / Policy Services of Kansas Association of School Boards (KASB) at no additional cost to the school district. The resources from KASB are available to the district as part of its regular membership.

Recommendations to add or amend policies will generally fall into one or more of three categories:

- **Required Changes** – in order to comply with new federal/state laws and regulations;
- **New Policies** – to address emerging issues; and/or
- **Recommended Revisions** – to fill gaps in existing language, eliminate redundancy, and/or make policies easier to understand.

#### How to review policy updates

We are presenting current board policy with noted changes in two ways:

- ~~Strikethrough~~ text
- *Red Italics* for new language or new references

As we go through specific policies, you may see mentions of other board policies denoting possible connections and references. We will not present referenced policies in these reports unless there are changes to be considered.

### Policy EDDA – School Buses and Vehicles

This policy is revised to clarify that use of buses and other school vehicles used by the district shall conform to current law, including K.S.A. 72-6486, et seq. Flexibility was built in throughout

to allow the superintendent's designee to perform some of the functions of transportation management instead of the superintendent and to update language to conform more to present district practice. Language is also included to address transportation requests for summer athletic events.

#### **EDDA – School *Buses and* Vehicles**

*Use of buses and other school vehicles by the district shall conform to current law.*

~~No public funds will be spent by the board to hire, rent or lease any form of transportation to be used by any student, school employee, patron or any organization to transport anyone to or from a religious activity.~~

School buses and other school vehicles will not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law, subject to board approval.

#### Liability

All school vehicles will be adequately insured. Leasing companies shall provide appropriate certificates of insurance.

#### Safety

*For the purposes of this policy, "school transportation provider" is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.*

*Every school transportation provider shall have a valid driver's license. Such drivers* ~~Every bus driver~~ *shall have full authority and responsibility for the passengers riding in school vehicles buses.* The district and the leasing company shall agree on rules governing student behavior on buses.

*Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper administrator. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.*

#### Speed Limits

*The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.*

#### Safety Inspection

The *superintendent or the superintendent's designee* ~~director of transportation~~ shall be responsible for transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

#### Scheduling and Routing

Scheduling and routing shall be the responsibility of the *superintendent's designee* ~~director of transportation~~.

Bus and transportation schedules and routing maps will be updated annually prior to the opening of school.

#### Records

~~Every bus or other vehicle driver of school vehicles~~ *transportation provider* will keep accurate records pertaining to each *assigned* vehicle ~~used to transport students~~. The types of records shall be developed by the superintendent or *superintendent's designee* ~~designated representative~~ in cooperation with the leasing company. ~~Records shall be delivered to the board clerk on a monthly basis.~~

Any record developed by the district for the purpose of monitoring vehicle use will include but will not be limited to the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure and time of return.

#### Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance and housing of the vehicle either at a district-owned site or *while on school business* ~~at the employee's residence~~.

#### *Transportation to Summer Activities or Athletic Events*

*The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer activities or athletic events such as, but not limited to, camps, 7-on-7, and summer league games.*

*Any staff requests for such use shall be submitted to the superintendent or the superintendent's designee at least 30 days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.*

*The superintendent may grant or deny such requests after taking into consideration the following factors:*

- the expense of providing requested transport;*
- the availability of funds for such purpose (or reimbursement);*
- the availability of adequate school staff to chaperone and/or provide transportation;*
- the availability of and/or the coverage of liability insurance for this purpose;*
- priority of assignment and availability of necessary vehicles;*
- Title IX and other fairness considerations in granting use or repeated use to a particular group of student participants; and*
- other good cause as determined by the superintendent or the superintendent's designee.*

BOE Approved: 10/2005; 01/2008; 09/2023



Unified School District 232

Department of Teaching & Learning

Michelle Hite

Director

Elementary Curriculum & Instruction  
Accreditation

To: Members of the Board of Education  
Dr. Cory Gibson, Superintendent of Schools  
From: Michelle Hite, Dr. Joe Kelly  
Date: August 1, 2023  
Sub: **English Language Arts State Standards 2023 (ALERT)**

This Alert is to provide information in regard to updated English Language Arts (ELA) Standards. Wednesday, July 19<sup>th</sup>, 2023, the Kansas State Department of Education provided Curriculum & Instruction departments with updated curriculum in a K-12 document. As you may recall, curriculum standards, set by KSDE, determines instructional content by subject and grade level.

The majority of changes affect kindergarten, first, and second grade. Updates were made to better support structured literacy and the science of reading. Notably, standards respective to phonics skills are explicit. The updated document has been approved by the Kansas State Board of Education.

KSDE curricular standards updates typically occur on a seven year cycle, so anticipated ELA curriculum was expected in Fall, 2024. The Board of Education can feel confident that, although the release of standards occurred unexpectedly, they have been vetted, thoroughly reviewed, and provided to principals and appropriate administrators to support teacher instruction and student learning.

You may view the Kansas State English Language Arts 2023 standards [HERE](#).

The September Board meeting will be utilized to seek Board approval of 2023 English Language Arts curriculum, per Board policy IDA – Educational Program. Please reach out with any questions you may have on this topic.

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