



# 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)

**July 10, 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. ORGANIZATIONAL DECISIONS.**

- A. Election of Board President.
- B. Election of Board Vice President.

**III. 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.*

**IV. CONSENT AGENDA.**

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

- A. Approve minutes of June 5<sup>th</sup> regular meeting.
- B. Approve payment of bills and transfer of funds (if appropriate).
- C. Approve employment recommendations made on July 5, 2023.
- D. Approve employment recommendations made on July 10, 2023.
- E. Approve the revised 2023-2024 Classified Employee Handbook.
- F. Approve a 2023-2024 Lease Agreement between USD 232 and the Johnson County Park & Recreation District (JCPRD) for before and after school childcare.

- G. Approve purchase and installation of broadcast studio equipment for De Soto High School from Southwest Audio-Visual in the amount of \$20,770.00.
- H. Approve 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.
- I. Declare 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.
- J. Accept a donation in the amount of \$7,000.00 from the Mill Valley High School Catty Shack to The Bridge 18-21 Program.

**V. ACTION ITEMS.**

- A. 2023-2024 Organizational Items. [Dr. Cory Gibson]
- B. Revenue Neutral Tax Rate and Budgeting Process. [Julie Stucky]
- C. Professional Negotiated Agreement for 2023-24. [Alvie Cater]
- D. Compensation Packages for Employees not covered by the PNA. [Brian Schwanz & Carrie Handy]
- E. Mill Creek Middle School Start Time/End Time. [Alvie Cater]

**VI. DISCUSSION ITEM.**

- A. Transitional Items. [Dr. Cory Gibson]

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

- A. Policy Updates.
- B. De Soto High School Band Uniform Replacement.

**VIII. FYI REPORT.**

- A. Unencumbered Cash Balances.

**IX. ADJOURNMENT.**

# # # # #



# Unified School District 232

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

## USD 232 BOARD OF EDUCATION

### OFFICIAL MINUTES -- REGULAR MEETING

**Administrative Office (35200 West 91<sup>st</sup> Street, De Soto, Kansas)      June 5, 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 (*participated via Zoom*)      **Absent:** Danielle Heikes  
Bill Fletcher  
Brandi Jonasson  
Stephanie Makalous  
Calley Malloy  
Ashley Spaulding

**Others Present:** Alvie Cater, Assistant Superintendent of Administration & Communications  
Steve Deghand, Assistant Superintendent of Facilities & Operations  
Carrie Handy, Executive Director of Elementary Education  
Lee Hanson, Director of Special Services  
Dr. Frank Harwood, Superintendent of Schools  
Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation  
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. He then briefly explained how the meeting would progress from one agenda item to the next.

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

*Mrs. Stephanie Makalous moved to adopt the Agenda.*

*Mrs. Brandi Jonasson seconded.*

*Carried 6/0.*

Board members thanked Superintendent Harwood for his service to the district and presented him with retirement gifts. Each board member and former board members John Gaignat and Kevin Makalous took a few minutes to share a special memory or thoughts about their time with Dr. Harwood.

### GOOD NEWS.

**Student Recognition.** The Board recognized the Mill Valley High School Journalism program for being named the 2023 Kansas Scholastic Press Association State Journalism Champion in Class 6A. This is the program's fourth consecutive state title and its 12<sup>th</sup> Sweepstakes Championship since 2004. Students Ally Sul, Gabby Delpleash and Casey Cunningham were joined by Journalism teacher Kathy Habigar to receive a Certificate of Achievement.

Mill Valley Principal Dr. Gail Holder, was also recognized for being named by the Kansas Scholastic Press Association as the 2023 Administrator of the Year in recognition of school administrators who advocate for student journalism.

PATRON INPUT. President Spaulding opened the floor for patron input. No comments were made.

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

In reference to the desktop computer purchases identified in Consent Agenda item N, Stephanie Makalous asked about the use of the equipment. Brandon Riffel said it is mixed use by support staff (food service, custodial, administrative office staff, service center staff) and in specific student computer labs (Engineering Computer Labs, Technology Computer Labs and Business Labs). Superintendent Harwood said the student computer labs are for industry specific software that will not run well on the MacBook Airs.

Bill Fletcher asked to remove check number 61611 from Consent Agenda item "B. Approve bills and transfer of funds" for approval separately.

President Spaulding thanked Steve Deghand for maintaining the fee for the Johnson County Parks & Recreation (JCPRD) contract.

*Mrs. Stephanie Makalous moved to approve the Consent Agenda as amended.*

*Mr. Rick Amos seconded.*

*Carried 6/0.*

The following Consent Agenda items were approved:

1. Minutes of the May 1<sup>st</sup> regular meeting.
2. Payment of bills and issuance of checks numbered 61465 – 61471, 61475 – 61506, 61514 – 61520, 61527 – 61610 and 61612 – 61756.

3. Transfer of funds as follows:

- a. \$10,255.69 from General (Fund 06) to State Pre-K (Fund 11)
- b. \$214,468.70 from General (Fund 06) to At Risk (Fund 13)
- c. \$45,466.64 from General (Fund 06) to Bilingual (Fund 14)
- d. \$70,860.47 from General (Fund 06) to Virtual (Fund 15)
- e. \$15,140.83 from General (Fund 06) to Parent Education (Fund 28)
- f. \$934,180.56 from General (Fund 06) to Special Education (Fund 30)
- g. \$151,383.20 from General (Fund 06) to Vocational Education (Fund 34)

4. Personnel recommendations as follows:

Resignations – Classified

Calley Brown, Center-Based Paraprofessional, The Bridge

Joel Cantwell, Lead Custodian, MCMS

Allison Crooks, Paraprofessional, CCE

Michelle Denney, Lead Secretary, MCMS

Brian Evans, Plumber Technician, Districtwide

Maria Fiscella, Paraprofessional, CTEC

Shallon Grammer, Center-Based Paraprofessional, BE

Ashton Hernandez-Cabanas, English Language Aide, SE

Grace Hough, Assistive Technology Assistant, Districtwide

Sara Jennings, Paraprofessional, MVHS

Robert Kindred, Rule 10 Head Bowling Coach, DHS

Austin Kumpe, Rule 10 Assistant Girls Basketball Coach, MVHS

Karla Leuenberg, Substitute Nurse, Districtwide

Danielle McCulley, Paraprofessional, CCE

Heather Meireis, Center-Based Paraprofessional, ME

Lisa O'Donnell, Lead Secretary, RE

Logan Porras, Paraprofessional, HE

Savannah Tasker, Paraprofessional, CTEC

Mara Waltz, Building Aide, MTMS

Kimberly Wheeler, Center-Based Paraprofessional, ME

Employment – Classified

Jenny Barnhart, Rule 10 Assistant Track Coach, MCMS

Kasidy Byrne, Extended School Year Paraprofessional, BE

Sheridan Christy, Extended School Year Paraprofessional, Districtwide

Nicole Damiano, Lead Secretary, HE

Jordan Diehl, Extended School Year Paraprofessional, CTEC

Jenny Flores, Student Nutrition Assistant, MCMS

Matthew Fugate, Extended School Year Paraprofessional, MVHS

Dominique Grizzle, Paraprofessional, SE

Kenna Hall, Rule 10 Head Volleyball Coach, DHS

Rheagan Handy, Extended School Year Paraprofessional, BE

Britton Haney, Rule 10 Assistant Band Specialist, MVHS

Cassidy Heidrick, Extended School Year Paraprofessional, CTEC

Anna Judd, Extended School Year Paraprofessional, CTEC

Waldo Margheim, Substitute Custodian, PRE

Noah Moreland, Substitute Custodian, Districtwide  
Charlie Naramore, Extended School Year Paraprofessional, MVHS  
Savannah Nicol, Extended School Year Paraprofessional, BE  
Annalise Stottlemire, Extended School Year Paraprofessional, BE  
Betty Taylor, Lead Custodian, MCMS  
Lily Thompson, Extended School Year Paraprofessional, CTEC  
Nancy White, Extended School Year Paraprofessional, CTEC

Resignations – Certified *(At conclusion of the 2022-23 school year.)*

Courtney Best, Speech Language Pathologist, HE  
Meredith Carson, Kindergarten Teacher, ME  
Shannel Congleton, 3<sup>rd</sup> Grade Teacher, CCE  
Shelly Domnanish, Special Education Resource Teacher, MVHS  
Erin Farr, 3<sup>rd</sup> Grade Teacher, BE  
Megan Lee, English as a Second Language Teacher, RE  
Elaine Mayer, English Language Arts Teacher, DHS  
Jamie McKernan-Pollard, Special Education Resource Teacher, MVHS  
Ryan Meara, English Teacher, DHS  
Jacob Penner, Social Studies Teacher, DHS  
Megan Schock, Special Education Resource Teacher, HE  
Ryan Thies, Engineering Technology Teacher, MCMS  
Tiffani Thompson, Vocal Music Teacher, MCMS  
Alyssa Willisams, 5<sup>th</sup> Grade Teacher, RE

Employment – Certified *(Effective at the start of the 2023-24 school year.)*

Jennifer Brazil, Special Education Resource Teacher, HE  
Peggy Brown, Special Education Resource Teacher, ME  
Jessica Brummel, Band Teacher, MCMS  
Julia Coehlo, Special Education Resource Teacher, RE  
Angela Coleman, Gifted Facilitator, RE  
Miguel Flores, 6<sup>th</sup> Grade Social Studies Teacher, MCMS  
John Fulkerson, Boys Physical Education Teacher, MCMS  
Anne Hartmann, 6<sup>th</sup> Grade English Language Arts Teacher, MCMS  
Tina Keith, Social Studies Teacher, MVHS  
Madison Langford, English Language Arts Teacher, DHS  
Keri Lauxman, English Language Arts Teacher, DHS  
Tammy McCalla, Early Childhood Special Education Teacher, CTEC  
Lauren Newstrom, Vocal Music Teacher, MTMS  
Ryan O'Grady, 7<sup>th</sup> Grade Science Teacher, MCMS  
Caleb Reid, Social Studies Teacher, DHS  
Sean Riley, English Language Arts Teacher, DHS  
Andrew Sachen, At-Risk Teacher, MVHS  
Andrew Villaca, Vocal Music Teacher, MCMS

5. Reimbursement of moving expenses not to exceed \$10,000.00 for incoming superintendent Dr. Cory Gibson.
6. Revised board policy GAOE – Workers Compensation.

7. Recommended changes to the Classified Employee Handbook for the 2023-24 school year.
8. Facility Use Fees for the 2023-2024 school year and revised Facility Use/Rentals Administrative Guidelines.
9. Maintaining the Johnson County Park & Recreation Department (JCPRD) facility use fee at \$8.00 per space/per hour for the 2023-24 school year.
10. Waiver of Facility Use Fees to the cities of De Soto and Shawnee during the 2023-24 school year.
11. Award of the following bids:
  - Bart's Electric for replacement of theatre lighting at Lexington Trails Middle School in the amount of \$230,000.00.
  - Overhead Door for replacement of original bathroom partitions at DeSoto High School in the amount of \$62,091.00.
12. An amendment to the agreement between USD 232 and k12itc to provide one onsite technician at an annual cost of \$72,000.00.
13. Purchase of 360 Dell small desktop computers, 120 Dell Precision workstations and 550 Dell 27" monitors from CDWG in the amount of \$738,000.00 and 425 Apple Mac Minis from Apple in the amount of \$423,070.50.
14. Acceptance of a donation from Interstate Studios in the amount of \$1,460.37 to Prairie Ridge Elementary School.
15. The following extended day trips:
  - De Soto High School Debate/Forensics, Grades 9-12, participate in the National Speech and Debate Association (NSDA) tournament, Phoenix, AZ, June 10-17, 2023.
  - Mill Valley High School Forensics, Grades 9-10, participate in the National Speech and Debate Association (NSDA) tournament, Phoenix/Mesa, AZ, June 11-15, 2023.
  - Lexington Trails Middle School Buglers Holiday Soloists, six students in Grades 6-8, perform with the Manhattan Municipal Band, City Park, Manhattan, KS, June 27, 2023.
  - Lexington Trails Middle School Band, Grades 6-8, perform during Band Director's clinic/presentation at the Kansas Bandmasters Association, Wichita, KS, July 13, 2023.

Bill Fletcher declared a conflict of interest and left the meeting at 6:23 p.m.

*Mrs. Ashley Spaulding moved to approve payment to Kansas Land Management, LLC in the amount of \$16,080.00 with check number 61611.*

*Mrs. Brandi Jonasson seconded.*

*Carried 5/0.*

Bill Fletcher returned to the meeting at 6:24 p.m.

**ACTION ITEMS.**

**Mill Creek/Lexington Trails Middle School Boundary Proposal.** Alvie Cater, Assistant Superintendent of Administration & Communications, said it has been a couple of years since board member Bill Fletcher requested that if the board and administration were going to consider changing boundary lines it be done before homes are built and people are living in those areas. Mr. Cater said in April 2023 the board received information from the enrollment analysis that was conducted on current and projected district school enrollment, showing that growth taking place in Lenexa and other areas that feed into Mill Creek Middle School would necessitate an adjustment in middle school boundaries. Mr. Cater shared a map showing the current attendance area between Lexington Trails Middle School and Mill Creek Middle School and the proposed expansion of the Lexington Trails attendance area. He said most of this property is vacant; however, the administration has determined there are currently four students that reside in the proposed change for the Lexington Trails/Mill Creek boundary lines. Of the four students, one is a Senior who will not be affected by the change. There is one 8<sup>th</sup> grader and two kindergarten students. Mr. Cater said it is the administration's recommendation that the 8<sup>th</sup> grader be allowed to finish at Mill Creek Middle School, if the board approves the change, and that the two kindergarten students be grandfathered into Mill Creek Middle School and allow the families the option of Lexington Trails Middle School. In conclusion, Mr. Cater reminded the board that this boundary change is important because of the concentration of homes going in around 83<sup>rd</sup> Street and Cedar Niles. After all of the phases are done there will be close to 600 new single-family homes and 75 multi-family units in the area.

Ashley Spaulding asked if the two kindergarten students currently living in the proposed boundary change area chose to go to Lexington Trails Middle School would be eligible for busing. Mr. Cater said they would be. If they choose to go to Mill Creek Middle School they would be eligible for fare ride busing.

*Mr. Rick Amos moved to approve the proposed change to the current Lexington Trails Middle School boundary, effective with the start of the 2023-24 school year.*

*Mrs. Stephanie Makalous seconded.*

*Carried 6/0.*

**Property & Liability Insurance Renewal.** Julie Stucky, Director of Finance, said she issued a formal RFP in late February, with a deadline for proposals in late May. She said two companies responded to the RFP and noted that the insurance landscape regarding property and liability coverage is changing with many insurers getting away from insuring schools. She presented the board with proposals from CBIZ (\$814,093.32) and EMC Insurance Companies (\$863,513.00). She noted that the proposal from CBIZ does not include cyber insurance, but the proposal from EMC Insurance Companies does. She said CBIZ is the incumbent and has done an outstanding job customer service wise. However, she said in December 2022 the district experienced a loss due to freezing pipes and she has not had a good experience with the CBIZ underwriters since then, with delays in receiving payment for the losses. Mrs. Stucky proposed the board accept the proposal from EMC Insurance at a higher rate, but lower deductible at \$75,000.00 for wind and hail (CBIZ has a deductible of \$250,000.00 for wind and hail). She said a year ago district properties were way undervalued at \$285,000,000.00. A new valuation was done and the updated value of district properties is \$422,000,000.00.



Ashley Spaulding asked if Mrs. Stucky had information from other districts that work with EMC. Mrs. Stucky said she has worked with EMC and the company is well known across the state for their customer service and handling of school district accounts.

Brandi Jonasson asked Mrs. Stucky to explain more about cyber insurance. Mrs. Stucky said that cyber insurance would cover in the event of scams or ransomware instances.

Stephanie Makalous asked if there was a limit on the cyber insurance. Mrs. Stucky said it was \$1 million.

Calley Malloy asked why there was an increase of \$229,000.00 from what CBIZ was charging in 2022 and has proposed for 2023. Mrs. Stucky explained that it has to do with the increase in valuation. Superintendent Harwood said it also has to do with there being a limited number of insurance agencies offering coverage to schools.

Superintendent Harwood said the district would continue to work with CBIZ on health insurance.

*Mrs. Stephanie Makalous moved to accept a proposal from EMC Insurance Companies in the amount of \$863,513.00 annually for Property, General Liability, Educators Legal Liability, Auto, Umbrella and Cyber Protection insurance coverages for USD 232 beginning July 1, 2023.*

*Mrs. Calley Malloy Seconded.*

*Carried 6/0.*

#### DISCUSSION ITEMS.

**Orchestra.** Brian Schwanz, Executive Director of Secondary Education, shared a PowerPoint presentation showing the Orchestra timeline from July 2022 to present and Interest Survey results with 512 responses showing the school and grade level children of responders are in. He showed slides with graphs: one showing that 69.6% of parents surveyed expressed “Interest” or “High Interest” in adding Orchestra to the district’s Fine Arts program and one showing that currently 7.4% of respondents said they are participating in a strings program outside the school district. Mr. Schwanz said there will still need to be consideration given to the grade level to begin a program. He said the biggest challenge will be in finding spaces to store the instruments as they require climate controlled areas. In conclusion, Mr. Schwanz shared a timeline extending to 2024 when an Orchestra program could be implemented.

Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Title Programs, said in October/November the Teaching & Learning Department would bring a list of new course proposals to the board for approval and orchestra could be a part of this if the board chooses to move forward. After it is approved he said the teaching position would be posted and then whoever is hired would begin formulating the curriculum maps for the course and look at resources and purchasing to make sure the program is up and running for the first day of school.

Stephanie Makalous asked when talking about courses if there was a certain grade level being targeted. Dr. Kelly said the administration will have to look at grade levels to decide where best to start. Superintendent Harwood said that this will be part of the board’s approval with the course.

Mr. Schwanz said if the board moves forward on an orchestra program Human Resources would like offer a contract to a teacher for the 2024-2025 school year and offer them a stipend to begin work on the program in the spring of 2024.

Brandi Jonasson asked if the district could not identify storage space if the program could get started. Mr. Schwanz said that the challenge could be with the double bases and the Cellos that are typically purchased by the schools. Students will usually rent violins and violas. Mrs. Jonasson asked if the district has a program for students that cannot afford to rent instruments. Mr. Schwanz said the district has instruments that they can provide to students who cannot afford to rent or buy them. Superintendent Harwood said part of the proposal will include purchase of instruments for the district to have on-hand. Mrs. Jonasson asked if a school PTO or Booster Club could do a fundraiser to buy instruments. Mr. Schwanz said that is something that could be considered.

Rick Amos asked if there was a break-down on age of the 7.4% of students currently in a strings program. Mr. Schwanz said there is not a break-down, but he guessed that most were secondary students.

Ashley Spaulding asked, based on other surveys the district has done, if the return rate (roughly 7% of students) on the Parent Interest survey was reasonable or would justify the district moving forward. Dr. Kelly said given the participation rate on this survey and the large number of people who responded that they were interested in pursuing orchestra it would be reasonable to move forward.

Bill Fletcher asked about total cost. Mr. Schwanz said a rough estimate would be \$350,000.00 for instruments and staffing. Mr. Fletcher asked how much impact this will have on other music programs in the district. Mr. Schwanz said in talking with the music directors they knew they would lose a few students, but in order to make the fine arts program stronger they felt a strings program was beneficial. Superintendent Harwood said there are districts much smaller that have successful orchestra programs and he did not think the high school band would see much of a change, but the middle school band might see more. He said the important part about storage is that if it requires the addition of space it would cost more.

Calley Malloy asked if it would be challenging to find a teacher. Mr. Schwanz said it would be, but he has already had a conversation with one individual who would be interested in coming to the district if USD 232 does start an orchestra program.

**District Goals – 2022-2023 Update.** Superintendent Harwood noted that this is the first year of the district's five-year cycle with the Kansas Education System Accreditation (KESA). He updated the board on progress with the following Action Steps under each of the three district goals:

Achievement

- Fully implement collaborative teams focused on student performance and success (Communication and Basic Skills)

- Improve physical and mental health for all USD 232 students and staff (Physical and Mental Health)
- Ensure that every USD 232 graduate is prepared for their chosen future and has at least one relevant Market Value Asset (Postsecondary and Career Preparation)

#### Buildings & Budgets

- School Safety
- 2018 Bond completion and future planning
- Budget Plans based on the Kansas Legislatures school funding action and ESSER funding

#### Community Engagement

- Increase parent and community engagement (Families, Community and Business Partnerships)
- Improve diversity and engagement, including racial and ethnic, throughout the district (Diversity, Equity and Inclusion)

Superintendent Harwood noted that in talking with incoming superintendent, Dr. Cory Gibson, they should expect to see the next version of the goals in August, which will lead into needs assessment as the Board gets into the process of adopting the budget.

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. 2023-24 Organizational Items, 2. Mill Creek Middle School Start Time, End Time; and, 3. Special Education Resource Purchase.

President Spaulding declared a five-minute break at 7:03 p.m.

The Board returned to open session and President Spaulding called the meeting back to order at 7:08 p.m.

#### EXECUTIVE SESSION.

##### **Negotiations**

*Mrs. Ashley Spaulding moved to go into executive session at 7:08 p.m. for a period of 30 minutes with Frank Harwood, Alvie Cater, Brian Schwanz, Carrie Handy and Julie Stucky to discuss collective bargaining Negotiations pursuant to the exception for employer-employee negotiations under KOMA and return to open session at 7:38 p.m. at this location.*

*Mrs. Brandi Jonasson seconded.*

*Carried 6/0.*

The Board returned to open session and President Spaulding called the meeting back to order at 7:38 p.m.

*President Spaulding adjourned the meeting at 7:39 p.m.*

---

**Date Approved**

**Clerk, Board of Education**

---

**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: July 5, 2023  
SUBJECT: Treasurer's Report (Consent Agenda Item)

## **Approve Checks 61757–61941 with Following Exceptions:**

61757 BCBS of Kansas May 2023 Billing  
61768-61770 1st June Payroll Vendor Checks 5/16-5/31/23 Pay Date 6/15/23  
61917-61923 2nd June Payroll Vendor Checks 6/1-6/15/23 Pay Date 6/30/23  
61924-61927 July Lump Sum Vendor Checks Pay 6/30/23  
61928-61931 August Lump Sum Vendor Checks Pay 6/30/23

## **Approve the following transfers for month ending June, 2023**

\$ 10,000.00 From Gen (Fund 06) to State Pre-K (Fund 11)  
\$ 698,411.03 From Gen (Fund 06) to At Risk (Fund 13)  
\$ 41,500.00 From Gen (Fund 06) to Virtual (Fund 15)  
\$ 1,407,536.65 From Gen (Fund 06) to Special Ed (Fund 30)  
\$ 114,500.00 From Supp Gen (Fund 08) to Bilingual (Fund 14)  
\$ 80,000.00 From Supp Gen (Fund 08) to Prof Dev (Fund 26)  
\$ 19,000.00 From Supp Gen (Fund 08) to Parent Ed (Fund 28)  
\$ 2,235,927.08 From Supp Gen (Fund 08) to Special Ed (Fund 30)  
\$ 574,881.19 From Supp Gen (Fund 08) to Vocational Ed (Fund 34)  
\$ 750,000.00 From Supp Gen (Fund 08) to Textbook (Fund 55)



**Check Journal - 06/08/23**

Check Number	Check Date	Payee	Reason	Amount
61758	06/08/23	Amazon Capital Services	Teaching/Office Supplies	\$2,204.02
61759	06/08/23	Baker III, James	MTMS Security - Hileman Security for removing items.	\$275.00
61760	06/08/23	Burris, Jacob	MTMS Security - Hileman Security for removing items.	\$500.00
61761	06/08/23	Charlesworth Consulting, LLC	Fee Prop Casualty	\$12,500.00
61762	06/08/23	Hayselden III, Thomas	MTMS Security - Hileman Security for removing items.	\$250.00
61763	06/08/23	Hillman, Darion	MTMS Security - Hileman Security for removing items.	\$250.00
61764	06/08/23	Jaracuaro, Jaqueline	MTMS Security - Hileman Security for removing items.	\$1,500.00
61765	06/08/23	United Office Products, Inc.	District Furniture Replacement App by BOE 12/5/22	\$49,013.28
61766	06/08/23	Vernon, Robert	MTMS Security - Hileman Security for removing items.	\$250.00

**\$66,742.30**

**Check Journal - 06/08/2023**

Check Number	Check Date	Payee	Reason	Amount
61767	06/08/23	City Of De Soto	W/S/T -April 2023	\$4,842.03
				<b>\$4,842.03</b>



**Check Journal - 06/15/23**

Check Number	Check Date	Payee	Reason	Amount
61771	06/15/23	4imprint, Inc.	Retractable Badge Holders	\$707.95
61772	06/15/23	95 Percent Group INC.	95% Group Grade 4 and 5	\$6,250.00
61773	06/15/23	Advanced Turf Solutions Inc	Grub Control/Fertilizer for MCMS Athletic Fields	\$497.30
61774	06/15/23	Aidex Corporation	Large format printing supplies	\$900.94
61775	06/15/23	Amazon Capital Services	Teaching/Office Supplies	\$431.96
61776	06/15/23	Arvest Bank	Reeves-Wiedeman - Urinal and Flushometer Repair Kits	\$139.06
61777	06/15/23	Assisted Student Transportation	Homeless Transportation	\$1,494.00
61778	06/15/23	Automated Information Mapping System	Annual Data License Agreements	\$2,230.08
61779	06/15/23	Baker III, James	MTMS Security - Hileman Security for removing items.	\$250.00
61780	06/15/23	Boone Brothers Roofing	Roof Leaks - East Transportation	\$1,123.99
61781	06/15/23	BrightStar Care	Contracted Nurse services	\$1,680.00
61782	06/15/23	BSN Sports, LLC	Wall Mats for LTMS Gym	\$715.00
61783	06/15/23	Carolina Biological Supply Co	Lab Supplies	\$325.77
61784	06/15/23	Cates Service Company	HVAC Service Agreement	\$8,317.25
61785	06/15/23	CDW Government	Equipment	\$2,796.00
			Tech supplies	\$594.00
61786	06/15/23	Centegix	Crisis Alert System App BOE 4/3/23	\$116,025.00
61787	06/15/23	CertaPro Painters of Shawnee Mission	Mize Interior Paint App by BOE 2/6/22	\$5,598.00
			Horizon Interior Paint App by BOE 2/6/23	\$4,687.13
61788	06/15/23	City Of Shawnee	MV SRO 4th Qtr	\$18,567.25
61789	06/15/23	Conference Technologies, Inc.	Audio equipment rental for graduation	\$11,136.00
61790	06/15/23	De Soto Auto Parts	Vehicle Maintenance	\$81.28
61791	06/15/23	De Soto High School	Reimbursement for State meals, entry fees	\$7,331.51
61792	06/15/23	DH Pace Construction Services	Gate Remotes	\$183.80
61793	06/15/23	Explain My Benefits, LLC	EMB Fee - May 2023	\$1,377.08
61794	06/15/23	Fastenal Company	Friction Ring	\$9.11
61795	06/15/23	Finalsite	District Software Support	\$27,905.00
61796	06/15/23	Funtastic Balloon Creations	Balloon Twisting and Face Painter	\$450.00
61797	06/15/23	Generational Consulting, LLC	JOCO Administrators Summit Speaker 2023-24	\$2,500.00
61798	06/15/23	Grainger	SS Rod for CTEC Panic	\$36.62
61799	06/15/23	Henry Schein, Inc	AED's	\$5,447.26
61800	06/15/23	Heritage Tractor, Inc.	Grounds Supplies	\$686.31
61801	06/15/23	Hillman, Darion	MTMS Security - Hileman Security for removing items.	\$250.00
61802	06/15/23	Hobart	Kitchen Supplies	\$11.15
61803	06/15/23	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$1,041.09
61804	06/15/23	Integrity Locating Services, LLC	Locate Charges	\$283.00

**Check Journal - 06/15/23**

Check Number	Check Date	Payee	Reason	Amount
61805	06/15/23	Jaracuaro, Jaqueline	MTMS Security - Hileman Security for removing items.	\$500.00
61806	06/15/23	John's Auto Repair	Suburban 1 Repair Computer	\$697.74
61807	06/15/23	Johnstone Supply	PRE Silinoid valves - MM	\$399.20
61808	06/15/23	JourneyEd	Software License -Microsoft	\$38,014.02
61809	06/15/23	Kansas City Behavioral Health	Student Services	\$13,672.50
61810	06/15/23	Kansas Gas Service	Gas Service-MT, MV, PRE, BE, RE, & TP. May 2023	\$833.83
61811	06/15/23	Kansas Land Management, LLC	2022 Mowing Contract	\$21,440.00
61812	06/15/23	Kansas Assn Of School Boards	Workers Compensation Premiums 2023-2024	\$284,613.00
61813	06/15/23	Kennyco Industries, Inc.	Service Fire Alarm System	\$1,454.00
61814	06/15/23	Key Refrigeration Supply L.L.C.	Kitchen Supplies	\$1,005.10
61815	06/15/23	Kone Inc.	Elevator Maintenance for District	\$955.00
61816	06/15/23	Kone Inc.	Elevator Repair - DHS Football Stadium	\$309.12
61817	06/15/23	KU Midwest Occupational Health	Agility Tests	\$84.00
61818	06/15/23	Learning Tree Institute	Greenbush Medicaid fee	\$413.09
61819-61820	06/15/23	Lowe's	Custodial/Grounds Supplies	\$1,586.75
61821	06/15/23	Marilei Rothgeb	Mileage - parents	\$187.20
61822	06/15/23	McGraw-Hill School Education Holdings	Number Worlds - Student Workbooks	\$159.78
61823	06/15/23	Minsky's Pizza	Student Nutrition Dept.	\$10,332.00
61824	06/15/23	Heather Rutkowski	Student Nutrition Dept.	\$100.70
61825	06/15/23	April Bowden	Student Nutrition Dept.	\$16.20
61826	06/15/23	Rebecca Dinslage	Student Nutrition Dept.	\$28.20
61827	06/15/23	Misty Budimlija	Student Nutrition Dept.	\$60.80
61828	06/15/23	Stacy Taylor	Student Nutrition Dept.	\$70.45
61829	06/15/23	Darice Schirber	Student Nutrition Dept.	\$271.15
61830	06/15/23	Eric Riester	Student Nutrition Dept.	\$24.85
61831	06/15/23	Jhoanna Anaya	Student Nutrition Dept.	\$76.90
61832	06/15/23	Katherine Moulthrop	Student Nutrition Dept.	\$93.60
61833	06/15/23	Jason Harmon	Student Nutrition Dept.	\$47.70
61834	06/15/23	Stephanie Yang	Student Nutrition Dept.	\$100.00
61835	06/15/23	Meloni Schmitz	Student Nutrition Dept.	\$33.60
61836	06/15/23	Michael Szoke	Student Nutrition Dept.	\$30.50
61837	06/15/23	Mike Ravnsborg	Student Nutrition Dept.	\$10.95
61838	06/15/23	Erika Thompson	Student Nutrition Dept.	\$33.20
61839-61840	06/15/23	Morgan Hunter Education, LLC	Teacher Sub Pay	\$123,086.44
61841	06/15/23	Mosyle Corporation	Software	\$31,536.00
61842	06/15/23	Mps	Environmental Science	\$4,046.00

**Check Journal - 06/15/23**

Check Number	Check Date	Payee	Reason	Amount
61843	06/15/23	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$1,020.50
61844	06/15/23	ODP Office Solutions, LLC	supplies	\$107.07
61845	06/15/23	Olathe USD #233 Facility Usage	Pool rental for MVHS and DHS swim practices	\$1,045.00
61846	06/15/23	Omega Door and Hardware	Door Replacement LTMS	\$950.00
61847	06/15/23	Perma-Bound	Library Book Orders	\$1,314.75
61848-61849	06/15/23	Pinnacle Solutions LLC	Pest Management Services	\$1,999.00
61850	06/15/23	Pitney Bowes Global Financial Services L	Mail machine Lease 3/29/23 thru 6/29/23	\$61.50
61851	06/15/23	Plumbing By Fisher, Inc.	Gas Leak Inspection - DSC	\$254.25
			Outside Faucet Repair	\$696.25
61852	06/15/23	Precision Cutting & Coring LLC	Boring Holes for MCMS Cell Booster	\$483.75
61853	06/15/23	Procure Therapy	Contracted Nurse services	\$2,620.00
61854	06/15/23	Propio LS, LLC	Interpreting Charges - May 2023	\$373.85
61855-61856	06/15/23	Pur-0-Zone, Inc	Custodial Equipment Repairs/Supplies	\$45,343.14
61857	06/15/23	All American Sports Corp.	Middle School Shoulder pads	\$6,924.26
61858	06/15/23	Roberts Dairy	Student Nutrition Dept.	\$18,303.39
61859	06/15/23	Roma Bakery	Student Nutrition Dept.	\$2,205.55
61860	06/15/23	School Datebooks, Inc.	MV Agenda 2023-2024	\$6,800.81
			23-24 Elementary Agendas	\$3,435.87
61861	06/15/23	Seward, Nathan	MTMS Security - Hileman Security for removing items.	\$250.00
61862	06/15/23	Shawnee Area Chamber Of Comm	Annual Membership 2023-24	\$360.00
61863	06/15/23	Sierra Building Products	Ceiling Tile for LTMS Theatre	\$708.92
61864	06/15/23	SiteOne Landscape Supply, LLC	Grounds Supplies	\$41.11
61865	06/15/23	Skyward, Inc.	Software	\$75,994.30
61866	06/15/23	Soliant Health, Inc.	Contracted SLP/Nurse Services	\$14,777.06
61867	06/15/23	STAPLES Advantage	Office Supplies	\$108.68
61868	06/15/23	Summit Behavioral Services	Contracted student services	\$7,662.20
61869	06/15/23	Synetic Technologies, Inc.	Tech use Fee - Repairs	\$5,404.00
61870	06/15/23	Time Warner Cable	Cable TV/internet	\$119.98
61871	06/15/23	Tire Hub	Vehicle Supplies	\$474.00
61872	06/15/23	Toys for Special Children	Deaf/Blind student materials	\$139.95
61873	06/15/23	United Office Products, Inc.	District Furniture Replacement App by BOE 12/5/22	\$411,355.48
61874	06/15/23	Univ. Of KS Hospital Authority	Sports Medicine for STATE Soccer DHS Hosted	\$331.25
61875	06/15/23	USD232 Administrative Offices	Petty Cash reimb	\$211.07
61876	06/15/23	Validity Screening Solutions	Employee background checks	\$1,363.00
61877	06/15/23	Varsity Spirit	DHS- Cheer Uniforms- O'Boyle	\$10,000.00
61878	06/15/23	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$718.71

**Check Journal - 06/15/23**

Check Number	Check Date	Payee	Reason	Amount
61879	06/15/23	Vernon, Robert	MTMS Security - Hileman Security for removing items.	\$1,750.00
61880	06/15/23	Waste Management	Trash/Recycle -May 2023	\$6,772.00
			Grounds Roll Off Dumpster	\$785.00
61881	06/15/23	Wells Fargo Vendor Fin Serv	Bobcat Lease June	\$1,198.28
61882	06/15/23	Wholesale Batteries Inc.	Inverter Batteries	\$765.90
61883	06/15/23	WoodRiver Energy LLC	Heating Bill - West Side	\$960.76
			Heating Bill - East Side	\$254.68
				<b>\$1,404,828.73</b>

Credit Card Statement  
6.15.23

Date	Cardholder Name	Merchant	Merchant Location	Amount
5/12/2023	BELMONT ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 34.18
5/16/2023	BELMONT ELEMENTARY	AEP CONNECTIONS LLC	833-2372668, IL 610730000	\$ 150.00
5/16/2023	BELMONT ELEMENTARY	KINDERSMORGASBOARD	WWW.ELEVATEYO, TN 370270000	\$ 100.00
5/16/2023	BELMONT ELEMENTARY	KINDERSMORGASBOARD	WWW.ELEVATEYO, TN 370270000	\$ 100.00
5/16/2023	BELMONT ELEMENTARY	THE ART OF EDUCATION	WWW.THEARTOFE, IA 504610000	\$ 149.00
5/16/2023	BELMONT ELEMENTARY	INTERNATIONAL LITERACY AS	302-731-3760, DE 197140000	\$ 35.00
5/16/2023	BELMONT ELEMENTARY	THINK SOCIAL PUBLISHING,	408-5578595, CA 950500000	\$ 1,404.15
	<b>BELMONT ELEMENTARY Total</b>			<b>\$ 1,972.33</b>
5/12/2023	BRIAN SCHWANZ	IN AMERICAN ASSOC OF SCH	913-3271222, KS 662130000	\$ 850.00
5/12/2023	BRIAN SCHWANZ	IN AMERICAN ASSOC OF SCH	913-3271222, KS 662130000	\$ 1,000.00
5/15/2023	BRIAN SCHWANZ	SMORE.COM - EDUCATOR	WWW.SMORE.COM, PA 152060000	\$ 99.00
	<b>BRIAN SCHWANZ Total</b>			<b>\$ 1,949.00</b>
6/11/2023	CARRIE HANDY	SOUTHWES 5262464249212	800-435-9792, TX 752350000	\$ 228.98
	<b>CARRIE HANDY Total</b>			<b>\$ 228.98</b>
5/17/2023	CLEAR CREEK ELEMENTARY	SAMSClub #8208	LENEXA, KS 662150000	\$ 152.88
5/17/2023	CLEAR CREEK ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 49.80
5/18/2023	CLEAR CREEK ELEMENTARY	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 69.14
6/2/2023	CLEAR CREEK ELEMENTARY	MATHEMATICALLYMINDED	WWW.MATHEMATI, ID 835440000	\$ (468.00)
	<b>CLEAR CREEK ELEMENTARY Total</b>			<b>\$ (196.18)</b>
5/13/2023	DESOTO HIGH SCHOOL	THE WEBSTaurant STORE INC	717-392-7472, PA 176020000	\$ 99.00
5/16/2023	DESOTO HIGH SCHOOL	IN THOU MAYEST COFFEE RO	913-3969540, MO 641080000	\$ 175.26
5/21/2023	DESOTO HIGH SCHOOL	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 12.50
5/23/2023	DESOTO HIGH SCHOOL	NDA CAMPS & EVENTS	PLANO, TX 750740000	\$ 798.00
5/25/2023	DESOTO HIGH SCHOOL	IN THOU MAYEST COFFEE RO	913-3969540, MO 641080000	\$ 175.26
	<b>DESOTO HIGH SCHOOL Total</b>			<b>\$ 1,260.02</b>
5/13/2023	DHS TRAVEL 1	QUALITY INNS	WINFIELD, KS 671560000	\$ 172.40
5/13/2023	DHS TRAVEL 1	QUALITY INNS	WINFIELD, KS 671560000	\$ 172.40
5/13/2023	DHS TRAVEL 1	QUALITY INNS	WINFIELD, KS 671560000	\$ 172.40
5/13/2023	DHS TRAVEL 1	QUALITY INNS	WINFIELD, KS 671560000	\$ 172.40
5/24/2023	DHS TRAVEL 1	PIZZA RANCH - WICHITA	WICHITA, KS 672120000	\$ 508.48
5/26/2023	DHS TRAVEL 1	FIREHOUSE SUBS 1349 QSR	WICHITA, KS 672260000	\$ 501.76
5/25/2023	DHS TRAVEL 1	FREDDY'S 00-0005	WICHITA, KS 672060000	\$ 9.12
5/25/2023	DHS TRAVEL 1	FREDDY'S 00-0005	WICHITA, KS 672060000	\$ 248.22
5/26/2023	DHS TRAVEL 1	HOLIDAY INN EXPRESS & SU	3162604070, KS 671010000	\$ 3,561.60
5/27/2023	DHS TRAVEL 1	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ 6,838.26
5/25/2023	DHS TRAVEL 1	PIZZA HUT 860	MAIZE, KS 671010000	\$ 217.76
5/26/2023	DHS TRAVEL 1	WENDY'S 3732	WICHITA, KS 672080000	\$ 324.28
	<b>DHS TRAVEL 1 Total</b>			<b>\$ 12,899.08</b>
5/15/2023	DHS TRAVEL 2	S&S ACTIVEWEAR	800-523-2155, IL 604400000	\$ 1,902.84
5/16/2023	DHS TRAVEL 2	THE WEBSTaurant STORE INC	717-392-7472, PA 176020000	\$ 982.73
5/16/2023	DHS TRAVEL 2	TRANSFER EXPRESS	440-918-1900, OH 440600000	\$ 862.52
5/24/2023	DHS TRAVEL 2	FAIRFIELD INN & SUITES	MCPHERSON, KS 674600000	\$ 222.56
5/24/2023	DHS TRAVEL 2	FAIRFIELD INN & SUITES	MCPHERSON, KS 674600000	\$ 222.56
5/24/2023	DHS TRAVEL 2	SAMS CLUB #8208	LENEXA, KS 662150000	\$ 229.56
5/23/2023	DHS TRAVEL 2	TRANSFER EXPRESS	440-918-1900, OH 440600000	\$ 349.04
5/27/2023	DHS TRAVEL 2	209 BRAUMS STORE	EL DORADO, KS 670420000	\$ 199.00
5/26/2023	DHS TRAVEL 2	GOODCENTS SUBS - 0154 - W	WICHITA, KS 672090000	\$ 349.65
5/27/2023	DHS TRAVEL 2	GOODCENTS SUBS - 0154 - W	WICHITA, KS 672090000	\$ 349.65
5/26/2023	DHS TRAVEL 2	NOODLES & CO 965	WICHITA, KS 672260000	\$ 407.00
5/26/2023	DHS TRAVEL 2	OLIVE GARDEN 0021224	WICHITA, KS 672060000	\$ 646.64
5/26/2023	DHS TRAVEL 2	TARGET 00019448	WICHITA, KS 672260000	\$ 55.82
5/31/2023	DHS TRAVEL 2	CASEYS #3254	DE SOTO, KS 660180000	\$ 96.00
5/31/2023	DHS TRAVEL 2	CASEYS #3254	DE SOTO, KS 660180000	\$ 168.00
5/31/2023	DHS TRAVEL 2	CASEYS #3254	DE SOTO, KS 660180000	\$ 288.00
6/6/2023	DHS TRAVEL 2	S&S ACTIVEWEAR	800-523-2155, IL 604400000	\$ 1,229.81
6/6/2023	DHS TRAVEL 2	TRANSFER EXPRESS	440-918-1900, OH 440600000	\$ 657.60
	<b>DHS TRAVEL 2 Total</b>			<b>\$ 9,218.98</b>
5/21/2023	DR CINDY SWARTZ	AMERICAN AIR0010289359772	FORT WORTH, TX 641530000	\$ 30.00
5/24/2023	DR CINDY SWARTZ	AMERICAN AIR0010289548900	FORT WORTH, TX 782160000	\$ 30.00
5/24/2023	DR CINDY SWARTZ	KCI AIRPORT	877-3323901, MO 641530000	\$ 30.00
5/24/2023	DR CINDY SWARTZ	MENGER HOTEL	SAN ANTONIO, TX 782050000	\$ 620.61
5/30/2023	DR CINDY SWARTZ	PAYPAL KACTE KACTE	402-935-7733, KS 666040000	\$ 349.00
6/9/2023	DR CINDY SWARTZ	ASSOCIATION FOR CAREER AN	703-683-3111, VA 223140000	\$ 395.00
	<b>DR CINDY SWARTZ Total</b>			<b>\$ 1,454.61</b>

Credit Card Statement  
6.15.23

Date	Cardholder Name	Merchant	Merchant Location	Amount
5/24/2023	ERIC ROBERTS	UBER EATS	HTTPSWWW.UBER, CA 941030000	\$ 43.92
5/31/2023	ERIC ROBERTS	TRACTOR SUPPLY #1411	LAWRENCE, KS 660460000	\$ 199.99
6/6/2023	ERIC ROBERTS	CROFT TRAILER SUPPLY INC	OLATHE, KS 660620000	\$ 343.25
6/7/2023	ERIC ROBERTS	BOMGAARS 126	LAWRENCE, KS 660460000	\$ 94.99
	<b>ERIC ROBERTS Total</b>			<b>\$ 682.15</b>
5/19/2023	FACILITIES OFFICE STAFF	HARBOR FREIGHT TOOLS 186	SHAWNEE, KS 662030000	\$ 209.98
	<b>FACILITIES OFFICE STAFF Total</b>			<b>\$ 209.98</b>
5/18/2023	JANET HOPKINS	IMSE	HTTPSIMSE.COM, MI 480330000	\$ 125.00
5/24/2023	JANET HOPKINS	BYRDSEEDTV	HTTPSBYRDSEED, OR 970080000	\$ 119.00
5/31/2023	JANET HOPKINS	PITTSBURG STATE UNIV	800-3398131, AZ 850270000	\$ 275.00
6/1/2023	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 229.00
6/4/2023	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 147.71
6/6/2023	JANET HOPKINS	PITTSBURG STATE UNIV	800-3398131, AZ 850270000	\$ 550.00
6/13/2023	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 48.59
	<b>JANET HOPKINS Total</b>			<b>\$ 1,494.30</b>
5/12/2023	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 303.79
5/15/2023	JODIE SAULTZ	KANSAS TURNPIKE AUTHORIT	316-682-4537, KS 672070000	\$ 62.30
6/7/2023	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 2,441.00
6/7/2023	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$ 2,142.00
6/12/2023	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 235.10
6/13/2023	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 662.47
	<b>JODIE SAULTZ Total</b>			<b>\$ 5,846.66</b>
6/6/2023	JOSEF CIBULSKI	SAMS CLUB #8208	LENEXA, KS 662150000	\$ 56.40
	<b>JOSEF CIBULSKI Total</b>			<b>\$ 56.40</b>
5/15/2023	JULIE MAURER	TACTACAM REVEAL	WWW.REVEALCEL, MN 559210000	\$ 117.37
6/7/2023	JULIE MAURER	CDW GOVT #KB42841	800-808-4239, IL 600610000	\$ 720.00
	<b>JULIE MAURER Total</b>			<b>\$ 837.37</b>
5/15/2023	KEVIN JEFFRIES	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 1.29
5/15/2023	KEVIN JEFFRIES	YOU CANBOOK.ME	BEDFORD, 004170000	\$ 129.60
5/24/2023	KEVIN JEFFRIES	DE SOTO CHAMBER OF COMMER	913-5831585, KS 660180000	\$ 15.00
	<b>KEVIN JEFFRIES Total</b>			<b>\$ 145.89</b>
6/5/2023	LEE HANSON	COUNCIL OF ADMIN OF SP	417-427-7720, MO 658040000	\$ 350.00
	<b>LEE HANSON Total</b>			<b>\$ 350.00</b>
5/17/2023	MARY CAROLINE FRIDAY	SAMS CLUB #4870	KANSAS CITY, KS 661090000	\$ 246.28
5/19/2023	MARY CAROLINE FRIDAY	HARP'S 249	DE SOTO, KS 660180000	\$ 26.24
	<b>MARY CAROLINE FRIDAY Total</b>			<b>\$ 272.52</b>
5/12/2023	MELISSA MILLER	SAMS CLUB #8208	LENEXA, KS 662150000	\$ 268.22
	<b>MELISSA MILLER Total</b>			<b>\$ 268.22</b>
5/12/2023	MIKE JEROME	MENARDS LAWRENCE KS	LAWRENCE, KS 660460000	\$ 22.63
5/18/2023	MIKE JEROME	MENARDS LAWRENCE KS	LAWRENCE, KS 660460000	\$ 13.98
5/25/2023	MIKE JEROME	GRANDVIEW WINNELSON CO	GRANDVIEW, MO 640300000	\$ 9,100.00
6/6/2023	MIKE JEROME	PRO LOK	714-6330681, CA 928680000	\$ 53.25
6/7/2023	MIKE JEROME	C&C MECHANICAL, LLC	816-2558842, MO 647330000	\$ 135.00
6/6/2023	MIKE JEROME	MENARDS LAWRENCE KS	LAWRENCE, KS 660460000	\$ 107.39
6/7/2023	MIKE JEROME	SQ MIDWEST CRANE & RIGGI	877-417-4551, KS 660620000	\$ 977.68
	<b>MIKE JEROME Total</b>			<b>\$ 10,409.93</b>
6/12/2023	MILL VALLEY HIGH SCHOOL	TICKETON ENTERTAINMENT	800-668-8080, CA 900360000	\$ 113.50
6/12/2023	MILL VALLEY HIGH SCHOOL	TICKETON ENTERTAINMENT	800-668-8080, CA 900360000	\$ 155.50
6/12/2023	MILL VALLEY HIGH SCHOOL	TICKETON ENTERTAINMENT	800-668-8080, CA 900360000	\$ 155.50
6/14/2023	MILL VALLEY HIGH SCHOOL	AMZN MKTP US FP4W981E3	AMZN.COM/BILL, WA 981090000	\$ 324.60
6/13/2023	MILL VALLEY HIGH SCHOOL	AMZN MKTP US SS2MS3973	AMZN.COM/BILL, WA 981090000	\$ 348.85
6/11/2023	MILL VALLEY HIGH SCHOOL	FRAUD PROV CREDIT	TOPGOLF ROSEV, EM 000000000	\$ (150.00)
6/12/2023	MILL VALLEY HIGH SCHOOL	K1 SPEED SACRAMENTO	949-250-0242, CA 958270000	\$ 129.90
5/16/2023	MILL VALLEY HIGH SCHOOL	CROWN AWARDS INC	800-227-1557, NY 105320000	\$ 46.00
5/16/2023	MILL VALLEY HIGH SCHOOL	LENNYS SUB SHOP - 560	OVERLAND PARK, KS 662120000	\$ 209.85
5/18/2023	MILL VALLEY HIGH SCHOOL	IN AVANT ASSESSMENT, LLC	541-3389090, OR 974010000	\$ 59.40
5/19/2023	MILL VALLEY HIGH SCHOOL	TWISTED FRESH-SHAWNEE	SHAWNEE, KS 662260000	\$ 95.45
5/19/2023	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 9.55
5/22/2023	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 6.25
5/24/2023	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 4.85
5/25/2023	MILL VALLEY HIGH SCHOOL	NASSP PRODUCT & SERVICE	703-8600200, VA 201910000	\$ 385.00
5/26/2023	MILL VALLEY HIGH SCHOOL	THE UPS STORE 5094	913-5222145, KS 662260000	\$ 19.39
5/26/2023	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 8.82
6/11/2023	MILL VALLEY HIGH SCHOOL	TOPGOLF ROSEVILLE 028-1	214-377-0615, CA 752310000	\$ 150.00

Credit Card Statement  
6.15.23

Date	Cardholder Name	Merchant	Merchant Location	Amount
	<b>MILL VALLEY HIGH SCHOOL Total</b>			<b>\$ 2,072.41</b>
5/16/2023	MONTICELLO TRAILS MS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 21.36
5/19/2023	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPuzzle, CA 941030000	\$ 11.50
5/20/2023	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPuzzle, CA 941030000	\$ 12.50
6/3/2023	MONTICELLO TRAILS MS	GOOGLE GOOGLE STORAGE	855-836-3987, CA 940430000	\$ 2.99
6/9/2023	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPuzzle, CA 941030000	\$ 11.50
	<b>MONTICELLO TRAILS MS Total</b>			<b>\$ 59.85</b>
5/15/2023	MVHS GOLF	JOHNSONCOUTYP&RDIST	SHAWNEE MISSI, KS 662190000	\$ 90.00
5/16/2023	MVHS GOLF	JOHNSONCOUTYP&RDIST	SHAWNEE MISSI, KS 662190000	\$ 120.00
5/21/2023	MVHS GOLF	134 BRAUMS STORE	NEWTON, KS 671140000	\$ 8.57
5/21/2023	MVHS GOLF	SUBWAY 29519	NEWTON, KS 671140000	\$ 41.55
5/21/2023	MVHS GOLF	CASA FIESTA NEWTON	NEWTON, KS 671140000	\$ 61.72
5/21/2023	MVHS GOLF	COMFORT INN & SUITES	3168044866, KS 671140000	\$ 332.66
5/22/2023	MVHS GOLF	SQ GURTYS	NEWTON, KS 671140000	\$ 55.25
5/22/2023	MVHS GOLF	COMFORT INN & SUITES	3168044866, KS 671140000	\$ 148.42
	<b>MVHS GOLF Total</b>			<b>\$ 858.17</b>
5/26/2023	MVHS TRAVEL 1	CHISHOLMS BEEF AND ALE	316-2189967, KS 672090000	\$ 38.00
5/26/2023	MVHS TRAVEL 1	FIREHOUSE SUBS 1353 QSR	WICHITA, KS 672090000	\$ 69.84
5/26/2023	MVHS TRAVEL 1	WAL-MART #1221	WICHITA, KS 672090000	\$ 24.32
5/30/2023	MVHS TRAVEL 1	WICHITA AIRPORT DOUBLETRE	WICHITA, KS 672090000	\$ 6,876.18
	<b>MVHS TRAVEL 1 Total</b>			<b>\$ 7,008.34</b>
5/12/2023	MVHS TRAVEL 2	MCDONALD'S F24290	SHAWNEE, KS 662030000	\$ 33.02
5/13/2023	MVHS TRAVEL 2	OLIVE GARDEN 00012237	TOPEKA, KS 666040000	\$ 124.82
5/19/2023	MVHS TRAVEL 2	SQ THE BURGER STAND AT T	LAWRENCE, KS 660440000	\$ 305.50
5/20/2023	MVHS TRAVEL 2	STARBUCKS STORE 08125	TOPEKA, KS 666040000	\$ 18.85
5/20/2023	MVHS TRAVEL 2	TST PAPA KENOS PIZZERIA	LAWRENCE, KS 660440000	\$ 66.22
5/27/2023	MVHS TRAVEL 2	066 BRAUMS STORE	EMPORIA, KS 668010000	\$ 229.65
5/26/2023	MVHS TRAVEL 2	CHICK-FIL-A #03952	WICHITA, KS 672090000	\$ 291.68
5/27/2023	MVHS TRAVEL 2	JIMMY JOHNS - 2271	316-691-5800, KS 672090000	\$ 131.91
5/26/2023	MVHS TRAVEL 2	JIMMY JOHNS # 1042	913-268-4603, KS 662140000	\$ 259.27
5/26/2023	MVHS TRAVEL 2	PIZZA HUT 226	WICHITA, KS 672090000	\$ 218.87
5/30/2023	MVHS TRAVEL 2	WICHITA AIRPORT DOUBLETRE	WICHITA, KS 672090000	\$ 2,789.39
	<b>MVHS TRAVEL 2 Total</b>			<b>\$ 4,469.18</b>
5/15/2023	PRAIRIE RIDGE ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 63.91
5/17/2023	PRAIRIE RIDGE ELEMENTARY	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 45.77
	<b>PRAIRIE RIDGE ELEMENTARY Total</b>			<b>\$ 109.68</b>
5/12/2023	TAMI CASEY	CENTER FOR DYSLEXIA	615-898-5642, TN 371320000	\$ 199.00
5/12/2023	TAMI CASEY	CENTER FOR DYSLEXIA	615-898-5642, TN 371320000	\$ 199.00
5/12/2023	TAMI CASEY	INSTITUTE FOR EDUCATIONAL	800-2608180, WA 980090000	\$ 259.00
5/12/2023	TAMI CASEY	INSTITUTE FOR EDUCATIONAL	800-2608180, WA 980090000	\$ 259.00
5/12/2023	TAMI CASEY	INSTITUTE FOR EDUCATIONAL	800-2608180, WA 980090000	\$ 259.00
5/13/2023	TAMI CASEY	PADLET PADLET SOFTWARE	HTTPSPADLET.C, CA 941030000	\$ 12.00
5/12/2023	TAMI CASEY	SAMSCLUB #8208	LENEXA, KS 662150000	\$ 115.56
5/15/2023	TAMI CASEY	AMERICAN BOX AND TAPE LLC	913-3333564, KS 662260000	\$ 883.35
5/15/2023	TAMI CASEY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.33
5/15/2023	TAMI CASEY	PACIFIC NORTHWEST PUBLISH	541-345-1490, OR 974010000	\$ 150.00
5/15/2023	TAMI CASEY	YOU CAN BOOK.ME	BEDFORD, 004170000	\$ 33.58
5/15/2023	TAMI CASEY	AMERICAN AI 0010627456649	800-433-7300, TX 850340000	\$ 39.19
5/15/2023	TAMI CASEY	OLATHE PUBLIC SCHOOLS	913-780-8129, KS 660620000	\$ 300.00
5/17/2023	TAMI CASEY	ESL LIBRARY	WINNIPEG, MB 003020000	\$ 180.00
5/17/2023	TAMI CASEY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 1.80
5/18/2023	TAMI CASEY	SMORE.COM	WWW.SMORE.COM, PA 152060000	\$ 99.00
5/18/2023	TAMI CASEY	OLATHE PUBLIC SCHOOLS	913-780-8129, KS 660620000	\$ 300.00
5/30/2023	TAMI CASEY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 185.66
6/5/2023	TAMI CASEY	HYATT REGENCY WICHITA	3166136224, KS 672020000	\$ 5,154.90
6/6/2023	TAMI CASEY	WG LAKES RESORT RENTAL-R	ORLANDO, FL 328190000	\$ 827.88
6/13/2023	TAMI CASEY	PADLET PADLET SOFTWARE	HTTPSPADLET.C, CA 941030000	\$ 12.00
	<b>TAMI CASEY Total</b>			<b>\$ 9,470.25</b>
5/15/2023	TARA HARMON MOORE	NASN	866-6276767, MD 209100000	\$ 320.00
	<b>TARA HARMON MOORE Total</b>			<b>\$ 320.00</b>
5/11/2023	TIM MISPAGEL	TRANSFER EXPRESS	440-918-1900, OH 440600000	\$ 317.40
	<b>TIM MISPAGEL Total</b>			<b>\$ 317.40</b>
5/15/2023	TRAVEL CARD 1	NATIONAL SPEECH DEBATE A	920-7486206, IA 502650000	\$ 994.00
5/15/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 150.58

Credit Card Statement  
6.15.23

Date	Cardholder Name	Merchant	Merchant Location	Amount
5/15/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 150.58
5/15/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 150.58
5/15/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 150.58
5/29/2023	TRAVEL CARD 1	MARRIOTT LOUISVILLE	LOUISVILLE, KY 402020000	\$ 438.76
5/29/2023	TRAVEL CARD 1	MARRIOTT LOUISVILLE	LOUISVILLE, KY 402020000	\$ 438.76
5/29/2023	TRAVEL CARD 1	MARRIOTT LOUISVILLE	LOUISVILLE, KY 402020000	\$ 438.76
5/29/2023	TRAVEL CARD 1	MARRIOTT LOUISVILLE	LOUISVILLE, KY 402020000	\$ 518.76
6/10/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 50.00
6/10/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 50.00
6/10/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 50.00
6/10/2023	TRAVEL CARD 1	COMFORT INNS	GALLUP, NM 873010000	\$ 50.00
	<b>TRAVEL CARD 1 Total</b>			<b>\$ 3,631.36</b>
5/25/2023	TRAVEL CARD 6	PEGAHS - K7	SHAWNEE MISSI, KS 662260000	\$ 201.69
	<b>TRAVEL CARD 6 Total</b>			<b>\$ 201.69</b>
5/18/2023	WENDY DENHAM	HARP'S 249	DE SOTO, KS 660180000	\$ 17.12
5/23/2023	WENDY DENHAM	HARP'S 249	DE SOTO, KS 660180000	\$ 304.93
5/31/2023	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 80.00
5/31/2023	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 82.00
	<b>WENDY DENHAM Total</b>			<b>\$ 484.05</b>
	<b>Grand Total</b>			<b>\$ 78,362.62</b>



**Check Journal - 06/27/23**

Check Number	Check Date	Payee	Reason	Amount
61932	06/27/23	Assisted Student Transportation	Homeless Transportation	\$1,391.50
61933	06/27/23	Brandy Electric, Inc.	Repair 13 Tennis Court Light Fixtures - MVHS	\$2,050.00
61934	06/27/23	Combes Construction LLC	Mize Elementary Addition App by BOE 11/7/22	\$308,603.70
61935	06/27/23	DH Pace Construction Services	Whiteboards BE	\$2,500.00
61936	06/27/23	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$251.10
61937	06/27/23	Lowe's	Flag Pole Parts - MV Repair Ticket	\$119.50
61938	06/27/23	Pioneer Manufacturing Company	Traffic Paint - District	\$5,160.00
61939	06/27/23	Pur-0-Zone, Inc	Dust mops for DHS.	\$339.72
			Goaltender Wood Floor Cleaner	\$39.00
			Replacement Auto Scubber	\$21,140.00
61940	06/27/23	Securitas Security Services USA, Inc.	MTMS Security - Hileman Security for removing items.	\$750.00
61941	06/27/23	Smallwood Lock Supply	Lock Set -SE	\$700.62
				<b>\$343,045.14</b>



# Unified School District 232

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

## Human Resources Department

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:** Carrie Handy & Brian Schwanz  
**Date:** July 5, 2023  
**Re:** Revisions for the 2023-2024 Classified Employee Handbook  
(Consent)

The recommended changes for the 2023 – 2024 Classified Services Employee Handbook are outlined below. Pending approval by the Board, we will post the updated handbook on the employee Benefits Intranet and the Human Resources Intranet. Additionally, hard copies will be made available in each building's main office with individual copies provided upon request. All classified employees will be required to sign an acknowledgment form to ensure receipt and understanding of the revised handbook.

### Summary of Proposed Revisions 2023-2024 Classified Employee Handbook

#### 1. Table of Contents

We updated the table of contents to match changes in the handbook.

#### 2. Page 18

Change the language in the paragraph below to reflect the updated amount of tuition reimbursement for Classified Employees.

Classified employees shall be entitled to reimbursement in an amount not exceeding ~~\$250.00~~ **\$500.00** per fiscal year (July 1 – June 30) for tuition expense incurred for the purpose of enrolling in courses at an accredited institution. The employee seeking reimbursement for such expenses shall comply with normal District procedures for reimbursement of expenses including presentation of receipts, bills, vouchers, etc.

#### 3. Page 14

Replace the word “ninth” in the third paragraph in the vacation policy to **“tenth”** to match the language in the 4<sup>th</sup> paragraph in the policy.

Vacation leave with pay is available to eligible employees. Eligible employees are those who work a minimum of 250 days. The Directors of Human Resources reserve the right to approve more vacation than listed below for Classified Employees.

Upon employment in an eligible position and continuing through five consecutive years of employment, the employee is entitled to 80 hours of vacation (10 days) each year, accrued monthly at the rate of 6.667 hours per month (3.334 hours per pay period).

Upon completion of the fifth year of employment and continuing through the ~~ninth~~ **tenth**

year of consecutive employment, the employee is entitled to 120 hours of vacation (15 days) each year, accrued monthly at the rate of 10 hours per month (5 hours per pay period).

Upon completion of the tenth year of consecutive employment, the employee is entitled to 160 hours of vacation (20 days) each year, accrued monthly at the rate of 13.334 hours per month (6.667 per pay period).

**4. Page 28**

The 174 Para/Aide calendar was updated to reflect a true 174 days. All snow days, limited to the number of “emergency closing days” built into the district calendar, will be paid.

Recommend we remove the sentence below:

~~However, for employees who work less than 250 days, the first 2 snow days are unpaid~~

If you have any questions regarding the recommended changes and/or would like additional clarification, please feel free to contact any member of the Human Resources Department.



**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: July 5, 2023  
Subject: JCPRD Contract for before and after school services (Consent)

It is time for our annual agreement with Johnson County Parks and Recreation Department (JCPRD) as they will be offering before and after school childcare at USD 232 elementary schools. This is an invaluable service provided to patrons of the district and is frequently used by the USD 232 community.

We are asking the Board of Education to approve the 2023-2024 school year lease agreement with Johnson County Parks and Recreation for rental of district facilities in order to provide before and after school services. As you may recall, we are recommending keeping the current fee structure of \$8 per hour per space intact for this school year. At this time, we are asking the Board to approve the yearly agreement with JCPRD regarding before school and after school childcare services. The contract with JCPRD is attached for Board review. Please contact me with any questions or concerns you may have regarding the lease agreement.

**DE SOTO UNIFIED SCHOOL DISTRICT NO. 232**  
**LEASE AGREEMENT 2023-2024**

THIS LEASE AGREEMENT ("Lease") is made and entered into effective July 1, 2023 ("Effective Date"), by and between DE SOTO UNIFIED SCHOOL DISTRICT NO. 232, JOHNSON COUNTY, STATE OF KANSAS, ("School District" or "Lessor") and the JOHNSON COUNTY PARK AND RECREATION DISTRICT, a park district organized pursuant to K.S.A. 19-2859 et seq., ("Lessee"). Lessor and Lessee may be hereinafter referred to as the Parties.

**1. Lease.** For purposes of operating various childcare programs ("the Programs") and in accordance with the following:

**(a) Before and After School Program.** The School District hereby leases to Lessee those areas to be designated at the schools ("School" or "Schools"), including reasonable access thereto, identified on Exhibit A, a copy of which is attached hereto and incorporated herein by reference ("Before and After School Premises") for the purpose of conducting its Before and After School Program ("Before and After School Program"). The Before and After School Premises shall include those areas of the School that are reasonably essential for the care and comfort of the children enrolled in the Before and After School Program, including but not limited to restrooms and the facilities of the school nurse. The School District and Lessee understand and agree that the terms and conditions of Exhibit A may, from time to time, be modified and amended by agreement of the School District and Lessee.

**2. Days and Hours of Operation.** Lessee agrees to conduct the Programs between August 16, 2023 and May 24, 2023 or until such later date to which the 2023-2024 school year may be extended. Lessee agrees to operate the Programs during the hours specified by Exhibit A on those days of the week during the 2023-2024 School Year when the school district is open for classes. Except as provided herein, Lessee shall not operate the Programs during specified holidays for which the School District will provide a list to JCPRD, weekends or those days when School is cancelled due to severe inclement weather when the Superintendent deems it unsafe for School District custodial or maintenance employees to work, or for other reasons.

**3. Suspension of Use of Premises.** The Lessor may suspend Lessee's use of the Before and After School Premises (collectively "Premises") at any time, upon thirty (30) days' written notice to Lessee, when it is determined by the Lessor that use of the Premises by the Lessee will conflict with the School District's use of all or part of the Premises, and, upon at least 24 hours' notice, in the event the School District has an emergency need to use the Premises. In the event of a temporarily suspended use of the Premises by Lessee, the Rent provided for in Section 5 herein shall abate on a pro-rata basis and shall be deducted from the monthly Rent then due and payable by Lessee to the School District.

**4. Restriction on Use.** Subject to the terms and conditions of the Lease, Lessee shall use the Premises for no other purpose than the Programs described in Section 1 (a).

**5. Rent.**

**(a) Rate.** During the 2022-2023 School Year, Lessee agrees to pay Rent to the School District for the use of the Premises at the rate of Eight Dollars (\$8.00) per hour of operation (as defined in Section 2 of this Lease), per Program, per room used, per School. Rent to the School District for use of the Premises for consolidated care shall be paid at the rate of Ten Dollars (\$10.00) per hour of operation. Except as provided elsewhere in this Agreement, such Rent includes all utilities and custodial services within normal workday hours needed by Lessee to operate its Programs on the Premises, which utilities and custodial services shall be provided by the School District. If there is a need of custodial services by the Lessee outside of normal workday hours, the Lessee will be responsible for paying for the custodial overtime at a rate of \$30/hour. The Rent shall be payable

in arrears. The School District shall invoice Lessee on or before the 5<sup>th</sup> day of each month for Rent incurred during the preceding month. Lessee agrees to pay the invoiced amount no later than the 25<sup>th</sup> day of the month in which the invoice for Rent is rendered by the School District.

- (b) **Adjustment.** The parties agree to make reasonable adjustments in the Rent in the event: (i) this Lease is temporarily suspended by the School District with respect to all or any portion of the Premises, pursuant to Section 3 hereof; (ii) this Lease is terminated, in whole or in part, by either the Lessee or the School District pursuant to Section 7 hereof; or (iii) the School District's actual utility costs and custodial costs increase during the School Year beyond the amount anticipated by the School District at the time this Lease is executed; provided, however, that, such increase apportioned to Lessee shall be based upon Lessee's hourly use of the Premises and the square footage of the Premises used by Lessee and, prior to the School District making an adjustment pursuant to this Section 5.B.iii, the School District shall provide documentation to Lessee, in a form reasonably satisfactory to Lessee, demonstrating such increase.
- (c) **Additional Rent.** In addition to the Rent specified herein, Lessee agrees to pay to the School District as Additional Rent the following:
  - i. For breakfast and lunches served to children in the Kindergarten Program: **Breakfast is \$TBD, Lunch \$TBD and additional juice/milk will be \$TBD for 2023-2024.**

Charges for additional rent shall be listed separately on the monthly invoices for rent and shall be paid at the same time as those invoices for Rent are paid.

**6. Improvements.**

- (a) **Telephones.** The Lessor agrees that Lessee may install and operate, at Lessee's sole cost and expense, a telephone in any portion of the Premises as may be desired by Lessee in the course of operating the Programs, so long as the location selected by Lessee does not interfere with the School District's use of the Premises.
- (b) **Food Storage.** At its option, Lessee may place a refrigerator (to be supplied by Lessee); in or near the Premises at a location to be determined by the School District, for snack foods and drinks that Lessee may serve to Program participants.

**7. Term and Termination.**

- (a) **Term.** The term of this Lease shall commence on August 16, 2023 and shall continue through the last day of the School District's 2023-2024 school year.
- (b) **Termination by Lessee.** The Lessee may terminate this Lease as to any Programs at any or all the Schools at any time upon giving the School District at least sixty (60) days written notice. During said 60-day period, the Parties shall make reasonable efforts to agree to terms and conditions which would enable Lessee to resume the operation of its Programs at the School or Schools affected. In no event will Lessee give its customers notice of modification or cancellation of a Program less than thirty (30) days after written notice of termination is given to the School District.
- (c) **Termination by Lessor.** The Lessor may terminate this Lease with or without cause at any time upon giving the Lessee at least sixty (60) days' notice. Alternatively, in the event the School District determines that Lessee has breached any of the terms or conditions of the Lease or that the warranties or representations herein given are found by the School District to be false, School District shall provide Lessee with notice of such breach. Lessee shall cure such breach within ten (10) days after the date of its receipt of such notice, or if the breach is one which cannot reasonably be cured within ten (10) days, Lessee shall begin taking steps to cure the breach within ten (10) days, and shall completely cure the breach with reasonable promptness. In the event

Lessee fails to cure or take reasonable efforts to commence a cure of the alleged breach within the time specified herein, the School District may terminate this Lease upon providing five (5) days written notice to Lessee of Lessee's failure to cure.

- 8. Representations and Warranties.** Lessee warrants, represents and agrees that:
- (a) Permits and Licenses.** Lessee has obtained all necessary permits and licenses for each Program as required by law or by municipal ordinance and is fully authorized to provide the services intended, and it will continue to be so licensed and authorized throughout the term of this Lease.
  - (b) Insurance.** Lessee has in full force and effect general liability (General Aggregate) insurance coverage in the minimum amount of Two Million Dollars (\$2,000,000.00), as evidenced by a liability certificate that Lessee will keep and maintain such insurance throughout the term of this Lease; and that the School District has been, and will continue to be, listed as an additional insured thereon. Lessee will pay the cost of any increase in insurance premiums incurred by the School District as the result of the operation of Lessee's Programs.
  - (c) Lessee Not an Agent.** Lessee is not the agent of the School District and will not hold itself out as agent of the School District or as offering a program which has either been approved of or is supervised by the School District.
  - (d) Compliance with Laws and Regulations.** Lessee will abide by the laws of the United States and the State of Kansas and all rules, regulations and policies adopted by the Board of Education of the School District and will conform to such administrative orders as may be from time to time issued by the Superintendent of the School District or authorized by him to be issued on his behalf.
  - (e) Availability of Programs.** Each Program operated by the Lessee on the Premises shall be available to all school age children, whether or not they attend the School in which the program is located, subject to the State of Kansas licensing requirements relating to the maximum number of children that may be located at each location.
  - (f) Availability of Programs for Low-Income Families.** Lessee shall make reasonable arrangements, within the limits of available funding, to accommodate school age children whose parents cannot reasonably afford the standard cost of the Program.
  - (g) Presentation of Documents.** In accordance with all representations and agreements contained in this Section, Lessee is required to provide upon request of the School District: (i) photocopies of all permits and licenses required by any cities or other political subdivisions within which the Programs operate, and by the State of Kansas for operating the Programs; and (ii) a certificate of liability insurance reflecting insurance in effect, and listing the School District as "additional insured."
- 9. Indemnity.**
- (a) From Lessee to School District; Waiver of Liability by Program Participants.** The School District shall not be liable to the Lessee, or to any third party, for any act or failure to act on the part of the Lessee, its agents, employees or pupils; and the Lessee specifically agrees to indemnify and save and hold the School District free and harmless from any and all losses, damages, costs, expenses and/or judgments arising out of Lessee's use of the Premises and that are proximately caused by the negligent or other actionable fault of the Lessee, its officers, agents or employees. In any agreement between the Lessee and parent(s) of any child for the providing of child care service, such agreement shall specifically provide, in a form satisfactory to the School District, for a release of liability of the School District and for indemnification of the School District by the parent(s). A sample Release is attached hereto as Exhibit B.

- (b) **Damage to School District Property.** Lessee shall be liable to the School District for any and all damage to any School District property which occurs as a result of the occupancy or use of School District facilities or property by the Lessee, its agents, employees or pupils. Lessee's liability to the School District shall include damage or injury caused by third parties who use and occupy the Schools or property therein with the express or implied consent of the Lessee.

**10. Miscellaneous**

- (a) **Complete Agreement.** This Lease constitutes the complete understanding between the parties regarding the subject matter hereof. It may be modified or amended only in a written instrument authorized and signed by both parties.

- (b) **Notices.** All notices required or permitted to be given under this Lease shall be delivered by first class mail or by facsimile, as follows:

If to School District:

De Soto Unified School District No. 232

35200 W. 91<sup>st</sup> Street

De Soto, Kansas 66018

Attn: Wendy Denham, Board Clerk

Facsimile: 913-667-6201

Office Phone: 913-667-6200

If to Lessee:

Johnson County Park and Recreation District

6501 Antioch Road

Merriam, KS 66202-3637

Attn: Amy Branson, Children Services Specialist

Facsimile: 913-831-3311

- (c) **Governing Law.** This Lease will be governed, construed, and interpreted in accordance with the laws of the State of Kansas.
- (d) **Contractual Provisions Attachment.** The Provisions found in Contractual Provisions Attachment (Form DA-146a), which is attached hereto as Exhibit B are hereby incorporated in this Agreement and made a part thereof as required by K.S.A. 72-8201c.



IN WITNESS WHEREOF, the parties have executed this Lease as of the date first above mentioned.

**SCHOOL DISTRICT:**  
**UNIFIED SCHOOL DISTRICT NO. 232, JOHNSON COUNTY, STATE**  
**OF KANSAS**

\_\_\_\_\_  
By: President, Board of Education

**ATTEST:**


\_\_\_\_\_  
Clerk, Board of Education

**LESSEE:**

**BOARD OF PARK AND RECREATION COMMISSIONERS**  
**JOHNSON COUNTY PARK AND RECREATION DISTRICT**

  
\_\_\_\_\_  
By: Robert J. Carlson, Board Chair

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Fred J. Logan, Jr., JCPRD Legal Counsel

**EXHIBIT A  
TO  
LEASE AGREEMENT BETWEEN  
DE SOTO UNIFIED SCHOOL DISTRICT  
NO. 232, JOHNSON COUNTY, KANSAS  
AND  
JOHNSON COUNTY PARK AND RECREATION DISTRICT**

<b>Programs Offered</b>	<b>Schools</b>	<b>Hours of Operation</b>	<b>Floor Plan Attached as Exhibit</b>
Before and After School Kindergarten Program	Mize Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>
	Prairie Ridge Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>
	Riverview Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>
	Clear Creek Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>
	Horizon Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>
	Belmont Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>
	Starside Elementary	7:00 a.m.– 6:00 p.m.	<b>TO BE DETERMINED</b>

**EXHIBIT B**

**SAMPLE RELEASE TO BE INCLUDED IN ANY  
"SCHOOL AGE CHILD CARE AGREEMENT"  
BETWEEN PARK DISTRICT AND PARENTS OF CHILDREN**

We, the undersigned, parents of \_\_\_\_\_, acknowledge that the Before and After School Program operated by Johnson County Park and Recreation District ("Park District") is not a program operated or controlled by De Soto Unified School District No. 232, Johnson County, State of Kansas (the "School District"); that the School District is only a lessor of space and has no responsibility whatsoever for the administration or operation of the program, for the selection of any employees to operate the program by the provider thereof, or for any act or omission which may occur while any child is going to, participating in, or going from the program. We, further, acknowledge that the program has not been approved by the School District and will not be supervised by the School District.

We agree that the School District shall not be liable to the undersigned and his/her child(ren) for any act or failure to act on the part of the Park District, its agents or employees, and we release the school district from any liability with reference thereto and promise and agree to save, and hold the School District free and harmless from any and all loss, of any and all nature or kind whatsoever, as the same may relate to any injury suffered or damage sustained by our child(ren) participating in the program or by us.

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

\_\_\_\_\_  
Signature of Parent or Guardian



# De Soto 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: June 9, 2023  
Subject: Broadcast Studio Equipment for De Soto High School video production, broadcast journalism program (CONSENT)

We recommend to the Board of Education at the regular meeting on Monday, July 10, 2023, the purchase of broadcast studio equipment to support the video production and broadcast journalism program at De Soto High School. This item is on the consent agenda for your consideration.

## **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.

## **Recommendation**

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 \$20,770.00 to \$41,306.09 with Southwest Audio-Visual submitting the lowest bid at \$20,770.00.

**Currently, we are asking the Board of Education to approve the low bid from Southwest Audio-Visual in the amount of \$20,770.00.** The district will utilize capital outlay funds for the Broadcast Studio Project at De Soto High School. Please contact me with any questions or concerns you may have regarding this project.

####



# Unified School District 232



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

**Lee Hanson, M.Ed.**  
Director of Special Services

To: Members of the Board of Education  
Dr. Cory Gibson, Superintendent of Schools  
From: Lee Hanson, Director of Special Services  
Date: July 5, 2023  
Subject: Special Education Resource Purchase (CONSENT)

## Brief Summary:

After providing an alert last month, our Special Services Department is seeking approval from the Board of Education to purchase intervention resources in the areas of reading and writing. Teachers recently completed a pilot for the new resources to use in the 2023-2024 school year.

## Background:

Beginning in the Fall of 2022, a group of teachers representative of the elementary and secondary levels was selected to research, identify, and pilot special education intervention materials in the area of reading and writing. Many resources were vetted, and final selections made to pilot. Upon completion of the eight-week pilot period, a review of each resource was conducted, and consensus gained to move forward with the purchase of specific intervention kits. Our review consisted of consideration in the following areas:

- Research based.
- Age or level the resource is designed for.
- Content of resource
- Compatibility with general education learning standards
- Required training.
- Progress monitoring components
- Mastery of built in assessments.
- Digital Components / Consumables
- Strengths of each resource
- Weaknesses of each resource
- Overall teacher support

We are seeking consent to purchase the following resources.

PILOT RESOURCE	PUBLISHER	GRADE LEVEL	APPROXIMATE COST
Voyager Passport Literacy Intervention	Voyager Sopris Learning	K-5	\$16,758.00

Teacher Materials			
Voyager Passport Literacy Intervention Student Materials	Voyager Sopris Learning	K-5	\$ 17,010.00
Sound Partners	Voyager Sopris Learning	K-2	\$4,172.00
Step Up to Writing Intervention Kits	Voyager Sopris Learning	K-12	\$13,307.00
First Author Writing Intervention Kits	Building Wings	K-12 Connections C Classrooms	\$2,264.00
APPROXIMATE TOTAL			\$53,511.00

### **Purchase and Next Steps**

Once consent is obtained from the BOE, our Special Services Department will move forward with finalizing training schedules for all staff to begin use of the intervention materials. Thank you for your consideration of our request.



# Unified School District 232

## Student Nutrition Department

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

**Jolyn Baldner**

Director of Student Nutrition

TO: Cory Gibson, Superintendent of Schools  
USD 232 Board of Education members  
FROM: Jolyn Baldner, Director of Student Nutrition  
DATE: July 5, 2023  
SUBJECT: Surplus Items – CONSENT AGENDA

Per Education Statute K.S.A. 72-3216 we are requesting approval for the disposal of the cafeteria/kitchen equipment listed. We are requesting the below items be declared surplus and removed for disposal.

Item	Condition	Age	Notes
McCall Brand 2 Door Reach-In Freezer	Poor	20+ years	Unit currently at Starside; unit no longer working. Per USD 232 maintenance department, unit is beyond repair.

Item	Condition	Age	Notes
McCall Brand 3 Door Reach-In Cooler	Poor	20+ years	Unit currently at Starside; unit no longer working. Per USD 232 maintenance department, unit is beyond repair.





# Unified School District 232

**De Soto – Shawnee – Lenexa – Olathe**  
**w w w . u s d 2 3 2 . o r g**

## Administrative Office

35200 W. 91<sup>st</sup> St.  
De Soto, Kansas 66018  
Phone: (913)667-6200  
Information Line: (913)667-6269

**Lee Hanson**  
**Director of Special Services**

Date: June 19, 2023  
To: USD 232 Board of Education  
Dr. Cory Gibson, Superintendent of Schools  
From: Lee Hanson, Director of Special Services  
Subject: School Donation

The Bridge 18-21 Program received a school donation from Mill Valley High School Catty Shack in the amount of \$7000.00. We are seeking Board approval for this donation to be added to our fund 30 Special Services, for use with our students.

Thank you for your consideration.

Sincerely,

Lee Hanson

**UNIFIED SCHOOL DISTRICT 232**

**De Soto – Shawnee – Lenexa – Olathe**

---

**BOARD OF EDUCATION**  
**2023-2024 ORGANIZATIONAL ITEMS**

*To be Approved July 10, 2023*

- A. ORGANIZE BOARD: ELECT PRESIDENT AND VICE PRESIDENT; DESIGNATE CLERK AND TREASURER  
**President.....**  
**Vice-President.....**  
**Clerk ..... Wendy Denham\***  
**Treasurer ..... Julie Stucky\***
- B. DESIGNATE OFFICIAL DEPOSITORY FOR SCHOOL DISTRICT FUNDS  
Administrative Office, De Soto High School, Lexington Trails Middle School, Starside Elementary:  
**Great American Bank\***  
Belmont Elementary, Clear Creek Elementary, Horizon Elementary, Mill Creek Middle School, Mill Valley High School, Mize Elementary, Monticello Trails Middle School, Prairie Ridge Elementary, Riverview Elementary: **Country Club Bank\***
- C. DESIGNATE OFFICIAL NEWSPAPER FOR USD 232 PUBLICATIONS  
**The Legal Record\***
- D. APPOINT AUTHORIZED PL-382 (FORMERLY PL-874) REPRESENTATIVE  
**Julie Stucky\***  
Note: This is also required by statute as we are eligible to receive reimbursement for land owned by the federal government.
- E. APPOINT OFFICIAL OFFICER FOR ALL STATE AND FEDERAL PROGRAMS  
**Joe Kelly\***
- F. APPOINT FOOD SERVICE REPRESENTATIVE / FREE/REDUCED LUNCH PROGRAM ADMINISTRATOR  
**Jolyn Baldner\***
- G. APPOINT DISTRICT KPERS REPRESENTATIVE  
**Gabriella Philbrook\***
- H. APPOINT A HEARING OFFICER FOR FREE AND REDUCED PRICE MEAL APPLICATION APPEALS  
**Alvie Cater\***

\* served in this capacity last year

I. ADOPT 1116-HOUR CALENDAR

J. APPOINT BUILDING ADMINISTRATORS AS AUTHORITY TO REPORT STUDENTS WHO ARE NOT ATTENDING SCHOOL

K. DESIGNATE SCHOOL ATTORNEY

**Michael G. Norris, Norris Keplinger Hicks & Welder LLC\***

L. ESTABLISH PETTY CASH FUNDS AND PETTY CASH LIMITS

Administrative Office.....	\$ 1,500.....	Jodie Saultz*
De Soto High School .....	\$ 1,000.....	Sam Ruff*
Mill Valley High School.....	\$ 1,000.....	Gail Holder*
Lexington Trails Middle School.....	\$ 500.....	Clark McCracken*
Mill Creek Middle School .....	\$ 500.....	Andrew Legler*
Monticello Trails Middle School .....	\$ 500.....	Jennifer Smith*
Belmont Elementary .....	\$ 400.....	Pam Hargrove*
Clear Creek Elementary .....	\$ 400.....	Kelley Begley-McCall*
Horizon Elementary.....	\$ 400.....	Steve Crutchfield*
Mize Elementary .....	\$ 400.....	Gerri Balthazor*
Prairie Ridge Elementary .....	\$ 400.....	Kristel Fulcher*
Riverview Elementary .....	\$ 400.....	Megan Turpin*
Starside Elementary.....	\$ 400.....	Jan Hicks*

M. RESOLUTION TO RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES

[See Attachment 1.]

N. RESOLUTION TO ENSURE EQUIVALENCY AMONG SCHOOLS WITHIN THE DISTRICT

[See Attachment 2.]

O. DESIGNATE A HEARING OFFICER FOR SUSPENSION AND EXPULSION HEARINGS

**Brian Schwanz\* - Secondary & Carrie Handy\* - Elementary**

P. DESIGNATE HEARING OFFICERS FOR APPEAL OF AN EXTENDED-TERM SUSPENSION OR AN EXPULSION

**Rick Amos\*, Brandi Jonasson\***

Q. DESIGNATE DISTRICT OSHA/ENVIRONMENTAL SAFETY COORDINATOR

**Debra Atwell\***

R. DESIGNATE DISTRICT COMPLIANCE OFFICER TO RECEIVE DISCRIMINATION COMPLAINTS

**Brian Schwanz\***

\* served in this capacity last year

S. ADOPT GUIDELINES FOR ACTIVITY FUNDS AND GATE RECEIPTS

[See Attachments 3-14.]

T. SET SUBSTITUTE TEACHER PAY SCALE

Recommend that the substitute daily rate be \$150 and that long-term substitutes receive a flat rate of \$185 beginning with the 15th consecutive day in the same classroom.

U. RESOLUTION TO ADOPT WAIVER OF REQUIREMENTS FOR GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

[See Attachment 15.]

V. ANNUAL NOTICE OF STUDENT DIRECTORY INFORMATION

[See Attachment 16.]

W. DESIGNATE DISTRICT FINANCIAL ADVISOR AND BOND ATTORNEY

**Financial Advisor..... Stifel Nicolaus & Company, Inc. \***

**Bond Attorney.....Gilmore & Bell\***

X. ESTABLISH MILEAGE RATE FOR REIMBURSEMENT AT THE CURRENT STATE RATE

Y. DESIGNATE DISTRICT FREEDOM OF INFORMATION OFFICER.

**Alvie Cater\***

Z. DESIGNATE COORDINATOR OF HOMELESS CHILDREN PROGRAMS.

**Robert J. Kordalski\***

AA. APPROVAL TO MAKE PAYMENTS IN ADVANCE OF BOARD APPROVAL.

[See Attachment 17.]

BB. APPROVE AT EACH REGULAR BOARD MEETING OFFICIAL MEETING MINUTES FROM THE PREVIOUS BOARD MEETING.

---

Date Approved

---

Clerk, Board of Education

---

President, Board of Education

USD232/FH:wsd/06/05/23

\* served in this capacity last year



***RESOLUTION***

***TO RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES***

Be it resolved that all policy statements found in the minutes of this board of education prior to July 1, 2023, be rescinded, and that the board of education adopt the policies as published on the USD 232 web page (<http://www.usd232.org/pages/DeSotoUSD232/boe>) to govern this school district during the 2023-2024 school year, subject to periodic review, amendment, and revision by the board of education.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION***

***EQUIVALENCE AMONG SCHOOLS***

Unified School District 232 does now and will continue to provide a district-wide salary schedule for new employees.

The district will ensure equivalence among schools within the district in teachers and auxiliary personnel.

The district will ensure equivalence among schools within the district in the provision of curriculum, materials and instructional supplies.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***De Soto High School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **De Soto High School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Sam Ruff**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Mill Valley High School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Mill Valley High School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Gail Holder**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education





***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Lexington Trails Middle School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Lexington Trails Middle School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Clark McCracken**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Mill Creek Middle School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Mill Creek Middle School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Andrew Legler**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Monticello Trails Middle School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Monticello Trails Middle School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Jennifer Smith**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Belmont Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Belmont Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Pam Hargrove**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Clear Creek Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Clear Creek Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Kelley Begley-McCall**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Horizon Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Horizon Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Steve Crutchfield**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Mize Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Mize Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Gerri Balthazor**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Prairie Ridge Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Prairie Ridge Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Kristel Fulcher**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education





***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Riverview Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Riverview Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Megan Turpin**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION TO ESTABLISH AN ACTIVITY FUND***  
***Starside Elementary School***

WHEREAS, the Board of Education of Unified School District No. 232, Johnson County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, that an activity fund designated as the **Starside Elementary School Activity Fund** is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other Board-approved student extracurricular activities.

The fund shall be administered by **Jan Hicks**. The administrator shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



***RESOLUTION***

***WAIVER OF STATE REQUIREMENTS TO USE  
GENERALLY ACCEPTED ACCOUNTING PRINCIPLES***

WHEREAS Unified School District 232, Johnson County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2024, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of Unified School District 232 and,

WHEREAS there are no revenue bond ordinances or resolutions, or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2024.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, in the regular meeting duly assembled this 10<sup>th</sup> day of July, 2023, that the Board of Education waives the requirements of K.S.A. 75-1120a(a) as they apply to Unified School District 232 for the year ended June 30, 2024.

BE IT FURTHER RESOLVED that the Board of Education shall cause the financial statements and financial reports of Unified School District 232 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Unified School District 232, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 232 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Newsletters; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want USD 232 to disclose directory information from your child's education records without your prior written consent, then you must notify the District in writing by September 1. USD 232 has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| • Student's name          | • Participation in officially recognized activities and sports |
| • Address                 | • Weight and height of members of athletic teams               |
| • Telephone listing       | • Degrees, honors, and awards received                         |
| • Electronic mail address | • The most recent educational agency or institution attended   |
| • Photograph              |  |
| • Major field of study    |  |
| • Dates of attendance     |  |
| • Grade level             |  |

---

<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



***RESOLUTION***

***AUTHORIZATION TO MAKE PAYMENTS IN ADVANCE  
OF BOARD APPROVAL***

BE IT RESOLVED THAT in accordance with Kansas State Statute 12-105b, the Board hereby authorizes the district's business office to make payments in advance of Board approval for claims against USD 232, which provide for a discount for early payment or for the assessment of a penalty for late payment if the payment is required before the next scheduled regular Board meeting in order for the district to benefit from the discount provided for early payment or to avoid assessment of the penalty for late payment.

ADOPTED this 10<sup>th</sup> day of July, 2023, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT 232

BY \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



## 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: July 10, 2023  
SUBJECT: Revenue Neutral Tax Rate and Budgeting Process (Action)

During the 2021 Legislative session the legislature added a Revenue Neutral Rate calculation and changed several school district budget dates and procedures. As we begin the budgeting process for the 2023-24 school year, we will discuss the current procedures and requirements.

Prior to July 20 each year, the district must notify the County Clerk if the Revenue Neutral Rate will be exceeded. The tax rates submitted in July set the maximum tax rates allowed for that tax year. Since mill levy rates are not finalized until September, the board will be asked to approve the maximum rates anticipated. After a public hearing at the September 11, 2023 board meeting, the final tax rates will be approved.

To: Members of the Board of Education  
Cory Gibson, Superintendent of Schools  
From: Alvie Cater  
Date: July 5, 2023  
Subject: **Professional Negotiated Agreement for 2023-24 (ACTION)**

The purpose of this report is to share that the district reached a tentative agreement with De Soto Teachers' Association (DTA) on Monday, June 19, in regards to the Professional Negotiated Agreement for the 2023-24 school year. The negotiating team representing the Board of Education recommends approval of the tentative agreement.

DTA initiated a process to seek ratification of the agreement by the professional employees who are represented by the association. The ratification process is expected to close on July 7. We will share the results of the process with the Board at the meeting on July 10.

As you may recall, the Kansas Professional Negotiations Act, K.S.A. 72-2218, *et seq.*, governs the interaction between boards of education and professional employees when negotiating terms and conditions of employment. The Act requires the parties to negotiate compensation, hours, and amounts of work. Each party can also select up to three additional items to negotiate from the Act's list of mandatory topics. All other items would be considered permissive topics for negotiation.

We are pleased to report that USD 232 continues to share a strong partnership with DTA. The recent negotiations process was once again positive and professional with both teams identifying important issues, working together to reach a reasonable agreement.

## Summary of Professional Negotiated Agreement

### District Compensation

- \$2,500 increase to base rate of salary schedule, from \$44,500 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 estimated
  - **6.31%** average increase in salaries
  - **Total salary dollars = \$1,997,650** estimated
  - Copy of proposed salary schedule included at the end of this summary.

**Retention Stipend** – separate from Professional Negotiated Agreement; 2022  
*Memorandum of Understanding with DTA*

- \$600 – to be 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 – Supplemental Assignments**

- 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** estimated

**Other Items**

- **Credit for Professional Experience:** For hard-to-fill positions, the District will be able to grant an incoming certified employee more than 20 years of credit for placement on the salary schedule in order to be competitive with other districts.
- **Amending the PDC Handbook:** As a result of the 2022 negotiations process, both sides agreed to convene a Professional Development Council Committee to discuss the terms of horizontal movement and the process by which the PDC Handbook could be amended. Changes to the PDC Handbook that affect horizontal movement on the salary schedule may be recommended by the Professional Development Council, but those changes must now be negotiated before taking effect.



- **Sell Back of General Leave:** The sell-back rate for current year unused leave will increase to \$155 per day from the current rate of \$140 per day to keep pace with an anticipated increase in the substitute rate of pay.
- **Sick Leave Payout for Retirees:** The sell-back rate for unused leave for retirees providing notice by December 15 will increase to \$155 per day from the current rate of \$144 per day to be consistent with the sell-back rate for general leave.
- **Blockout Days:** The temporary provision that the days before or after a school holiday not to be counted as “blockout” days will be made permanent. Both sides agreed that data collected on teacher absences during the 2022-23 school year indicated that the days before or after a school holiday were not especially high days for substitute teacher usage.
- **Long-Term Leave for New Baby and Adoption:** The new contract changes “calendar days” to “contract days” to allow certified employees more total leave time. The change also aligns the policy for certified employees with the current policy for classified employees.
- **Non-FMLA Extended Injury or Illness Leave:** The new contract provides for extended leave of up to 60 contract days for certified employees who do not qualify under Family Medical Leave Act (FMLA). The change also aligns the policy for certified employees with the current policy for classified employees.
- **Workers Compensation:** A new section allows employees subject to workers compensation to use discretionary leave to make up the difference between the maximum pay allowed under workers compensation and the employee’s actual rate of pay. The Board of Education addressed this issue by amending Board policy at its June 5th meeting, but similar language also has been added to the Professional Negotiated Agreement.
- **Contract Day – Evening Requirements:** For the 2023-24 school year only, a professional employee can be required to attend three school activities or events beyond the normal school day rather than the previous maximum of two activities or events. Those events cannot exceed a total of eight hours, with no single event exceeding three hours. Both sides intend to revisit the issue in the next negotiations cycle after gathering data on how those events are used by buildings, the impact of those events on community outreach, and the opinion of certified staff on the value of those events.
- **Tuition Reimbursement:** The annual reimbursement amount for tuition increases to \$500 per school year from \$225 per school year.
- **Disciplinary Procedures:** The new contract adds language clarifying that non-renewal and termination are distinct.

USD #232 PROPOSED 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	

####



# 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:** July 5, 2023  
**RE:** Compensation Packages for Employees not covered by the PNA  
**(ACTION)**

The purpose of this communication is to share our recommendation regarding a compensation package that would apply to all employee groups outside of those covered by the Professional Negotiated Agreement for the 2023-24 school year. Below you will find a summary of the proposed compensation changes. Please let us know if you have any questions.

### **2023-24 Compensation Recommendations for staff not covered by the PNA**

#### **Classified**

##### **Salary**

- Hourly and Salaried Employees: increase in classified salary costs of 6.31%.
- All starting rates will be raised by 5%.
- Student Nutrition Employees will receive an additional 50 cents per hour to raise starting pay to \$14.50 per hour.
- Due to the size of the raises and inflation, the administration proposes suspending salary caps for the 2023-24 increases.
- Increase Salary Cost: \$829,667

##### **Benefits**

- Health Insurance: Continue Single Coverage – 10% premium increase anticipated, \$188,021 for 2023-24.
- Dental Insurance: Continue Single Coverage

**Total compensation increase for Classified staff approximately 7.08%**

## **Related and Health Services**

### **Salary**

- Average increase of 6.22% based on salary schedules.
- Increase Salary Cost: \$112,700

### **Benefits**

- Health Insurance: Continue Single Coverage – 10% premium increase anticipated \$25,115 for 2023-24.
- Dental Insurance: Continue Single Coverage

**Total compensation increase for Related and Health Services staff approximately 6.56%**

## **Administration**

### **Salary**

- Increase of administrative salary costs of 6.31%.
- Due to the size of the raises and inflation, the administration proposes suspending salary caps for the 2023-24 increases.
- Increase Salary Cost: \$299,626

### **Benefits**

- Health Insurance: Continue Single Coverage – 10% premium increase anticipated, \$34,005 for 2023-24.
- Dental Insurance: Continue Single Coverage

**Total compensation increase for Administrative staff approximately 6.55%**



**Alvie L. Cater, II**  
Assistant Superintendent

To: Members of the Board of Education  
Cory Gibson, Superintendent of Schools  
From: Alvie Cater  
Date: July 5, 2023  
Subject: **Mill Creek Middle School Start Time, End Time (ACTION)**

We will seek approval by the Board of Education at its regularly scheduled meeting in July to shift the start and end time of the school day by five minutes for Mill Creek Middle School. This recommendation is only for Mill Creek and will not impact Lexington Trails or Monticello Trails.

#### **Background**

The current start and end of the school day for our middle schools is 7:55 a.m. and 3:05 p.m. You may recall that we shifted the middle school times a few years ago (from 7:50 a.m. and 3:00 p.m.) primarily for Lexington Trails and Monticello Trails due to their close proximity to the high schools. We took this action to allow for more time separation with the high schools, especially at dismissal, to help alleviate some of the traffic congestion that occurs on our middle school/high school campuses. Currently, high schools dismiss at 2:55 p.m. with middle schools dismissing at 3:05 p.m.

We are proposing – for Mill Creek Middle School only – to shift the start and end of the school day by five minutes, from 7:55 a.m. and 3:05 p.m. to **7:50 a.m. and 3:00 p.m.**

#### **Reason for Recommendation**

The reason for this recommendation is to address a bus transportation issue that emerged this school year with some elementary buses arriving late, primarily at two of our elementary schools at dismissal. This issue occurred after buses had completed secondary school bus routes. Based on feedback and data received from First Student, the district's school bus transportation provider, a shift in five minutes is a meaningful step to address the issue.

As you will see in the chart below for the month of April, some buses for Belmont Elementary and Mize Elementary arrived late after completing their secondary school routes.

**First Student Data – late arrivals by at least five minutes and ten minutes – April 2023.**

<b>School Name</b>	<b>Late&gt;5 (3:55)</b>	<b>Late&gt;10 (4:00)</b>
Starside Elementary	1	1
Belmont Elementary	9	2
Riverview Elementary	2	0
Prairie Ridge Elementary	1	1
Clear Creek Elementary	2	1
Mize Elementary	16	4
Horizon Elementary	2	1

Mill Creek Middle School, given its location, has more bus routes and student riders compared to our other middle schools. First Student continues to make routes as efficient as possible by maximizing the number of students on a particular route. While our district has not experienced some of the transportation challenges seen in other school districts, there is a tight labor market for bus drivers. As such, First Student continues to maximize route efficiencies to support normal day to day transportation operations. If approved by the Board, the district will monitor the Mill Creek Middle School time change and its impact on afternoon elementary routes.

Administration recommends adjusting the start and end times for Mill Creek Middle School to 7:50 a.m. and 3:00 p.m. for the 2023-24 school year. Please let us know if you have any questions about this topic.

####



Alvie L. Cater, II  
Assistant Superintendent

To: Members of the Board of Education  
Cory Gibson, Superintendent of Schools  
From: Alvie Cater  
Date: July 05, 2023  
Subject: **Policy Updates (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 August.

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

---

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



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

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

**To:** USD 232 Board of Education  
Dr. Cory Gibson, Superintendent of Schools  
**From:** Brian Schwanz, Executive Director of Secondary Education  
**Date:** July 5, 2023  
**Re:** De Soto High School Band Uniform Replacement  
(ALERT)

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

It is the goal of the school district to replace band uniforms at each high school every 10-12 years. De Soto High School band had new uniforms purchased approximately 11 years ago. The reason we are bringing this forward at this time is due to the time required to construct the band uniforms. It can take up to a year for a company to produce the uniforms. The uniforms will be expected to be delivered by July 15, 2024.

On Tuesday, June 20, 2023, a legal notice was published in the Legal Record that USD 232 was accepting bids for replacement of band uniforms for De Soto High School. The bids are being accepted until July 18, 2023 at 10:00 am. Funding for the uniforms will be from capital outlay.

If you have questions, please let me know.





## **Unified School District 232**

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

**Julie Stucky**  
Director of Business & Operations

TO: Mr. Cory Gibson, Superintendent of Schools  
USD 232 Board of Education Members  
FROM: Julie Stucky, Director of Business & Operations  
DATE: July 5, 2023  
SUBJECT: Unencumbered Cash Balance's – (FYI REPORT)

KSA 72-6460 requires the Superintendent to report the unencumbered cash balance of specific funds each year to the local board of education during its July meeting, and to the State Board of Education by no later than July 10. The report on the unencumbered cash balance of specific funds required by the statute was submitted to the Kansas Department of Education on July 5, 2023. This report is attached as Attachment 1.

Due to the State of Kansas withholding the final state aid payments until July, in the past we have had to show a very large negative balance on the general fund on this year-end report. Because the State of Kansas paid all the general and supplemental general state aid on time this year, we do not have any negative balances on our cash summary report.

Our cash reserves of unlevied funds for July 1, 2023 is 9%. The cash reserves of unlevied funds for July 1, 2022 was also 9%.

Please call me with any questions you might have.

**KANSAS STATE DEPARTMENT OF EDUCATION****Unencumbered Cash Balances as of July 1, 2023**

USD Name: De Soto

USD Number: 232

Superintendent: Mr. Frank Harwood

Contact Name: Julie Stucky

Contact Phone: 913-667-6200

<b>Fund Number</b>	<b>Fund Name</b>	<b>Unencumb. Cash Balance on July 1, 2023</b>
06	General Fund	0
08	Supplemental General Fund	1,110,462
10	Adult Education	0
11	At Risk (4 Year Old)	12,293
12	Adult Supplemental Education	0
13	At Risk (K-12)	132,636
14	Bilingual Education	32,655
15	Virtual Education	42,000
16	Capital Outlay	11,506,067
18	Driver Education	27,861
19	Declining Enrollment	0
22	Extraordinary Schools	0
24	Food Service	2,104,099
26	Professional Development	116,073
28	Parent Education Program	16,693
29	Summer School	0
30	Special Education	1,001,151
33	Cost of Living	149,015
34	Vocational Education	156,118
35	Gifts and Grants	131,161
42	Special Liability	0
44	School Retirement	0
45	Extraordinary Growth (Ancillary)	0
47	Special Reserve	1,879,602
53	Contingency Reserve Fund	2,800,000
55	Textbook & Student Material Revolving	1,677,147
56	District Activities	92,393
57	Tuition Reimbursement	0
67	Special Assessment	25,168
78	Special Education Coop	0
<b>TOTAL</b>		<b>\$23,012,594</b>

Print date: 7/5/2023