



Unified School District 232

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

Frank Harwood, 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)

June 5, 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. Published Agenda Overview & Adoption.
 - II. GOOD NEWS.**
 - A. Student Recognition.
 - 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 which the Board may approve without detailed discussion. Any item on the Consent Agenda may be removed for separate discussion as an Action Item upon request by the Superintendent or any board member. The Board has received supporting information on all items prior to action on the Consent Agenda.

 - A. Approve minutes of the May 1st regular meeting.
 - B. Approve payment of bills and transfer of funds (if appropriate).
 - C. Approve employment recommendations made on May 31, 2023.
 - D. Approve employment recommendations made on June 5, 2023.
 - E. Approve reimbursement of moving expenses not to exceed \$10,000.00 for incoming superintendent Dr. Cory Gibson.
 - F. Approve revised board policy GAOE – Workers Compensation.
 - G. Approve recommended changes to the Classified Employee Handbook for the 2023-24 school year.
 - H. Approve Facility Use Fees for the 2023-2024 school year and revised Facility Use/Rentals Administrative Guidelines.
 - I. Approve maintaining the Johnson County Park & Recreation Department (JCPRD) facility use fee at \$8.00 per space/per hour for the 2023-24 school year.
 - J. Approve waiver of Facility Use Fees to the cities of De Soto and Shawnee during the 2023-24 school year.

- K. Accept the bid from Bart's Electric to replace theatre lighting at Lexington Trails Middle School in the amount of \$230,000.00.
- L. Accept the bid from Overhead Door to replace original bathroom partitions at De Soto High School in the amount of \$62,091.00.
- M. Approve an amendment to the agreement between USD 232 and k12itc to provide one onsite technician at an annual cost of \$72,000.00.
- N. Approve 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.
- O. Accept a donation from Interstate Studios in the amount of \$1,460.37 to Prairie Ridge Elementary School.
- P. Approve 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.

V. ACTION ITEMS.

- A. Mill Creek/Lexington Trails Middle School Boundary Proposal. [Alvie Cater]
- B. Property & Liability Insurance Renewal. [Julie Stucky]

VI. DISCUSSION ITEMS.

- A. Orchestra. [Brian Schwanz]
- B. District Goals – 2022-2023 Update. [Dr. Frank Harwood]

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

- A. 2023-24 Organizational Items.
- B. Mill Creek Middle School Start Time, End Time.
- C. Special Education Resource Purchase.

VIII. EXECUTIVE SESSION.

- A. Negotiations.

IX. ADJOURNMENT.

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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES --REGULAR MEETING

Administrative Office (35200 West 91st Street, De Soto, Kansas) May 1, 2023

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

The Board President, Ashley Spaulding, called the meeting to order at 6:30 p.m. A quorum of the Board was present. Attendance was as follows:

Board Members Present: Rick Amos
Bill Fletcher
Danielle Heikes
Brandi Jonasson
Calley Malloy
Ashley Spaulding

Absent: Stephanie Makalous

Others Present: Alvie Cater, Assistant Superintendent of Administration & Communications
Steve Deghand, Assistant Superintendent of Facilities & Operations
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent
Dr. Frank Harwood, Superintendent of Schools
Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation
Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Title Programs
Michelle Mages, Assistant Principal/Athletic Director, De Soto High School
Rob Moser, Coordinator of Safety & Transportation
Brandon Riffel, Director of Technology
Sam Ruff, Principal, De Soto High School
Brian Schwanz, Executive Director of Secondary Education

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.

Mr. Rick Amos moved to adopt the Agenda.

Mrs. Brandi Jonasson seconded.

Carried 6/0.

GOOD NEWS.

Student Recognition. The Board recognized De Soto High School Senior Colby Lovegren for winning the Kansas Class 5-1A State Bowling Championship. He was also named to First Team All-State for bowling. In addition to his bowling accomplishments, Colby plays baseball at De Soto High School and currently has a GPA of 4.291. He was presented with a Certificate of Achievement. Head Bowling Coach, J.R. Kindred was also recognized.

Staff Member Recognition. De Soto High School staff members Ken Gandy, Industrial Arts Teacher, Jane Stanton, Attendance Secretary, and Pat Beary, Paraprofessional; along with Administrative Office staff member Jeri Powers, District Literacy Specialist, were recognized for outstanding service in their district roles.

PATRON INPUT. President Spaulding opened the floor for patron input.

Debbie Unger, Shawnee, spoke to the board on behalf of the USD 232 Student Nutrition staff about annual reviews and hourly pay. She questioned the significance of annual employee reviews when each employee receives the same increase in pay regardless of performance or number of years employed. She also noted that regarding hourly pay, employees are paid the same amount without considering the number of students served, meals prepared, and revenues generated within each school. She also spoke about staff shortages and lack of compensation for extra duties taken on to cover open positions.

Susan Pilchard, Shawnee, spoke to the board on behalf of the USD 232 Student Nutrition staff about staff shortages. She said when she started working for the district eleven years ago, the kitchens were fully staffed and the district had a nice substitute pool of employees. Now there are 13 openings in the Student Nutrition Department and only three substitutes available, one of who is cross-trained to work in all aspects of the kitchen and is currently a long-term substitute at Mill Valley High School. She spoke about recruitment, noting that current kitchen staff are predominantly comprised of stay at home moms/dads, retirees or grandparents and offered suggestions on ways to reach potential hires.

CONSENT AGENDA. President Spaulding asked the board if they had any changes for the Consent Agenda. No changes were made.

Mr. Rick Amos moved to approve the Consent Agenda.

Mrs. Danielle Heikes seconded.

Carried 6/0.

The following Consent Agenda items were approved:

1. Minutes of the April 3rd regular meeting.
2. Payment of bills and issuance of checks numbered 61210 – 61246, 61250 – 61280, and 61287 – 61463.
3. Transfer of funds as follows:
 - a. \$9,626.53 from Local Option Budget (Fund 08) to State Pre-K (Fund 11)

- b. \$230,303.93 from Local Option Budget (Fund 08) to At Risk (Fund 13)
- c. \$49,459.73 from Local Option Budget (Fund 08) to Bilingual (Fund 14)
- d. \$5,552.23 from Local Option Budget (Fund 08) to Parents Education (Fund 28)
- e. \$844,226.50 from Local Option Budget (Fund 08) to Special Education (Fund 30)
- f. \$150,648.00 from Local Option Budget (Fund 08) to Vocational Education (Fund 34)

4. Personnel recommendations as follows:

Resignations – Classified

Tennille Chadwick, Paraprofessional, MVHS
Brianna Gipple, Parents as Teachers, CTEC
Chloe Hoggatt, Center-Based Paraprofessional, BE
Desire' Macke, Lunchroom Aide, RE
Jamie Scott, Center-Based Paraprofessional, ME
Coelleen Walter, Paraprofessional, RE

Retirement – Classified

Theresa Kasperek, Attendance Secretary, MCMS
Michael J. Pierce, Paraprofessional, MVHS

Termination – Classified

Gary Lamoreux, Center-Based Paraprofessional, DHS

Employment – Classified

James Bock, Center-Based Paraprofessional, The Bridge
Derrion Brooks, Rule 10 Assistant Football Coach, MVHS
Melissa Brown, Substitute Student Nutrition Assistant, Districtwide
Brian Evans, Plumber Technician, DSC
Hallie Friend, Rule 10 Assistant Dance Coach, DHS
Trent Hoover, Rule 10 Assistant Wrestling Coach, DHS
Hunter Johns, Substitute Custodian, Districtwide
Evan Murphy, Center-Based Paraprofessional, The Bridge
Emily Williams, Center-Based Paraprofessional, BE

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

Sarah Cronkleton-Kidd, Drama Teacher, DHS
Jennifer Eichkorn, Special Education Teacher, RE
Marci Handley, Science Teacher, MCMS
Renee Huey, Band Teacher, MCMS
Crystal Kautz, 2nd Grade Teacher, SE
Johnny Lewis, Special Education Teacher, DHS
Rebecca Monihen, 2nd Grade Teacher, ME
Reece Petty, Social Studies Teacher, MVHS
Janet Pickert, 7th Grade English Language Arts Teacher, MCMS
Crystal Sinclair-King, English Language Arts Teacher, DHS
Jordan Yancey, 6th Grade Social Studies Teacher, MCMS

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

Suzie Jacobsen, Special Education Teacher, SE

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

April Bergkamp, Math Teacher, DHS

Michelle Brown, Gifted Facilitator, MVHS
Sara Bryant, Theatre Teacher, DHS
Anne Cook, 2nd Grade Teacher, ME
Sarah Gilbert, 6th Grade English Language Arts Teacher, MTMS
Rebecca Giles, Speech Language Pathologist, MCMS
Katherine Grisell, 1st Grade Teacher, RE
Constance Little, Special Education Resource Teacher, BE
Bryan Lloyd Rosell, Art Teacher, MVHS
Samantha Macauley, Art Teacher, MVHS
Katie Mischo, Speech Language Pathologist, MCMS
Trisha Morillo, Speech Language Pathologist, SE and LTMS
Marie Price, 1st Grade Teacher, ME
Herriot Robards, 4th Grade Teacher, SE
Skylar Ross, 6th Grade Math Teacher, MCMS
Kasey Seaba, 2nd Grade Teacher, SE
Denise Smith, French Teacher, MVHS
Noelle Walker, Speech Language Pathologist, BE
Tyler Watts, 6th Grade Science Teacher, MTMS

5. The Eudora-De Soto Technical Education Center (EDTEC) Memorandum of Understanding for the 2023-2024 academic year.
6. Award of the following bids:
 - Lippert Mechanical for replacement of six boilers at Mill Valley High School in the amount of \$214,360.00.
 - Challenger Fence for fencing projects at Mize Elementary School, Riverview Elementary School, Mill Creek Middle School and Mill Valley High School in the amount of \$32,000.00.
 - United Office for specified KI furniture in the amount of \$465,151.44.
7. A contract with BrightBytes student data warehouse system in the amount of \$50,000.00 for the 2023-2024 school year.
8. Purchase and adoption of K-5 elementary science resources (seven-year implementation) from *Mystery Science* in the amount of \$355,325.00.
9. Purchase and adoption of grade 6 – 12 science resources (five-year implementation) from Abe Books Online (1994 C Brown: Zoology Lab Manual Miller/Stephen), BFW (Environmental Science for AP by Friedland and Reylea/third edition), Cengage (Introductory Chemistry: A Foundation © 2019: Zuhmdahl/latest edition, An Introduction to Physical Science © 2021/15th edition), Explore Learning (Gizmos), Savvas (Miller Levine Biology, Campbell Biology/12e AP[®] edition, Chemistry: A Molecular Approach/Nivaldo J. Tro/6th edition, College Physics: A Strategic Approach/4e, AP[®] edition.....Knight, Your World/Your Turn, Human Anatomy & Physiology/Benjamin Cummings/11th edition/Elaine N. Marieb, Conceptual Physics-Hewitt, Organic Chemistry/8th edition/by Paula Yurkanis Bruice), TCI (Bring Science Alive) and Venier Online (Venier Supplies) in the amount of \$500,995.82.
10. Declaration of the following items as surplus:
 - List of library books from Lexington Trails Middle School.

- De Soto High School boys basketball items: Fifty (50) Adidas uniforms, twenty-five (25) Adidas practice uniforms, fifty (50) Under Armour uniforms, thirty (30) stock Nike uniforms, forty (40) Speedline uniforms, thirty (30) miscellaneous practice jerseys and thirty-five (35) duffle bags.
- De Soto High School girls basketball items: Twenty-eight (28) Nike duffel bags, twenty-five (25) Adidas duffel bags, twenty-three (23) Reebok pants, nineteen (19) Reebok jackets, fourteen (14) Speedline white "S" shorts, seventeen (17) Speedline green "S" shorts, sixteen (16) white "CAT" shorts, twenty-one (21) black "CAT" shorts, thirty-five (35) Speedline white jerseys, thirty-six (36) Speedline green jerseys, sixteen (16) Rawlings white jerseys, eighteen (18) Rawlings black jerseys, sixteen (16) Speedline white shorts (cat on side), eighteen (18) Speedline green shorts (cat on side), seventeen (17) Speedline shooting shirts (hockey style), eighteen (18) DeLong shooting shirts (green "DESOTO"), ten (10) Adidas pants, nine (9) Adidas zip-up jackets and thirteen (13) Nike green shooting shirts.
- Nine (9) aged golf bags from De Soto High School.
- De Soto High School tennis items: Ten (10) Nike girls white tops, eight (8) Nike girls green skirts, eleven (11) Nike girls green tops, three (3) Nike girls white skorts, seventeen (17) Augusta girls black tops, eighteen (18) Augusta girls green skorts, fourteen (14) Nike girls grey tops, thirteen (13) Nike girls grey skorts, seven (7) Reebok boys green shorts, three (3) Adidas boys green shorts, eight (8) Augusta boys black shorts, seventeen (17) green beanies, one (1) teaching cart and one (1) Lobster Ball Machine.
- De Soto High School track items: Twenty (20) hurdles, one (1) set of blocks and 2-3 miscellaneous pole vault mat pads.

ACTION ITEM.

Acquisition of Property. Steve Deghand, Assistant Superintendent of Facilities & Operations, shared that the district has been looking at the land in the area of 83rd and Cedar Niles for a while and identified the property in question for a future elementary school. He said the land has been for sale for at least two years. The administration has been in negotiations with the property owners for several months. Mr. Deghand explained that a purchase price was agreed on back in January. However, the land is in a trust that involves three trustees. Mr. Deghand said that although a price was agreed on, one trustee did not want to sign. He said the administration was told that this was for a personal reason and had nothing to do with the school district or the purchase price. He said this is when one of the landowners suggested the district consider the land through eminent domain. Mr. Deghand said that at the last minute the district finally received a signed contract on the land, negating the need for the Board of Education to consider eminent domain. He said the contract is for the purchase of 38+ acres at the southeast corner of 83rd Street and Cedar Niles Road in the amount of \$1,435,000.00. He said 2018 bond funds will be used to purchase the land and reminded the board that \$5,000,000.00 of the 2018 bond was designated for land acquisition.

Alvie Cater, Assistant Superintendent of Administration & Communications, shared an aerial view of the property and explained why this property was identified as a site for a future elementary school. He shared maps from the City of Lenexa showing planned developments around the property. In the City of Lenexa, there are 592 single-family units and 75 multi-family units planned.

He also shared a larger aerial view showing the property and planned development along K-7 highway and 75th Street that is within City of Shawnee limits. Meadowlark Apartments is currently under construction in Shawnee and will have 144 units (42 one bedroom, 80 two bedroom and 22 three bedroom). Residential development in the area will need to be monitored over the next five to seven years.

President Spaulding asked what the bump out is in the land. Mr. Cater said there are two houses on that property in this area and one of them is a home that the owner would like to keep.

Mrs. Ashley Spaulding moved to approve a Real Estate Contract between Charles S. Visek and Mary Alice Visek Irrevocable Trust and Unified School District No. 232 for the purchase of approximately 38.35 acres at the southeast corner of 83rd Street and Cedar Niles Road, Lenexa, Kansas, in the amount of \$1,435,000.00.

Mrs. Danielle Heikes seconded.

Carried 6/0.

DISCUSSION ITEM.

Legislative Update. Superintendent Harwood shared information on the following action taken by the Kansas Legislature:

Legislation that was passed and signed by Governor Kelly:

- SB 66 Enacting the Interstate Teacher Mobility Compact
- SB 123 Kansas Adult Learner Grant Act
- HB 2080 Virtual State Assessments for Virtual Students
- HB 2292 Kansas Apprenticeship Act
- HB 2322 Definitions Pertaining to Exceptional Children

Legislation passed and vetoed by Governor Kelly:

- SB 180 Women's Bill of Rights, **Veto Overridden**
- HB 2138 Requiring Separate Overnight Accommodations by Biological Sex, **Veto Overridden**
- HB 2236 Parents Right to Direct Child's Education, **Veto Sustained**
- HB 2238 Fairness in Women's sports Act, **Veto Overridden**
- HB 2304 Standardizing Firearm Safety: Eddie Eagle and Wildlife & Parks, **Veto Sustained**

Legislation that did not pass:

- HB 2089 Kansas Education Enrichment Program (was SB 83)

Legislation passed and sent to Governor Kelly:

- SB 113 K-12 Budget
 - Base State Aid set at \$5,088, retains the 3 year average of Midwest CPI for future years.
 - Added current year Special Education funding, plus \$7.5 million.
 - Increase Parents as Teachers funding by \$1.3 million.

- The Legislature would have first right of refusal on the sale of district property. (Superintendent Harwood explained that this could impact the district if it is decided to sell Countryside.)
- Allows non-public school students to participate in public school Kansas State High School Athletic Activities (KSHSAA).
- Establishes a Special Education Funding Task Force.
- Allows districts to compensate school board members.
- Non-Resident children of staff members can be allowed to enroll before capacity is set for Open Enrollment.
- Expands Tax Credit Low-Income Scholarship Program.
- Enrollment from current year or first proceeding year used for calculating funding.
- Renews the 20-mill General Fund Levy.
- Increases COLA cap from 5% to 7% of the General Fund and makes more districts eligible.
- Extends High Density At-Risk funding through fiscal year 2027.

Danielle Heikes asked what the current Base State Aid Per Pupil (BSAPP) was. Superintendent Harwood said it is \$4846.00. Mrs. Heikes asked when the Governor would act on the budget. Superintendent Harwood said she will have ten days after receipt to act on it. If she decides to veto the budget it will go back to the legislature with a special session.

ALERTS. The following reports were included in the packet for this board meeting with notice that they will require future action by the Board of Education: 1. Policy Update – Workers Compensation, 2. Revisions for the 2023-2024 Classified Handbook, 3. Property & Liability Insurance Renewal, 4. Mill Creek – Lexington Trails Middle School Boundary Proposal, 5. JCPRD Rental Fees, 6. Facility Use Fees, 7. Desktop Computer Refresh; and, 8. Amendment to k12itc Agreement.

FYI REPORTS. The following informational reports were included in the packet for this board meeting: 1. Kansas Education Systems Accreditation Outside Visiting Team Report and 2. Annual School Site Council Reports.

President Spaulding adjourned the meeting at 7:23 p.m.

Date Approved

Clerk, Board of Education

President, Board of Education



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
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JULIE STUCKY
Director of Finance

TO: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Julie Stucky, Director of Finance
DATE: May 31, 2023
SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 61465–61756 with Following Exceptions:

61472-61474 1st May Payroll Vendor Checks 4/16-4/30/23 Pay Date 5/14/23
61507-61513 Void Checks-Printed out of order
61521-61526 2nd May Payroll Vendor Checks 5/1-5/15/23 Pay Date 5/31/23

Approve the following transfers for month ending May, 2023

\$ 10,255.69 From Gen (Fund 06) to State Pre-K (Fund 11)
\$ 214,468.70 From Gen (Fund 06) to At Risk (Fund 13)
\$ 45,466.64 From Gen (Fund 06) to Bilingual (Fund 14)
\$ 70,860.47 From Gen (Fund 06) to Virtual (Fund 15)
\$ 15,140.83 From Gen (Fund 06) to Parent Ed (Fund 28)
\$ 934,180.56 From Gen (Fund 06) to Special Ed (Fund 30)
\$ 151,383.20 From Gen (Fund 06) to Vocational Ed (Fund 34)

Check Journal - 5/5/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|------------------------------|---|---------------------|
| 61465-61466 | 05/05/23 | Amazon Capital Services | Teaching/Office Supplies | \$10,936.70 |
| 61467 | 05/05/23 | Atmos Energy | Heat-MC, CLC, DSC, DHS, LT, ME, CTE -March 2023 | \$2,685.01 |
| 61468 | 05/05/23 | City Of De Soto | W/S/T -March 2023 | \$4,182.06 |
| 61469 | 05/05/23 | Evergy | Electricity for April 2023 | \$112,191.52 |
| 61470 | 05/05/23 | T-Mobile USA, Inc. | Hotspots | \$190.03 |
| 61471 | 05/05/23 | Water District No 1 Of Jo Co | Water-East side - April 2023 | \$4,292.50 |
| | | | | \$134,477.82 |

Check Journal - 05/12/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|----------------------------------|---|-------------|
| 61475-61479 | 05/12/23 | Amazon Capital Services | Teaching/Office Supplies | \$12,248.14 |
| 61480 | 05/12/23 | Arvest Bank | Core Communications - Security Equip. and Maint | \$1,220.75 |
| 61481 | 05/12/23 | Assisted Student Transportation | Homeless Transportation | \$1,494.00 |
| 61482 | 05/12/23 | De Soto Auto Parts | Vehicle Maintenance | \$783.06 |
| 61483 | 05/12/23 | Flex Made Easy | FME Fee - April 2023 | \$714.00 |
| 61484 | 05/12/23 | Garmin International | Garmin Order April 2023 | \$1,174.96 |
| 61485 | 05/12/23 | Heartland Coca Cola Bottling Co | Student Nutrition Dept. | \$927.39 |
| 61486 | 05/12/23 | Integrity Locating Services, LLC | Locate Charges | \$459.00 |
| 61487 | 05/12/23 | Kansas Gas Service | Gas Service-MT, MV, PRE, BE, RE, & TP. April 2023 | \$1,408.99 |
| 61488-61489 | 05/12/23 | Lowe's | Custodial/Grounds/Maint. Supplies | \$5,234.92 |
| 61490 | 05/12/23 | Minsky's Pizza | Student Nutrition Dept. | \$9,751.00 |
| 61491 | 05/12/23 | Quadient Leasing USA | Lease - Postage Meter | \$453.00 |
| 61492 | 05/12/23 | Roberts Dairy | Student Nutrition Dept.. | \$21,966.60 |
| 61493 | 05/12/23 | Roma Bakery | Student Nutrition Dept. | \$6,195.74 |
| 61494 | 05/12/23 | Sun Life Financial | Jan - Apr 2023 STD Benefits Payments | \$4,067.35 |
| 61495 | 05/12/23 | Talx Corporation | 2023 Worxtime 1095 Mailing Fee for 2022 Taxes | \$2,554.68 |
| 61496 | 05/12/23 | Time Warner Cable | Cable TV/internet | \$119.98 |
| 61497 | 05/12/23 | U.S. Foodservice, Inc | Student Nutrition Dept. | \$77,343.61 |
| 61498 | 05/12/23 | Unemployment Insurance Srvcs | Quarterly Service Charges | \$478.00 |
| 61499 | 05/12/23 | Waste Management | Trash/Recycle -April 2023 | \$6,480.00 |
| | | | Grounds Dumpster | \$505.58 |
| 61500 | 05/12/23 | Wells Fargo Vendor Fin Serv | Bobcat Lease | \$1,198.28 |
| 61501 | 05/12/23 | WoodRiver Energy LLC | Heating Bill - West Side | \$1,365.08 |
| | | | Heating Bill - East Side | \$1,241.96 |

\$159,386.07

Check Journal - 05/19/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|-------------------------------|------------------------------------|---------------------|
| 61502-61504 | 05/19/23 | Amazon Capital Services | Teaching/Office Supplies | \$12,910.60 |
| 61505 | 05/19/23 | U.S. Foodservice, Inc | Student Nutrition Dept. | \$102,788.92 |
| 61506 | 05/19/23 | Verizon Wireless Services LLC | Tech/Facilities/HR-Broadband cards | \$1,639.55 |
| | | | | \$117,339.07 |

Check Journal - 05.25.2023

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|---------------------------------|-------------------------------------|--------------------|
| 61514 | 05/25/23 | Amazon Capital Services | Teaching supplies | \$531.66 |
| 61515-61516 | 05/25/23 | Arvest Bank | Visa Statement May 2023 | \$54,067.54 |
| 61517 | 05/25/23 | Atmos Energy | Gas Service-Bridge & DHS April 2023 | \$240.43 |
| 61518 | 05/25/23 | Heartland Coca Cola Bottling Co | Student Nutrition Dept. | \$150.36 |
| 61519 | 05/25/23 | Jody Adams | Student Nutrition Dept. | \$200.00 |
| 61520 | 05/25/23 | U.S. Foodservice, Inc | Student Nutrition Dept. | \$42,015.17 |
| | | | | \$97,205.16 |

Credit Card Statment

5/14/23

| Date | Cardholder Name | Merchant | Merchant Location | Original Amount |
|-----------|-------------------------------------|--------------------------|-----------------------------|--------------------|
| 5/4/2023 | CARRIE HANDY | AMER ASSOC NOTARIES | 713-644-2299, TX 770870000 | \$ 41.85 |
| 5/11/2023 | CARRIE HANDY | RLI INSURANCE COMPANY | 309-692-1000, IL 616150000 | \$ 50.00 |
| 5/11/2023 | CARRIE HANDY | SQ SCRATCH KC, LLC | GOSQ.COM, MO 641160000 | \$ 225.00 |
| | CARRIE HANDY Total | | | \$ 316.85 |
| 4/19/2023 | CLEAR CREEK ELEMENTARY | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 65.10 |
| 4/20/2023 | CLEAR CREEK ELEMENTARY | IN AK ATHLETIC EQUIPMENT | 614-9203069, OH 431100000 | \$ 150.00 |
| 5/4/2023 | CLEAR CREEK ELEMENTARY | MATHEMATICALLYMINDED | WWW.MATHEMATI, ID 835440000 | \$ 648.00 |
| 5/4/2023 | CLEAR CREEK ELEMENTARY | MATHEMATICALLYMINDED | WWW.MATHEMATI, ID 835440000 | \$ 648.00 |
| 5/4/2023 | CLEAR CREEK ELEMENTARY | SAMS CLUB #4870 | KANSAS CITY, KS 661090000 | \$ 93.76 |
| 5/4/2023 | CLEAR CREEK ELEMENTARY | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 65.40 |
| 5/8/2023 | CLEAR CREEK ELEMENTARY | SAMSCLUB #4870 | KANSAS CITY, KS 661090000 | \$ 39.96 |
| 5/8/2023 | CLEAR CREEK ELEMENTARY | SAMSCLUB #4870 | KANSAS CITY, KS 661090000 | \$ 375.46 |
| 5/8/2023 | CLEAR CREEK ELEMENTARY | YOS DONUTS | SHAWNEE, KS 662170000 | \$ 169.83 |
| 5/10/2023 | CLEAR CREEK ELEMENTARY | AMZN MKTP US 657TS6QJ3 | AMZN.COM/BILL, WA 981090000 | \$ 70.92 |
| | CLEAR CREEK ELEMENTARY Total | | | \$ 2,326.43 |
| 4/17/2023 | DESOTO HIGH SCHOOL | LUMBER ONE | 913-583-9889, KS 660180000 | \$ 32.70 |
| 4/17/2023 | DESOTO HIGH SCHOOL | NASSP PRODUCT & SERVICE | 703-8600200, VA 201910000 | \$ 1,400.00 |
| 4/19/2023 | DESOTO HIGH SCHOOL | PITNEY BOWES | 800-228-1071, CT 069260000 | \$ 500.00 |
| 4/21/2023 | DESOTO HIGH SCHOOL | PITNEY BOWES | 800-228-1071, CT 069260000 | \$ 46.00 |
| 4/21/2023 | DESOTO HIGH SCHOOL | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/21/2023 | DESOTO HIGH SCHOOL | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/21/2023 | DESOTO HIGH SCHOOL | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/21/2023 | DESOTO HIGH SCHOOL | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/21/2023 | DESOTO HIGH SCHOOL | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/21/2023 | DESOTO HIGH SCHOOL | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/21/2023 | DESOTO HIGH SCHOOL | THE HOME DEPOT 2213 | SHAWNEE, KS 662170000 | \$ 612.91 |
| 4/24/2023 | DESOTO HIGH SCHOOL | IN THOU MAYEST COFFEE RO | 913-3969540, MO 641080000 | \$ 175.26 |
| 4/27/2023 | DESOTO HIGH SCHOOL | IN THOU MAYEST COFFEE RO | 913-3969540, MO 641080000 | \$ 175.26 |
| 5/2/2023 | DESOTO HIGH SCHOOL | TRANSFER EXPRESS | 440-918-1900, OH 440600000 | \$ 50.86 |
| 5/4/2023 | DESOTO HIGH SCHOOL | TRANSFER EXPRESS | 440-918-1900, OH 440600000 | \$ 133.80 |
| 5/11/2023 | DESOTO HIGH SCHOOL | LUMBER ONE | 913-583-9889, KS 660180000 | \$ 47.95 |
| | DESOTO HIGH SCHOOL Total | | | \$ 3,249.74 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/14/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ 199.92 |
| 4/13/2023 | DHS TRAVEL 1 | ECARD SYSTEMS | 877-8144102, TN 370270000 | \$ 58.10 |
| 4/14/2023 | DHS TRAVEL 1 | JERSEY MIKES 21012 | LAWRENCE, KS 660490000 | \$ 88.93 |
| 4/15/2023 | DHS TRAVEL 1 | JIMMY JOHNS - 607 | LAWRENCE, KS 660490000 | \$ 41.60 |
| 4/14/2023 | DHS TRAVEL 1 | KANSAS UNIVERSITY | LAWRENCE, KS 660450000 | \$ 50.75 |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/17/2023 | DHS TRAVEL 1 | COUTRYARD BY MARRIOTT | SHAWNEE, KS 662170000 | \$ (16.32) |
| 4/21/2023 | DHS TRAVEL 1 | SAMSCLUB #8208 | LENEXA, KS 662150000 | \$ 70.62 |
| 4/29/2023 | DHS TRAVEL 1 | ADVANCE AUTO PARTS #6228 | SALINA, KS 674010000 | \$ 280.49 |
| 4/28/2023 | DHS TRAVEL 1 | ARBY'S 5004052 | JUNCTION CITY, KS 664410000 | \$ 126.12 |
| 4/29/2023 | DHS TRAVEL 1 | CHICK-FIL-A #03731 | SALINA, KS 674010000 | \$ 19.44 |
| 4/30/2023 | DHS TRAVEL 1 | COURTYARD BY MARRIOTT | SALINA, KS 674010000 | \$ 1,212.00 |
| 4/30/2023 | DHS TRAVEL 1 | COURTYARD BY MARRIOTT | SALINA, KS 674010000 | \$ 3,616.58 |
| 4/28/2023 | DHS TRAVEL 1 | FREDDY'S 13-0002 | JUNCTION CITY, KS 664410000 | \$ 651.99 |
| 4/29/2023 | DHS TRAVEL 1 | PAPA JOHN'S #2898 | 316-282-2222, KS 674010000 | \$ 154.00 |
| 4/29/2023 | DHS TRAVEL 1 | SPANGLES 25 | 316-6858817, KS 674010000 | \$ 403.53 |
| 4/30/2023 | DHS TRAVEL 1 | SUBWAY 25049 | SALINA, KS 674010000 | \$ 425.41 |
| 4/28/2023 | DHS TRAVEL 1 | TST JCS BBQ & GRILL | JUNCTION CITY, KS 664410000 | \$ 276.52 |
| 5/1/2023 | DHS TRAVEL 1 | ADVANCE AUTO PARTS #7212 | SHAWNEE, KS 662260000 | \$ (24.04) |

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| Date | Cardholder Name | Merchant | Merchant Location | Original Amount |
|-----------|--------------------------------------|---------------------------|-----------------------------|---------------------|
| 5/4/2023 | DHS TRAVEL 1 | CENTURY MA DE SOTO CH | WWW.CENTURYMA, KS 662150000 | \$ 65.61 |
| 5/4/2023 | DHS TRAVEL 1 | CENTURY MA DE SOTO CH | WWW.CENTURYMA, KS 662150000 | \$ 65.61 |
| 5/4/2023 | DHS TRAVEL 1 | CENTURY MA DE SOTO CH | WWW.CENTURYMA, KS 662150000 | \$ 65.61 |
| 5/4/2023 | DHS TRAVEL 1 | CENTURY MA DE SOTO CH | WWW.CENTURYMA, KS 662150000 | \$ 65.61 |
| 5/4/2023 | DHS TRAVEL 1 | CENTURY MA DE SOTO CH | WWW.CENTURYMA, KS 662150000 | \$ 133.41 |
| 5/4/2023 | DHS TRAVEL 1 | COURTYARD BY MARRIOTT | SALINA, KS 674010000 | \$ (2.58) |
| 5/4/2023 | DHS TRAVEL 1 | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 27.27 |
| 5/6/2023 | DHS TRAVEL 1 | SLEEP INN & SUITES | 3162014645, KS 672190000 | \$ 127.20 |
| 5/6/2023 | DHS TRAVEL 1 | SLEEP INN & SUITES | 3162014645, KS 672190000 | \$ 167.96 |
| 5/6/2023 | DHS TRAVEL 1 | SLEEP INN & SUITES | 3162014645, KS 672190000 | \$ 167.96 |
| 5/6/2023 | DHS TRAVEL 1 | SLEEP INN & SUITES | 3162014645, KS 672190000 | \$ 167.96 |
| 5/6/2023 | DHS TRAVEL 1 | SLEEP INN & SUITES | 3162014645, KS 672190000 | \$ 167.96 |
| 5/10/2023 | DHS TRAVEL 1 | MCDONALD'S F11897 | DESOTO, KS 660180000 | \$ 1.99 |
| 5/10/2023 | DHS TRAVEL 1 | MCDONALD'S F11897 | DESOTO, KS 660180000 | \$ 14.61 |
| | DHS TRAVEL 1 Total | | | \$ 10,157.02 |
| 4/14/2023 | DHS TRAVEL 2 | GOODCENTS SUBS - 3002 - D | DESOTO, KS 660180000 | \$ 494.91 |
| 4/14/2023 | DHS TRAVEL 2 | HARP'S 249 | DE SOTO, KS 660180000 | \$ 80.00 |
| 4/16/2023 | DHS TRAVEL 2 | SAMS CLUB #8208 | LENEXA, KS 662150000 | \$ 106.16 |
| 4/15/2023 | DHS TRAVEL 2 | THE WEBSTAURANT STORE INC | 717-392-7472, PA 176020000 | \$ 172.29 |
| 4/16/2023 | DHS TRAVEL 2 | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 9.66 |
| 4/28/2023 | DHS TRAVEL 2 | CASEYS #3254 | DE SOTO, KS 660180000 | \$ 216.99 |
| 4/28/2023 | DHS TRAVEL 2 | CASEYS #3254 | DE SOTO, KS 660180000 | \$ 480.00 |
| 4/27/2023 | DHS TRAVEL 2 | SAMSClub #8208 | LENEXA, KS 662150000 | \$ 54.40 |
| 4/28/2023 | DHS TRAVEL 2 | THE WEBSTAURANT STORE INC | 717-392-7472, PA 176020000 | \$ 189.06 |
| 4/30/2023 | DHS TRAVEL 2 | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 100.02 |
| 5/1/2023 | DHS TRAVEL 2 | THE WEBSTAURANT STORE INC | 717-392-7472, PA 176020000 | \$ 102.48 |
| 5/1/2023 | DHS TRAVEL 2 | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 15.92 |
| 5/3/2023 | DHS TRAVEL 2 | JASON'S DELI | 913-825-4422, KS 660610000 | \$ 301.35 |
| 5/4/2023 | DHS TRAVEL 2 | S&S ACTIVEWEAR | 800-523-2155, IL 604400000 | \$ 183.61 |
| 5/4/2023 | DHS TRAVEL 2 | THE WEBSTAURANT STORE INC | 717-392-7472, PA 176020000 | \$ 109.98 |
| 5/5/2023 | DHS TRAVEL 2 | HARP'S 249 | DE SOTO, KS 660180000 | \$ 59.82 |
| 5/6/2023 | DHS TRAVEL 2 | JASON'S DELI | 913-825-4422, KS 660610000 | \$ (301.35) |
| 5/6/2023 | DHS TRAVEL 2 | JASON'S DELI | 913-825-4422, KS 660610000 | \$ 276.04 |
| 5/7/2023 | DHS TRAVEL 2 | WAL-MART #2855 | SHAWNEE, KS 662170000 | \$ 121.94 |
| 5/11/2023 | DHS TRAVEL 2 | SAMSClub #8208 | LENEXA, KS 662150000 | \$ 370.30 |
| 5/11/2023 | DHS TRAVEL 2 | THE WEBSTAURANT STORE INC | 717-392-7472, PA 176020000 | \$ 180.38 |
| | DHS TRAVEL 2 Total | | | \$ 3,323.96 |
| 4/18/2023 | DR CINDY SWARTZ | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 113.27 |
| 4/19/2023 | DR CINDY SWARTZ | PRICE CHOPPER #249 | SHAWNEE MISSI, KS 662260000 | \$ 8.00 |
| 4/21/2023 | DR CINDY SWARTZ | GOODCENTS SUBS 0174 SHAWN | SHAWNEE, KS 662260000 | \$ 1,654.34 |
| 4/24/2023 | DR CINDY SWARTZ | PRICE CHOPPER #249 | SHAWNEE MISSI, KS 662260000 | \$ 49.37 |
| 4/24/2023 | DR CINDY SWARTZ | DELTA AIR BAGGAGE FEE | 800-2211212, MO 303540000 | \$ 30.00 |
| 4/27/2023 | DR CINDY SWARTZ | DELTA AIR BAGGAGE FEE | MINN/ST PAUL, MN 303540000 | \$ 30.00 |
| 4/27/2023 | DR CINDY SWARTZ | KCI AIRPORT | KANSAS CITY, MO 641530000 | \$ 75.00 |
| | DR CINDY SWARTZ Total | | | \$ 1,959.98 |
| 4/18/2023 | ERIC ROBERTS | SQ SEEDBOX SOLUTIO | 415-375-3176, IL 600310000 | \$ 900.82 |
| | ERIC ROBERTS Total | | | \$ 900.82 |
| 5/3/2023 | FACILITIES OFFICE STAFF | HARP'S 249 | DE SOTO, KS 660180000 | \$ 38.82 |
| 5/4/2023 | FACILITIES OFFICE STAFF | HARP'S 249 | DE SOTO, KS 660180000 | \$ 67.99 |
| | FACILITIES OFFICE STAFF Total | | | \$ 106.81 |
| 5/3/2023 | FRANK HARWOOD | HEREFORD HOUSE SHAWNEE | SHAWNEE, KS 662170000 | \$ 159.80 |
| | FRANK HARWOOD Total | | | \$ 159.80 |
| 4/22/2023 | GABRIELLA PHILBROOK | SAMSClub #8208 | LENEXA, KS 662150000 | \$ 133.37 |
| | GABRIELLA PHILBROOK Total | | | \$ 133.37 |
| 4/24/2023 | HORIZON ELEMENTARY | FOREIGN CURRENCY CONVERSI | ON MARKUP, 000000000 | \$ 0.99 |
| 4/24/2023 | HORIZON ELEMENTARY | PIXTON EDU@PIXTON.COM | QUALICUM BEAC, BC 009170000 | \$ 99.00 |
| | HORIZON ELEMENTARY Total | | | \$ 99.99 |
| 4/24/2023 | JANET HOPKINS | CE OCCUPATIONALTHERAPY | WWW.CONTINUED, TX 770800000 | \$ 99.00 |
| 4/26/2023 | JANET HOPKINS | CE YOU LLC | HTTPSCEYOUPLU, MD 212080000 | \$ 99.99 |
| 5/1/2023 | JANET HOPKINS | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 88.71 |
| | JANET HOPKINS Total | | | \$ 287.70 |
| 4/17/2023 | JODIE SAULTZ | KANSAS TURNPIKE AUTHORIT | 316-682-4537, KS 672070000 | \$ 63.40 |
| 4/19/2023 | JODIE SAULTZ | BTS REEVESWIEDEMAN | 816-960-6400, MO 641110000 | \$ 219.08 |

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| Date | Cardholder Name | Merchant | Merchant Location | Original Amount |
|-----------|---------------------------------------|---------------------------|-----------------------------|--------------------|
| 4/28/2023 | JODIE SAULTZ | IN CORE COMMUNICATIONS L | 816-5816400, MO 641160000 | \$ 1,220.75 |
| | JODIE SAULTZ Total | | | \$ 1,503.23 |
| 4/21/2023 | JULIE MAURER | TACTACAM REVEAL | WWW.REVEALCEL, MN 559210000 | \$ 13.00 |
| | JULIE MAURER Total | | | \$ 13.00 |
| 4/19/2023 | KENT RIGDON | WESTLAKE HARDWARE #045 | LENEXA, KS 662190000 | \$ 134.97 |
| | KENT RIGDON Total | | | \$ 134.97 |
| 4/24/2023 | MARGARET DIECKHOFF | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 250.61 |
| 5/1/2023 | MARGARET DIECKHOFF | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 134.66 |
| | MARGARET DIECKHOFF Total | | | \$ 385.27 |
| 4/16/2023 | MARY CAROLINE FRIDAY | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 151.62 |
| 4/18/2023 | MARY CAROLINE FRIDAY | HOBBY-LOBBY #0111 | OVERLAND PARK, KS 662140000 | \$ 2.31 |
| 4/18/2023 | MARY CAROLINE FRIDAY | HOBBY-LOBBY #0111 | OVERLAND PARK, KS 662140000 | \$ 126.77 |
| 4/22/2023 | MARY CAROLINE FRIDAY | WM SUPERCENTER #4475 | OLATHE, KS 660610000 | \$ 256.17 |
| 4/24/2023 | MARY CAROLINE FRIDAY | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 178.73 |
| 4/25/2023 | MARY CAROLINE FRIDAY | SPROUTS FARMERS MAR | LENEXA, KS 662190000 | \$ 88.43 |
| 5/3/2023 | MARY CAROLINE FRIDAY | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 120.59 |
| 5/10/2023 | MARY CAROLINE FRIDAY | STEVES MEAT MARKET | DE SOTO, KS 660180000 | \$ 455.50 |
| 5/11/2023 | MARY CAROLINE FRIDAY | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 114.61 |
| | MARY CAROLINE FRIDAY Total | | | \$ 1,494.73 |
| 4/19/2023 | MELISSA MILLER | HARP'S 249 | DE SOTO, KS 660180000 | \$ 74.88 |
| | MELISSA MILLER Total | | | \$ 74.88 |
| 4/20/2023 | MIKE JEROME | GC IRON.COM LLC. | 954-9205438, FL 330200000 | \$ 211.03 |
| 4/24/2023 | MIKE JEROME | WESTLAKE HARDWARE #014 | LAWRENCE, KS 660460000 | \$ 27.98 |
| | MIKE JEROME Total | | | \$ 239.01 |
| 4/20/2023 | MILL CREEK MIDDLE SCHOOL | WOF OOF ONLINE | 816-454-4545, MO 641610000 | \$ 1,387.74 |
| 4/24/2023 | MILL CREEK MIDDLE SCHOOL | USPS PO 1983621532 | SHAWNEE, KS 662260000 | \$ 189.00 |
| 4/25/2023 | MILL CREEK MIDDLE SCHOOL | WALMART.COM | 800-966-6546, AR 727160000 | \$ 30.24 |
| 4/25/2023 | MILL CREEK MIDDLE SCHOOL | WALMART.COM | 800-966-6546, AR 727160000 | \$ 45.36 |
| 4/25/2023 | MILL CREEK MIDDLE SCHOOL | SAMSClub.COM | 888-746-7726, AR 727120000 | \$ 288.80 |
| | MILL CREEK MIDDLE SCHOOL Total | | | \$ 1,941.14 |
| 4/17/2023 | MILL VALLEY HIGH SCHOOL | NATIONAL AWARDS | 601-3660800, MS 392060000 | \$ 140.10 |
| 4/20/2023 | MILL VALLEY HIGH SCHOOL | PAPA JOHNS #4150 | SHAWNEE, KS 662260000 | \$ 249.14 |
| 4/21/2023 | MILL VALLEY HIGH SCHOOL | STARBUCKS STORE 10828 | SHAWNEE, KS 662260000 | \$ 40.00 |
| 4/24/2023 | MILL VALLEY HIGH SCHOOL | USPS PO 1983621532 | SHAWNEE, KS 662260000 | \$ 8.13 |
| 5/1/2023 | MILL VALLEY HIGH SCHOOL | QUADIENT LEASING USA P | 800-636-7678, CT 064610000 | \$ 158.34 |
| 5/3/2023 | MILL VALLEY HIGH SCHOOL | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 42.04 |
| 5/3/2023 | MILL VALLEY HIGH SCHOOL | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 89.08 |
| 5/5/2023 | MILL VALLEY HIGH SCHOOL | SQ PLANET SUB JOHNSON DR | MISSION, KS 662020000 | \$ 73.21 |
| | MILL VALLEY HIGH SCHOOL Total | | | \$ 800.04 |
| 4/15/2023 | MIZE ELEMENTARY | GRAND HYATT SAN ANTONIO | SAN ANTONIO, TX 782050000 | \$ 842.37 |
| 4/14/2023 | MIZE ELEMENTARY | SMARTTEAMBUILDING.COM | SMARTTEAMBUIL, NC 286250000 | \$ 69.00 |
| 4/14/2023 | MIZE ELEMENTARY | WALMART.COM | 800-966-6546, AR 727160000 | \$ 89.91 |
| 4/18/2023 | MIZE ELEMENTARY | NAITC REGISTRATION | HTTPSNA.EVENT, AR 720230000 | \$ 435.00 |
| 4/18/2023 | MIZE ELEMENTARY | SCHOLASTIC EDUCATION | 573-632-1834, MO 651010000 | \$ 227.37 |
| 4/21/2023 | MIZE ELEMENTARY | QUALITY INN & SUITES | 7857708000, KS 665020000 | \$ 104.56 |
| | MIZE ELEMENTARY Total | | | \$ 1,768.21 |
| 4/19/2023 | MONTICELLO TRAILS MS | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 11.50 |
| 4/20/2023 | MONTICELLO TRAILS MS | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 12.50 |
| 4/20/2023 | MONTICELLO TRAILS MS | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 240.01 |
| 4/25/2023 | MONTICELLO TRAILS MS | PIZZA WEST | SHAWNEE, KS 662260000 | \$ 125.70 |
| 4/26/2023 | MONTICELLO TRAILS MS | USPS KIOSK 1983629550 | SHAWNEE MISSI, KS 662260000 | \$ 4.44 |
| 5/3/2023 | MONTICELLO TRAILS MS | GOOGLE GOOGLE STORAGE | G.CO/HELPPAY#, CA 940430000 | \$ 2.99 |
| 5/9/2023 | MONTICELLO TRAILS MS | EDPUZZLE PRO TEACHER | HTTPSEDPUZZLE, CA 941030000 | \$ 11.50 |
| | MONTICELLO TRAILS MS Total | | | \$ 408.64 |
| 4/13/2023 | MVHS GOLF | LEAVENWORTH GOLF | FORT LEAVENWO, KS 660270000 | \$ 135.00 |
| 4/17/2023 | MVHS GOLF | FALCON RIDGE GOLF COURSE | LENEXA, KS 662200000 | \$ 180.00 |
| 4/20/2023 | MVHS GOLF | MINOR PARK GOLF COURSE | KANSAS CITY, MO 641310000 | \$ 115.00 |
| 4/27/2023 | MVHS GOLF | JOHNSONCOUTYP&RDIST | SHAWNEE MISSI, KS 662190000 | \$ 98.15 |
| 5/3/2023 | MVHS GOLF | COUNTRY CREEK GOLF CLUB | PLEASANT HILL, MO 640800000 | \$ 150.00 |
| 5/9/2023 | MVHS GOLF | PRAIRIE HIGHLANDS GOLF CL | OLATHE, KS 660610000 | \$ 240.00 |
| | MVHS GOLF Total | | | \$ 918.15 |
| 4/18/2023 | MVHS TRAVEL 1 | GOTHAM NEWS BY WHS-TER | QUEENS, NY 113710000 | \$ 4.26 |
| 4/18/2023 | MVHS TRAVEL 1 | SAFI FRESH | KANSAS CITY, MO 641530000 | \$ 20.46 |

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| Date | Cardholder Name | Merchant | Merchant Location | Original Amount |
|-----------|-----------------|---------------------------|-----------------------------|-----------------|
| 4/19/2023 | MVHS TRAVEL 1 | MUIR WOODS VISITOR CENTER | MILL VALLEY, CA 949410000 | \$ 60.00 |
| 4/18/2023 | MVHS TRAVEL 1 | PAR SMOOTHIE KING SK2146 | KANSAS CITY, MO 641530000 | \$ 7.15 |
| 4/19/2023 | MVHS TRAVEL 1 | SQ VENICE DELICATESSEN | SAUSALITO, CA 949650000 | \$ 24.13 |
| 4/19/2023 | MVHS TRAVEL 1 | CAPITAL RESTAURANT | SAN FRANCISCO, CA 941080000 | \$ 195.16 |
| 4/20/2023 | MVHS TRAVEL 1 | BOUDIN BAKERY, PIER 39 | SAN FRANCISCO, CA 941330000 | \$ 20.89 |
| 4/22/2023 | MVHS TRAVEL 1 | HILTON SAN FRANCISCO | SAN FRANCISCO, CA 941020000 | \$ 1,514.50 |
| 4/22/2023 | MVHS TRAVEL 1 | HILTON SAN FRANCISCO | SAN FRANCISCO, CA 941020000 | \$ 1,514.50 |
| 4/22/2023 | MVHS TRAVEL 1 | HILTON SAN FRANCISCO | SAN FRANCISCO, CA 941020000 | \$ 1,514.50 |
| 4/22/2023 | MVHS TRAVEL 1 | HILTON SAN FRANCISCO | SAN FRANCISCO, CA 941020000 | \$ 1,639.44 |
| 4/23/2023 | MVHS TRAVEL 1 | HOTEL SPERO F&B JASPER'S | SAN FRANCISCO, CA 941030000 | \$ 34.79 |
| 4/21/2023 | MVHS TRAVEL 1 | MASON DINER | SAN FRANCISCO, CA 941020000 | \$ 18.71 |
| 4/20/2023 | MVHS TRAVEL 1 | PINECREST DINER | SAN FRANCISCO, CA 941020000 | \$ 79.08 |
| 4/24/2023 | MVHS TRAVEL 1 | TST HIGH FLYING FOODS - | OAKLAND, CA 946210000 | \$ 19.68 |
| 5/5/2023 | MVHS TRAVEL 1 | 066 BRAUMS STORE | EMPORIA, KS 668010000 | \$ 534.34 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 76.40 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
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| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6/2023 | MVHS TRAVEL 1 | LA QUINTA INN AND SUITES | EMPORIA, KS 668010000 | \$ 90.04 |
| 5/6 | | | | |

Credit Card Statment

5/14/23

| Date | Cardholder Name | Merchant | Merchant Location | Original Amount |
|-----------|--------------------------------|---------------------------|-----------------------------|---------------------|
| 4/14/2023 | TAMI CASEY | AMERICAN AIR0010625503791 | FORT WORTH, TX 761550000 | \$ 47.03 |
| 4/14/2023 | TAMI CASEY | VENTRIS LEARNING | HTTPSWWW.VENT, WI 535900000 | \$ 526.75 |
| 4/14/2023 | TAMI CASEY | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 68.54 |
| 4/19/2023 | TAMI CASEY | PBLWORKS EVENTS | 415-883-0122, CA 949490000 | \$ 1,300.00 |
| 4/20/2023 | TAMI CASEY | AMERICAN AIR0010625877504 | FORT WORTH, TX 761550000 | \$ 47.03 |
| 4/20/2023 | TAMI CASEY | AMERICAN AIR0012387669295 | FORT WORTH, TX 761550000 | \$ 367.20 |
| 4/19/2023 | TAMI CASEY | HOLIDAY INN EXPRESS & SU | 3162604070, KS 671010000 | \$ 109.18 |
| 4/21/2023 | TAMI CASEY | PAYPAL FUNLEARNCTR FUNLE | 402-935-7733, KS 672140000 | \$ 1,128.75 |
| 4/20/2023 | TAMI CASEY | UNITED 0162481085590 | 800-932-2732, TX 770020000 | \$ 257.10 |
| 4/23/2023 | TAMI CASEY | AMERICAN AI 0010626105666 | 800-433-7300, TX 850340000 | \$ 47.03 |
| 4/25/2023 | TAMI CASEY | WG LAKES RESORT RENTAL-R | ORLANDO, FL 328190000 | \$ 179.00 |
| 4/25/2023 | TAMI CASEY | AMERICAN AI 0010625877504 | 800-433-7300, TX 850340000 | \$ (47.03) |
| 4/25/2023 | TAMI CASEY | SOUTHWES 5262447229210 | 800-435-9792, TX 752350000 | \$ 544.67 |
| 4/26/2023 | TAMI CASEY | THE WEBSTAURANT STORE INC | 717-392-7472, PA 176020000 | \$ 754.00 |
| 4/28/2023 | TAMI CASEY | IN FUNDAMENTAL LEARNING | 316-4406938, KS 672140000 | \$ 821.25 |
| 5/5/2023 | TAMI CASEY | ACADEMIC THERAPY WEB | 800-422-7249, CA 949490000 | \$ 1,349.00 |
| | TAMI CASEY Total | | | \$ 7,499.50 |
| 4/17/2023 | TARA HARMON MOORE | WM SUPERCENTER #4611 | SHAWNEE, KS 662260000 | \$ 26.28 |
| | TARA HARMON MOORE Total | | | \$ 26.28 |
| 4/27/2023 | TRAVEL CARD 6 | CHICKEN N PICKLE | HTTPSWWW.CHIC, MO 641160000 | \$ 53.20 |
| 5/3/2023 | TRAVEL CARD 6 | AT CITYOFOVERLANDPARK | 913-895-6000, KS 662120000 | \$ 70.00 |
| 5/3/2023 | TRAVEL CARD 6 | LENEXA PARKS AND REC | 913-477-7100, KS 662150000 | \$ 50.00 |
| 5/11/2023 | TRAVEL CARD 6 | HY-VEE SHAWNEE 1560 | SHAWNEE, KS 662160000 | \$ 12.94 |
| 5/11/2023 | TRAVEL CARD 6 | HY-VEE SHAWNEE 1560 | SHAWNEE, KS 662160000 | \$ 81.75 |
| 5/11/2023 | TRAVEL CARD 6 | WAL-MART #4611 | SHAWNEE, KS 662260000 | \$ 137.16 |
| | TRAVEL CARD 6 Total | | | \$ 405.05 |
| 4/21/2023 | WENDY DENHAM | HARP'S 249 | DE SOTO, KS 660180000 | \$ 206.12 |
| 4/25/2023 | WENDY DENHAM | HARP'S 249 | DE SOTO, KS 660180000 | \$ 34.99 |
| 5/5/2023 | WENDY DENHAM | JACK STACK LENEXA | 913-9565700, KS 662190000 | \$ 98.10 |
| | WENDY DENHAM Total | | | \$ 339.21 |
| | Grand Total | | | \$ 55,288.29 |
| | | | | |
| | | | Check # 61480 | \$ 1,220.75 |
| | | | Check # 61516 | \$ 54,067.54 |
| | | | | |
| | | | | \$ 55,288.29 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|---|---|-------------|
| 61527 | 05/31/23 | 24-7 Fire Protection LLC | Annual Inspection of Fire Sprinklers | \$840.00 |
| 61528 | 05/31/23 | 4imprint, Inc. | WWW Sunglasses for Golf Tourney 2023 | \$249.25 |
| 61529 | 05/31/23 | Academic Therapy Publ | Literacy Materials - ESSER III | \$412.50 |
| 61530 | 05/31/23 | Advanced Turf Solutions Inc | Fertilizer - MCMS Athletic Fields | \$248.50 |
| 61531 | 05/31/23 | AK Athletic Equipment, Inc. | Pads for the Gym | \$978.53 |
| 61532 | 05/31/23 | Amazon Capital Services | Teaching/Office Supplies | \$1,462.76 |
| 61533 | 05/31/23 | American Equipment Co. | Parts to fix Box Truck Lift | \$548.66 |
| 61534 | 05/31/23 | Anthem Sports, LLC | DHS-Hydration water cooler stand cart | \$229.36 |
| 61535 | 05/31/23 | Apple Inc. | Equipment | \$1,607.00 |
| | | | Software | \$12,796.80 |
| 61536 | 05/31/23 | Applied Maintenance Supplies & Solutior | Maintenance Supplies | \$490.64 |
| 61537 | 05/31/23 | Art to Frame | Frames for Past Graduate Classes- Cahoon | \$2,171.56 |
| 61538 | 05/31/23 | Associated Theatrical Contractors, Inc. | Microphone Rental | \$1,599.28 |
| 61539 | 05/31/23 | Athco Acquisition Corp | Service Call for DHS Scoreboard | \$460.00 |
| 61540 | 05/31/23 | Atmos Energy | Heat-MC, CLC, DSC, DHS, LT, ME, CTE -April 2023 | \$1,499.57 |
| 61541 | 05/31/23 | Audio Acoustics, Inc. | LTMS Gym Sound System App by BOE 12/5/22 | \$9,700.00 |
| 61542 | 05/31/23 | Avant Assessment, LLC | STAMP 4S Language Proficiency Assessments | \$251.90 |
| 61543 | 05/31/23 | B & H Photo Video Pro Audio | Equipment | \$1,670.33 |
| | | | Printer cartridges Epson p7000 | \$85.74 |
| | | | DHS Broadcast Studio Equipment | \$16,434.36 |
| 61544 | 05/31/23 | Batteries Plus - #260 | Exit Batteries - SE | \$149.70 |
| 61545 | 05/31/23 | Bio-Rad Laboratories | Lab Supplies | \$967.50 |
| 61546 | 05/31/23 | Blick Art Materials | Blick Art Materials - MVHS | \$2,658.05 |
| 61547 | 05/31/23 | Blue Valley USD #229 | DHS & MVHS Swim Practice | \$300.00 |
| 61548 | 05/31/23 | Border States Industries Inc | T8, Ballast Bulbs - District | \$4,137.12 |
| 61549 | 05/31/23 | Brightly Software, Inc. | Yearly Software Agreement | \$9,077.81 |
| 61550 | 05/31/23 | BrightStar Care | Contracted Nurse services | \$10,080.00 |
| 61551 | 05/31/23 | Brookes Publishing | ASQ Renewal for 2023.24 School Year | \$499.90 |
| 61552 | 05/31/23 | BSN Sports, LLC | MV-Vball Standard Pole | \$660.79 |
| | | | MCMS - Athletic needs | \$2,769.58 |
| | | | MVHS Softball Uniforms | \$1,812.20 |
| | | | MV Volleyball Jerseys | \$4,756.11 |
| | | | MVHS - Football | \$5,561.82 |
| | | | MVHS-Girls Basketballs | \$833.95 |
| 61553 | 05/31/23 | Buck Institute For Education | PBL World 2023 Registration - Jennifer Smith | \$1,300.00 |
| 61554 | 05/31/23 | CAPS Network, Inc. | CAPS Annual Dues | \$1,500.00 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|-------------------------------------|--|--------------|
| 61555 | 05/31/23 | Cast-Tech Co. | Mold material for Dell computers for K-12 | \$50.00 |
| 61556 | 05/31/23 | Cates Service Company | HVAC Service Agreement | \$8,317.25 |
| 61557 | 05/31/23 | CDW Government | Equipment/Parts/Repairs | \$20,506.25 |
| | | | Software Renewal | \$63,063.00 |
| 61558 | 05/31/23 | CE Water Management, Inc. | Chemicals and Water Testing- District Wide | \$1,073.00 |
| 61559 | 05/31/23 | Cengage Learning Inc. | Secondary Science Materials - Multi Year | \$94,970.00 |
| 61560 | 05/31/23 | Century Marketing, Inc. | MTMS - Practice jerseys | \$1,093.50 |
| 61561 | 05/31/23 | CFS Engineers, P.A. | Special Inspections ME Addition | \$1,989.90 |
| 61562 | 05/31/23 | Charles D Jones & Co, Inc. | Actuators | \$2,203.10 |
| 61563 | 05/31/23 | Clayton Paper & Distribution, Inc. | Gloves and Wasp Spray | \$681.95 |
| | | | Nitrile Gloves for the Grounds Department | \$47.94 |
| | | | 60 Gallon Trash Bags | \$399.50 |
| 61564 | 05/31/23 | Combes Construction LLC | Mize Elementary Addition App by BOE 11/7/22 | \$276,377.40 |
| 61565 | 05/31/23 | Commenco LLC | Equipment | \$2,009.57 |
| 61566 | 05/31/23 | Control Service Co., Inc. | Maintenance Supplies | \$749.14 |
| 61567 | 05/31/23 | Cosentino Enterprise, Inc. | Cookies for Grad Parade | \$75.98 |
| 61568 | 05/31/23 | Crisis Prevention Institute, Inc. | CPI training for staff | \$1,549.00 |
| 61569 | 05/31/23 | De Soto Auto Parts | Vehicle Maintenance | \$467.76 |
| 61570 | 05/31/23 | Dennis King | Professional Development Services | \$3,250.00 |
| 61571 | 05/31/23 | Dey Appliance Service | Maintenance Supplies | \$187.44 |
| 61572 | 05/31/23 | Discount Mugs | Teacher Appreciation | \$2,784.00 |
| 61573 | 05/31/23 | Eric Armin Inc. | Math Title Materials and manipulative. | \$163.46 |
| 61574 | 05/31/23 | Ecolab | Student Nutrition Dept. | \$176.25 |
| 61575 | 05/31/23 | EDVOTEK | Lab supplies | \$63.99 |
| 61576 | 05/31/23 | Elite Sportswear, LP | Poms and backpacks | \$997.32 |
| 61577 | 05/31/23 | Envision Technology Group | Cell Boosters for MCMS & ME App by BOE 12/5/22 | \$23,600.00 |
| 61578 | 05/31/23 | eRate Solutions, L.L.C. | E-Rate Consulting | \$1,944.00 |
| 61579 | 05/31/23 | Evergy | Electricity for May 2023 | \$115,936.10 |
| 61580 | 05/31/23 | Explain My Benefits, LLC | April 2023 EMB Fee | \$1,413.83 |
| 61581 | 05/31/23 | Explore Learning, LLC | Gizmos Science Dept. License - Multi Year | \$30,661.89 |
| 61582 | 05/31/23 | Fastenal Company | Grounds Supplies | \$926.19 |
| 61583 | 05/31/23 | Fellers Food Service Equipment, LLC | Student Nutrition Dept. | \$1,304.29 |
| 61584 | 05/31/23 | First Student, Inc. | Student Transportation - May 2023 | \$356,011.89 |
| 61585 | 05/31/23 | Flagsource Unlimited | School supplies | \$92.80 |
| | | | U.S. & KS Flags for AO flagpole | \$282.00 |
| 61586 | 05/31/23 | Flex Made Easy | FME Fee May 2023 | \$714.00 |

Check Journal - 05/31/23

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|--------------|------------|---|--|--------------|
| 61587 | 05/31/23 | Flinn Scientific Inc. | Lab Supplies | \$26.85 |
| 61588 | 05/31/23 | Foster Bros Wood Prod., Inc. | Mulch - West Side Complexes | \$2,076.00 |
| 61589 | 05/31/23 | Frey Scientific Co. | dissection supplies | \$1,087.54 |
| 61590 | 05/31/23 | Gopher Sport | Field Day Supplies | \$190.29 |
| 61591 | 05/31/23 | Grainger | Dryer Vent Cage - MVHS | \$49.48 |
| | | | Batteries - District | \$142.29 |
| 61592 | 05/31/23 | Grizzly Industrial, Inc. | Construction Pathway Air Filter | \$674.00 |
| 61593 | 05/31/23 | Harp's Food Stores, Inc. | Supplies for DHS CB program | \$38.77 |
| | | | Supplies for Bridge program | \$62.21 |
| 61594 | 05/31/23 | Horst, Terrill & Karst Architects, P.A. | Architectural Services MVHS Soccer Bleachers | \$10,957.50 |
| | | | Architectural Services Mize | \$3,150.00 |
| 61595 | 05/31/23 | Hy-Vee Floral | Flowers for Graduation- Cater | \$112.00 |
| 61596 | 05/31/23 | IFix Olathe | Parts/Repairs | \$660.00 |
| 61597 | 05/31/23 | Insect Lore | Classroom supplies | \$128.91 |
| 61598 | 05/31/23 | Institute for Multi-Sensory Education | IMSE Reading training | \$7,500.00 |
| 61599 | 05/31/23 | Instructure, Inc. | Mastery Connect Professional Development | \$500.00 |
| | | | 2023.2024 Canvas Cloud Subscription | \$36,250.00 |
| | | | 24x7 Tier i Support (Faculty Only) 2023-2024 | \$9,975.00 |
| 61600 | 05/31/23 | Interstate Elec. Supply, Inc. | Multicircuit Time Clock - MVHS | \$1,175.00 |
| | | | Electrical Parts for PRE Water Fountains | \$590.50 |
| | | | Wiring for Grounds | \$192.00 |
| | | | Maintenance Supplies | \$580.89 |
| 61601 | 05/31/23 | IXL Learning | 23-24 IXL Site License | \$5,463.00 |
| 61602 | 05/31/23 | J.W. Pepper & Son, Inc. | items for choir | \$157.28 |
| 61603 | 05/31/23 | Jaracuaro, Jaqueline | MTMS Security - Hileman Security for removing items. | \$1,000.00 |
| 61604 | 05/31/23 | Johnson Co Sheriff's Office | DHS SRO 3rd Qtr | \$15,044.77 |
| | | | DHS Security 3/19/23-4/15/23 | \$1,240.00 |
| | | | DHS Security 4/16/23-4/29/23 | \$1,230.00 |
| | | | DHS Security 4/30/23-5/13/23 | \$400.00 |
| 61605 | 05/31/23 | Johnstone Supply | Rebuild Kits - Solenoid Valves - Stock | \$582.40 |
| 61606 | 05/31/23 | Jostens | Teachers= caps and gowns | \$277.60 |
| 61607 | 05/31/23 | k12 ITC, Inc. | Contracted Services - May and June | \$371,104.70 |
| 61608 | 05/31/23 | Ka-Comm, Inc. | Radio service | \$2,060.00 |
| 61609 | 05/31/23 | Kansas City Behavioral Health | Student Services | \$13,648.75 |
| 61610 | 05/31/23 | Kansas State School For The Blind | KSSB - ESY | \$3,600.00 |
| 61611 | 05/31/23 | Kansas Land Management, LLC | 2022 Mowing Contract | \$16,080.00 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|---------------------------------|--|-------------|
| 61612 | 05/31/23 | KC Golf Cart Company, LLC | Golf Cart rental for Graduation | \$1,530.00 |
| 61613 | 05/31/23 | Keller Fire & Safety, Inc. | Bi-Annual Kitchen Hood Inspection - HE | \$325.58 |
| 61614 | 05/31/23 | Kennedy Glass, LLC | Replace Glass with Lexon - Bridge | \$217.36 |
| 61615 | 05/31/23 | Kenton Brothers Inc. | Service Calls | \$1,230.00 |
| 61616 | 05/31/23 | Key Refrigeration Supply L.L.C. | District-Wide Filters | \$182.40 |
| 61617 | 05/31/23 | Kone Inc. | Elevator Maintenance for District | \$955.00 |
| 61618 | 05/31/23 | Kshsaa | Catastrophic Ins - DHS, MVHS, LTMS, MCMS, MTMS | \$14,988.60 |
| | | | 2023-24 membership renewal | \$500.00 |
| | | | SPEECH - entry Fee -state Championship | \$204.00 |
| 61619 | 05/31/23 | KU Midwest Occupational Health | Agility Tests | \$84.00 |
| 61620 | 05/31/23 | Lakeshore Learning Materials | Classroom supplies | \$395.92 |
| 61621 | 05/31/23 | Lamination Equipment & Supply | laminare | \$432.00 |
| 61622 | 05/31/23 | Learning Tree Institute | Greenbush Medicaid fee | \$1,256.82 |
| 61623 | 05/31/23 | Lenexa Chamber Of Commerce | Membership Investment 06/01/2023 - 05/31/2024 | \$635.00 |
| 61624 | 05/31/23 | Linde Gas & Equipment Inc. | CAPS- S.McLeod Linde rental fee | \$44.80 |
| | | | Welding Gas | \$769.96 |
| | | | Fuel and Goatskin Gloves - Grounds | \$105.95 |
| 61625 | 05/31/23 | Lowe's | Custodial/Maint/Grounds supplies | \$1,565.73 |
| | | | CTEC MakerSpace and Manufacturing Projects | \$128.46 |
| 61626 | 05/31/23 | Lulzbot | 3D printer nozzle | \$162.75 |
| 61627 | 05/31/23 | Lumos Learning | Tier II and Tier III learning books for teachers | \$961.09 |
| 61628 | 05/31/23 | M F Athletic/Perform Better | Spirit Pole | \$805.00 |
| 61629 | 05/31/23 | Marilei Rothgeb | Mileage - parents | \$234.00 |
| 61630 | 05/31/23 | Mascot Junction, Inc. | Mascot Junction - Building supplies | \$2,141.80 |
| 61631 | 05/31/23 | Math Stackers, Inc. | Math Supplies - AR | \$393.00 |
| 61632 | 05/31/23 | Mathematical Olympiads | 23-24 Math Olympiad | \$700.00 |
| 61633 | 05/31/23 | Mendez Foundation | Too Good For Drugs Material | \$167.05 |
| 61634 | 05/31/23 | Meyer Music | 2023-24 Alfreds Basic Adult All in One Course | \$3,997.50 |
| | | | Instrument repair | \$75.00 |
| 61635 | 05/31/23 | Mid America Laminating, Inc. | Laminating film - library | \$270.00 |
| 61636 | 05/31/23 | Mid-America Golf & Landscape | G-Max Testing | \$3,600.00 |
| 61637 | 05/31/23 | Mill Valley High School | Cookies provided by FACS class for Career Fair 4.20.23 | \$35.00 |
| | | | State Solo and Ensemble Meals | \$2,425.00 |
| | | | FACS Supplies/Breakfast | \$492.62 |
| | | | Track Meet entry fees | \$125.00 |
| | | | Flowers for Graduation | \$75.00 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|------------------------------|--|--------------|
| | | | State Track Meals | \$4,512.50 |
| | | | Reimburse half of Security-May 2023 | \$112.50 |
| | | | State Bus Expense | \$950.00 |
| | | | State Swim,Track,Golf Entry Fee | \$550.00 |
| | | | Admin State Volleyball Hotel Room | \$215.25 |
| | | | AD Hotel Room for State Track-Soccer | \$318.53 |
| 61638 | 05/31/23 | Minmor Industries, LLC | Student Nutrition Dept. | \$182.58 |
| 61639 | 05/31/23 | Hitomi Hunter | Student Nutrition Dept. | \$44.30 |
| 61640 | 05/31/23 | Jeff Brownell | Student Nutrition Dept. | \$15.30 |
| 61641 | 05/31/23 | Becky Beets | Student Nutrition Dept. | \$41.40 |
| 61642 | 05/31/23 | Susan Wade-Wilhoit | Student Nutrition Dept. | \$63.30 |
| 61643 | 05/31/23 | Ryan Kaiser | Student Nutrition Dept. | \$25.35 |
| 61644 | 05/31/23 | Elizabeth Hunt | Student Nutrition Dept. | \$21.75 |
| 61645 | 05/31/23 | Amy Gabbert | Student Nutrition Dept. | \$115.05 |
| 61646 | 05/31/23 | Joyce Dittimore | Student Nutrition Dept. | \$53.80 |
| 61647 | 05/31/23 | Denise Rock | Student Nutrition Dept. | \$116.35 |
| 61648 | 05/31/23 | Beth Kemper | Student Nutrition Dept. | \$129.50 |
| 61649 | 05/31/23 | Erin Pringle | Student Nutrition Dept. | \$16.95 |
| 61650 | 05/31/23 | Jenifer Gardner | Student Nutrition Dept. | \$56.90 |
| 61651 | 05/31/23 | Tracie Retter | Student Nutrition Dept. | \$59.95 |
| 61652 | 05/31/23 | Tori Blake | Refund Facility Use Credit due to cancellation | \$54.00 |
| 61653 | 05/31/23 | Taylor Smith | MVHS District Art Purchase | \$100.00 |
| 61654 | 05/31/23 | Julie Bauer | Student Nutrition Dept. | \$71.15 |
| 61655 | 05/31/23 | Tracey Marincovich | Student Nutrition Dept. | \$28.50 |
| 61656 | 05/31/23 | Amy McElroy | Student Nutrition Dept. | \$48.80 |
| 61657 | 05/31/23 | April Hennager | Student Nutrition Dept. | \$17.10 |
| 61658 | 05/31/23 | Abdul Mirzaee | Student Nutrition Dept. | \$47.00 |
| 61659 | 05/31/23 | Connie Schottler | Student Nutrition Dept. | \$22.40 |
| 61660 | 05/31/23 | Linda Worcester | Student Nutrition Dept. | \$121.25 |
| 61661 | 05/31/23 | Chris Breit | Student Nutrition Dept. | \$21.95 |
| 61662 | 05/31/23 | Jody Adams | Student Nutrition Dept. | \$165.20 |
| 61663 | 05/31/23 | Kristina Robinson | Student Nutrition Dept. | \$24.40 |
| 61664 | 05/31/23 | David Livingston | Student Nutrition Dept. | \$10.60 |
| 61665 | 05/31/23 | Julie Steeb | DHS District Art Purchase | \$100.00 |
| 61666-61668 | 05/31/23 | Morgan Hunter Education, LLC | Teacher Sub Pay | \$247,361.04 |
| 61669 | 05/31/23 | Mps | Everything's an Argument 9th Ed | \$15,728.95 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|---------------------------------------|--|--|
| 61670 | 05/31/23 | Mystery Science Inc. | Environmental Science District Membership July 1, 2023 - June 30, 2028 2023-24 Mystery Packs | \$4,487.47 \$45,325.00 \$60,610.00 |
| 61671 | 05/31/23 | N2y | Subscription renewal | \$5,239.88 |
| 61672 | 05/31/23 | Navrat's Office Products | Building Envelopes and Check order | \$1,999.38 |
| 61673 | 05/31/23 | Norris, Keplinger, Hicks & Welder LLC | Legal Services & Expenses | \$1,198.50 |
| 61674 | 05/31/23 | ODP Office Solutions, LLC | Teaching/Office Supplies | \$1,157.80 |
| 61675-61676 | 05/31/23 | Olathe USD #233 Facility Usage | Pool Rental DHS & MVHS | \$5,035.00 |
| 61677 | 05/31/23 | Olathe T-Shirt & Trophy Inc. | Plaque- MaryEtta Copland Service award Uniforms | \$42.00 \$1,292.75 |
| 61678 | 05/31/23 | Olathe USD #233 | APSI Registrations | \$1,575.00 |
| 61679 | 05/31/23 | Oriental Trading Co., Inc. | office supplies | \$72.98 |
| 61680 | 05/31/23 | Overhead Door Company of KC | Door Operators - BE, MCMS Rollup Door Service - MVHS | \$6,810.00 \$433.00 |
| 61681 | 05/31/23 | Panel Systems Plus, Inc. | Installation of LTMS Media Shelving | \$3,888.00 |
| 61682 | 05/31/23 | Pathways to Reading | teaching supplies Pathways to Reading - AR Starside | \$317.40 \$488.75 |
| 61683 | 05/31/23 | Perma-Bound | Classroom supplies | \$1,846.94 |
| 61684 | 05/31/23 | Phonak LLC | FM system service plan | \$241.67 |
| 61685 | 05/31/23 | Pinnacle Solutions LLC | Pest Management Services | \$1,549.00 |
| 61686 | 05/31/23 | Pioneer Manufacturing Company | Field Paint - Grounds District Wide Use | \$1,097.00 |
| 61687 | 05/31/23 | Premier Contracting, Inc. | LTMS Roof Replacement App by BOE 3/6/23 | \$576,378.00 |
| 61688 | 05/31/23 | Printed Solid Inc. | 3D Printing Supplies | \$961.09 |
| 61689 | 05/31/23 | Procure Therapy | Contracted Nurse services | \$9,415.63 |
| 61690 | 05/31/23 | Project Lead The Way, Inc. | 2023-24 PLTW Renewals/Rollovers PLTW BioMedical Science Materials | \$14,650.00 \$6,271.00 |
| 61691 | 05/31/23 | Propio LS, LLC | Interpreting Charges - April 2023 | \$340.59 |
| 61692 | 05/31/23 | ProQuest LLC | 2023-24 Renewal for SIRS Discoverer | \$5,492.79 |
| 61693 | 05/31/23 | Pur-0-Zone, Inc | Custodial Equipment Repairs | \$32,458.47 |
| 61694 | 05/31/23 | Quantum Health Professionals, Inc. | Contracted SLPA services | \$3,912.50 |
| 61695 | 05/31/23 | Raynor Garage Door Co., Inc. | Receiving Rollup Door Service - MCMS | \$225.00 |
| 61696 | 05/31/23 | Read Naturally, Inc. | Yearly subscription - Read Naturally | \$1,725.00 |
| 61697 | 05/31/23 | Realityworks, Inc | Real Care Babies for DHS FACS | \$6,926.70 |
| 61698 | 05/31/23 | Regents Flooring | MTMS Carpet Replacement | \$122,776.00 |
| 61699 | 05/31/23 | Reinders, Inc. | Herbicides - District Wide Use | \$1,531.00 |
| 61700 | 05/31/23 | Renaissance Learning | Fastbridge Renewals 2023-24 | \$29,640.00 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|--------------------------------|--|--------------|
| 61701 | 05/31/23 | Rew Materials | Expansion Joints - PRE | \$25.00 |
| 61702 | 05/31/23 | All American Sports Corp. | DHS - Helmet reconditioning- King | \$10,247.38 |
| 61703 | 05/31/23 | Rochester 100 Inc | Classroom supplies | \$797.50 |
| 61704 | 05/31/23 | rSchoolToday | Facilities Scheduler Renewal | \$6,775.00 |
| 61705 | 05/31/23 | Rydin Decal | 2023-24 Student Parking passes | \$759.00 |
| 61706 | 05/31/23 | S & S Activewear LLC | Robotics T-Shirts | \$209.31 |
| 61707 | 05/31/23 | Savvas Learning Company, LLC | High School Science - Multi Year Curriculum Adoption | \$170,543.24 |
| | | | Virtual Program Activation - Science | \$650.00 |
| | | | Organic Chemistry | \$2,020.93 |
| | | | My Math and Pre Algebra Materials | \$19,461.87 |
| 61708 | 05/31/23 | Scholastic Book Clubs, Inc. | Student books | \$180.00 |
| 61709 | 05/31/23 | Scholastic Magazines | Storyworks - 5th Grade | \$866.25 |
| 61710 | 05/31/23 | School Nurse Supply, Inc. | DHS Physical Day | \$256.23 |
| | | | stock Warehouse | \$370.59 |
| 61711 | 05/31/23 | School Paper Express | encumber money for printing of school paper. | \$987.00 |
| 61712 | 05/31/23 | School Specialty, LLC | Teaching/Office Supplies | \$4,651.28 |
| 61713 | 05/31/23 | Scott Rice Office Works | Furniture for DHS PAC | \$13,934.95 |
| 61714 | 05/31/23 | SEK Education Service Center | EdTech Academy FY24 | \$750.00 |
| | | | 2023-24 XELLO Renewal | \$16,850.70 |
| 61715 | 05/31/23 | Shawnee Copy Center, Inc. | Graduation needs- Groothuis | \$1,242.86 |
| | | | Graduation Programs | \$1,385.16 |
| 61716 | 05/31/23 | Shiffler Equipment Sales, Inc. | Restroom Stall Door | \$673.75 |
| 61717 | 05/31/23 | SiteOne Landscape Supply, LLC | Grounds Supplies | \$724.58 |
| 61718 | 05/31/23 | Small Strides Music Therapy | Music Therapy contract | \$760.00 |
| 61719 | 05/31/23 | Smallwood Lock Supply | Maintenance Supplies | \$456.99 |
| 61720 | 05/31/23 | Smart Pro Technologies LLC | Parts/Repairs | \$9,089.99 |
| 61721 | 05/31/23 | Soliant Health, Inc. | Contracted SLP/Nurse Services | \$20,430.00 |
| 61722 | 05/31/23 | Southpaw Enterprises, Inc. | repair fees | \$105.48 |
| 61723 | 05/31/23 | STAPLES Advantage | Business Department Supplies | \$72.24 |
| 61724 | 05/31/23 | Student Assurance Services | Mid Catastrophic Group Activities Insurance | \$11,550.00 |
| 61725 | 05/31/23 | Summit Behavioral Services | Contracted student services | \$16,315.30 |
| 61726 | 05/31/23 | Synetic Technologies, Inc. | Tech use Fee - Repairs | \$6,632.00 |
| 61727 | 05/31/23 | T-Mobile USA, Inc. | Hotspots | \$190.03 |
| 61728 | 05/31/23 | Tang Math, LLC | Teaching Supplies | \$2,660.00 |
| 61729 | 05/31/23 | Teacher Synergy, LLC. | Library TPT | \$29.24 |
| 61730 | 05/31/23 | Teachers' Curriculum Institute | Middle School Science Materials - Multi Year | \$190,047.00 |

Check Journal - 05/31/23

| Check Number | Check Date | Payee | Reason | Amount |
|--------------|------------|----------------------------------|---|-------------|
| 61731 | 05/31/23 | Texthelp | uPAR subscription | \$2,430.00 |
| 61732 | 05/31/23 | The Art of Education, LLC | PRO Learning Renewal 2023-24 | \$3,353.00 |
| 61733 | 05/31/23 | The Legal Record | Legal Ads | \$64.20 |
| 61734 | 05/31/23 | The Library Store, Inc. | LMC supplies | \$108.22 |
| 61735 | 05/31/23 | Tiffany Ward | Student Nutrition Dept. | \$36.35 |
| 61736 | 05/31/23 | Tire Hub | Vehicle Supplies | \$1,280.95 |
| 61737 | 05/31/23 | Totally Promotional | Lanyard order- Groothuis | \$456.00 |
| 61738 | 05/31/23 | Toys for Special Children | Deaf/Blind student materials | \$1,701.65 |
| 61739 | 05/31/23 | Turnitin, LLC | 2023-24 Turnitin License Renewal | \$17,346.00 |
| 61740 | 05/31/23 | U.S. Foodservice, Inc | Student Nutrition Dept. | \$4,557.04 |
| 61741 | 05/31/23 | UCP Seguin | Kansas Infinitec Conference | \$190.00 |
| 61742 | 05/31/23 | Underground Vaults & Storage Inc | Contracted Services | \$62.00 |
| 61743 | 05/31/23 | United Office Products, Inc. | Office equipment | \$4,999.50 |
| | | | Dry Erase Tables | \$5,519.40 |
| | | | New Superintendent Signature Stamp & Nameplate | \$41.95 |
| 61744 | 05/31/23 | Upper Story LLC | giving circle grant | \$698.43 |
| 61745 | 05/31/23 | Validity Screening Solutions | Employee background checks | \$495.00 |
| 61746 | 05/31/23 | Varsity Spirit | Cheer bodysuits | \$530.00 |
| 61747 | 05/31/23 | Vernier Software & Technology | Secondary Science Materials | \$3,454.40 |
| 61748 | 05/31/23 | Victory Packaging, LP | Moving Boxes | \$804.81 |
| | | | Packing Boxes | \$1,657.09 |
| 61749 | 05/31/23 | Voyager Sopris Learning | Pilot materials | \$501.60 |
| 61750 | 05/31/23 | Walker Bookstore | 2023-24 ACT Books | \$6,267.80 |
| 61751 | 05/31/23 | Water District No 1 Of Jo Co | Water-May 2023 | \$6,091.21 |
| 61752 | 05/31/23 | Westheffer Company, Inc | UTV Sprayer Parts | \$342.98 |
| 61753 | 05/31/23 | Wholesale Batteries Inc. | Inverter Batteries | \$2,082.95 |
| 61754 | 05/31/23 | Wichita State University | KSNO conference-Tara Harmon-Moore and Kim Watts | \$765.00 |
| 61755 | 05/31/23 | Woodcraft 316 | Construction Pathway Dust Collector | \$2,098.00 |
| 61756 | 05/31/23 | World Fuel Services, Inc. | Fuel | \$34,416.37 |

\$3,511,141.72



Unified School District 232

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

Frank Harwood Ed. D
Superintendent of Schools

To: Members of the Board of Education
From: Frank Harwood, Superintendent of Schools
Date: May 31, 2023
Subject: New Superintendent Moving Expense Reimbursement (Consent Agenda)

A residency requirement is part of the Superintendent's contract for employment. As part of that contract the Board agreed to reimburse Dr. Gibson for moving expenses. The contract called for Dr. Gibson to provide two estimates for the Board to use to set a maximum amount allowed for reimbursement.

After reviewing the moving estimates provided, it is recommended that the board set the maximum amount for moving expense reimbursement at \$10,000. Reimbursement will be made for actual expenses up to \$10,000 based on receipts provided by Dr. Gibson.



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: May 31, 2023
Subject: **Policy Update – Workers Compensation (CONSENT)**

We are continuing our regular review of policies with a recommendation for changes to be considered by the Board of Education at the regularly scheduled meeting in June. The following report was first included in the May board meeting packet as an alert.

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

Policy GAOE – Workers Compensation

This policy is being revised to allow employees who need benefits provided by workers compensation coverage to combine those benefits and accrued paid leave to make up the difference in the employee's salary not covered under workers compensation, not to exceed one full day's pay. The district encourages employees to bank their leave for unforeseen circumstances and administration believes the use of paid leave in these cases is justified. If approved, these changes will be effective July 1, 2023. Recommended language is supported by Kansas Association of School Boards.

GAOE – Workers Compensation (See KFD)

The district will participate in workers compensation as required by current statute. *The combined workers compensation benefits and salary received under allowed leave shall not exceed one full day's pay.* All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; *however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of leave, as provided for in the paid leave policy or the negotiated agreement, for each day of absence until the employee's leave is exhausted.*

Any employee who is off work and receiving workers compensation benefits shall be required to provide *their supervisor* ~~the designated workers compensation coordinator~~ with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, *all benefits under paid leave shall terminate and* those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may ~~not~~ use available paid leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of their full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; or 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a pro rata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated workers compensation coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 et seq., and, if such test is refused, all workers compensation benefits shall be forfeited by the employee. The board, through its designated workers compensation coordinator, may require a post-injury agility test upon receiving the doctor's release to return to work.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$500.00.

BOE Approved: 07/2009; 08/2017; *06/2023*

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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. Frank Harwood, Superintendent of Schools
From: Carrie Handy & Brian Schwanz
Date: May 31, 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 4

Removes the words "Health Services" from first sentence under heading "Introductory Statement." *We determined that our Health Services employees fall under Related Services and not Classified Personnel.*

The USD 232 Classified ~~and Health Services~~ Employee Handbook has been prepared to assist you in understanding policies, rules, guidelines, and benefits which apply to classified and health services employees in the district.

3. Page 9

Add: All employees earn sick time based on the average number of hours worked per week. *The district employs many Classified employees who do not meet the 18.75 hours per week requirement to be eligible for insurance or sick leave benefits. It was determined that even though employees must work at least 18.75 hours per week to be eligible for insurance, the district is able to provide sick leave to all employees regardless of how many hours they work per week.*

Update paragraph to suggested changes below:

Eligible employees at USD 232 are provided a wide range of benefits. *All employees earn sick time based on the average number of hours worked per week. To be eligible for other benefits, eligible employees must work a minimum of 18.75 hours per week. Employees working at least 18.75 or more hours per week are entitled to share the cost of a single health and dental insurance policy. Cost is based on average number of hours worked per week. (Please see chart on page 10 explaining the cost share amounts.)* Short-term disability and group life insurance coverage are provided at no cost to the employee. *Insurance coverage begins the 1st month following the date of hire. (Example: If hired August 8th, coverage would begin November 1. If hired April 8th, coverage would begin July 1).*

4. Page 10

Change Tax-Sheltered Annuities to Tax-Sheltered Accounts.

The following benefit programs may be available to eligible employees:

Cafeteria 125 Plan:

- Dental Insurance
- Vision Insurance
- Medical Insurance
- Holidays
- Life Insurance
- Long-Term Disability
- Medical Leave
- Personal Leave
- Short-Term Disability
- Tax-Sheltered ~~Annuities~~ *Accounts* (403B and 457B)
- Optional Supplemental Insurance Policies
- Tuition Reimbursement

Because we have several employees who do not consistently work 18.75 hours a week – some weeks may be more and some weeks less, due to the block scheduling of our high schools. We are updating this chart to reflect the average number of hours employees work per week.

Change language in chart to read:

| <i>Average Hours Worked Weekly</i> | <i>% Paid By District</i> | <i>Employee Responsibility</i> |
|------------------------------------|---------------------------|--------------------------------|
| <i>37.5 +</i> | <i>100%</i> | <i>0%</i> |
| <i>35</i> | <i>90%</i> | <i>10%</i> |
| <i>30</i> | <i>80%</i> | <i>20%</i> |
| <i>25</i> | <i>70%</i> | <i>30%</i> |
| <i>18.75</i> | <i>50%</i> | <i>50%</i> |
| <i>Below 18.75</i> | <i>Not Eligible</i> | <i>Not Eligible</i> |

5. **Page 11**

1. Remove the word “voluntarily” in the following sentence.

Under the retiree option, coverage will cease for all dependents when the retired employee’s coverage is ~~voluntarily~~ discontinued.

2. Remove the word “is” and add subsequent dependents to the following sentence.

If a retired employee *and subsequent dependents* are dropped from coverage, they are not allowed to be added back onto the plans.

6. **Page 13**

1. Remove the word “not” in the second sentence regarding employees using personal leave to supplement workers compensation benefits.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may ~~not~~ use available paid leave to supplement the workers compensation or district paid disability insurance payments. *However, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay.*

2. Add a second paragraph (right before vacation benefits).

If you are a reemployed former employee, and you were rehired within 30 days of your termination date, you will become reinstated in benefits immediately with the same elections that were in effect as of your termination date. If you are rehired within the same Plan Year, but more than 30 days after termination date, you will be considered a newly hired employee and will be required to make new benefit elections and be subject to any applicable probationary period.

3. Changes to paragraph under “Vacation Benefits.”

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.* ~~in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:~~

~~Employees who work a minimum of 250 days. This does not include employees who work less than 250 days, unless otherwise specified in the terms of employment.~~

7. **Page 15**

1. Remove the word “eligible” in the sentence below.

USD 232 provides sick leave benefits to all ~~eligible~~ employees for periods of temporary absence.

2. Remove the word “eligible” in the sentence below.

~~Eligible~~ **E**mployees will accrue sick leave benefits at the rate of one day, equal to the hours worked per day, for every full month of service.

3. Change paragraph.

For employees who work less than 250 days, the first ~~five (5)~~ **ten (10)** and last five (5) days of their work day calendar may not be used for leave without prior approval, **as well as any employee requesting five or more consecutive days off. In these instances the employee must complete the Classified Blackout Blockout** Request form, and submit the form to their supervisor for approval. If leave is denied, the leave will be without pay.

8. Page 16

1. Change the following amounts in the chart:

Lunchroom Aide: \$8.25

Building Secretary: \$10.87

Custodian: \$11.25

Grounds: \$12.93

L.P.N.: \$13.13

Maintenance: \$13.50

2. Change starting pay to “base” pay.

9. Page 17:

We recommend combining two sections in the handbook related to the Family Medical Leave Act. The sections we are combining are for employees who are not eligible for Family Medical Leave. The way it is currently written is in two sections, one for medical leave and one for maternity leave. There are no differences in the type of leave we are providing for medical and maternity/paternity leave. Therefore, we recommend combining both sections into one section titled, “Medical Leave for Staff Members Not Eligible for FMLA” In addition, there we are adding one line in the third paragraph of the section, and updating the section titled “Extended Injury/Illness Leave (Extended Leave) by removing letter “e” “Extended Leave may be taken intermittently.”

Family and Medical Leaves of Absence (FMLA)

USD 232 will comply with all provisions of the Family Medical Leave Act of 1993 (FMLA), including eligibility requirements. The poster published by the United States Government is attached to the Handbook as required by the law. In addition, the USD 232 procedures for implementing the Family Medical

Leave Act of 1993 will be posted on the Human Resources website (www.usd232.org/hr).

The leave shall normally be unpaid leave. However, if the employee has any vacation or sick leave available, they will be required to take the paid leave concurrently with the FMLA, with the option of reserving 5 days of vacation. Employees who work less than 250 days must exhaust all leave while utilizing FMLA. Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of FMLA. These benefits will resume once the employee has returned to work. For the purposes of this policy, a 12-month period will be calculated on a rolling ~~forward~~ *backward* year beginning with the employee's first day of FMLA.

During FMLA, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall continue to be paid by the employee. *If an employee has exhausted their 12 weeks of FMLA entitlement and have not yet returned to work, the employee may request Extended Leave.*

Return to work from FMLA – An employee wishing to return to work from FMLA may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work.

Extended Injury/Illness Leave (Extended Leave)

An eligible employee may request Extended Leave beyond the entitlement established by the Family Medical Leave Act of 1993 (FMLA).

- a. At the conclusion of any eligible FMLA Leave (when possible), an eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave shall be limited to a maximum of 60 calendar days from the date FMLA expires or Extended Leave begins.
- ~~e. Extended Leave may be taken intermittently~~
- f. If an employee on Extended Leave wishes to continue group health benefits and life insurance benefits, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave. Any employee portion of the cost must be paid by the employee. Failure to make payments to the District for benefits will result in the District dropping coverage.
- g. Return to work from Extended Leave – An employee wishing to return to work from

Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to returning to work.

- h. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee may be terminated.

Medical Leave (For staff members not eligible for FMLA)

Classified employees who are not qualified for Family and Medical Leave as defined by federal statute due to the fact that they work less than 1250 hours yearly or have worked for USD 232 less than 12 months may apply for Medical leave of up to 60 contract days. This policy applies to the health of the employee, eligible family member and/or new baby/adoption leave. For the purposes of this policy, a 12-month period will be calculated on a rolling backward year beginning with the employee's first day of Medical Leave.

- a. At least 30 calendar days prior to the need for leave (when possible), an eligible employee must submit a written request for leave to the Superintendent or Designee (currently an HR Director). The request must state the number of contract days the employee is requesting leave, the leave start date and a proposed return date.*
- b. An eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.*
- c. If the employee wishes to continue group health benefits during this leave, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave for a maximum of 60 contract days. Any employee portion of the cost must be paid by the employee. Failure to make payments to the District for benefits will result in the District dropping coverage.*
- d. The leave shall normally be unpaid leave. However, if the employee has any vacation or sick leave available, they will be required to take the paid leave concurrently with Medical Leave, with the option of reserving 5 days of vacation. Employees who work less than 250 days must exhaust all leave while utilizing Medical Leave. Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of Medical Leave. These benefits will resume once the employee has returned to work.*
- e. Employees returning from this leave who are able to perform the essential functions of his or her position, with or without accommodations, will be returned to the same or equivalent position held when the leave commenced*
- f. Employees unable to return to work once 60 contract days are over may be terminated.*

10. Page 20

Updates to the Military Leave policy are noted in red italics below.

Military Leave

- a. In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), any employee, upon written request to the Superintendent or

Designee, shall be granted leave to cover the length of his/her required service in the military forces of the United States of America. Each request for military leave shall be accompanied by a copy of the appropriate military orders.

b. An employee, who is eligible for military leave under federal or state law shall be entitled to leave for military service for up to five years or as otherwise provided by law. During said leave, an employee will be entitled to *10 days of uncharged leave per fiscal year, July 1 to June 30*. ~~contract pay minus the cost of a substitute for the remainder of the contract year.~~ Any supplemental contracts that the employee is entitled will be paid up to 30 days. Additionally, service members are able (but not required) to use accrued leave while performing military duty.

c. If the employee is ordered to long-term active duty (over 30 days), the District will continue to pay all other District provided benefits the employee would have received for the remainder of the contract year. If the employee remains on leave after the contract year ends, the employee would have the right to continue the benefits at ~~the~~ *no* cost to the employee while on leave for up to five years or as otherwise provided by law.

d. Employees taking initial voluntary active duty training for the Reserves or National Guard will be on unpaid leave for the remainder of the contract year. The employee will have the option of continuing benefits at ~~the~~ *no* cost to the employee for the remainder of the contract year or 18 months, whichever is greater. An extension of the time to receive benefits may be granted by the Superintendent.

e. The following time limits apply to application for and return to work from a military leave absent extraordinary circumstances that make compliance impossible through no fault of the employee. Upon completing less than 31 days of military leave, the employee 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. For more than 30 days but less than 181 days, the employee must make application for re-employment within 14 days of release from service. For more than 180 days, the employee must make application for re-employment within 90 days of release from service.

f. Unexcused failure to meet the application and return time periods allowed above or required by federal or state law may result in denial of reinstatement and subject the employee to the District's rules governing unexcused absences.

g. An employee on military leave, who makes application to the District within the applicable time periods provided by law after the effective date of his/her release from active duty, and who is otherwise eligible for reinstatement, and absent circumstances where reinstatement is not required by law, shall be reinstated to the ~~certified~~ *classified* position(s) and supplemental position(s) that would have been held had the employee been continuously employed provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to the ~~certified~~ *classified* position(s) and

supplemental position(s) held at the time of the leave, again provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to a similar or equivalent position, depending on the circumstances and subject to any applicable provisions of federal or state law. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. Subject to requirements for reinstatement of employees returning from leaves of less than 30 days, the District shall have a ten (10) day grace period to make arrangements for re-employment of the employee, and the District shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

11. Page 20

Change "Blackout" to "*Blockout*"
Change "first five (5) to first (10)
Change "Blackout" to "*Blockout*"

Add: "Any classified employee wishing to take five (5) or more days of leave must complete a Classified Blockout Leave Request form and submit to their supervisor for approval."

12. Page 23

Work Schedules

Add: "From time to time employees may have the option to work additional days, beyond what is specified in their work agreement. Employees choosing to work extra days will be paid at their hourly rate."

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.



Unified School District 232

Facilities Department

Steve Deghand
Assistant Superintendent
Facilities and Operations

To: Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: May 31, 2023
Subject: Facility Use Fees (Consent)

It is the time of year when Mrs. Stucky and I review facility use fees for the 2023-2024 school year. We compared our fee schedule to surrounding districts in the county as well as look at our actual cost in repairs and upkeep to determine if some fees should be adjusted or remain unchanged. At this time, we are recommending only one small change to the facility use fee schedule. The only change we recommend is to raise the threshold amount coaches/sponsors can charge for camps from \$35 to \$50 and not be charged for the space they are using. Currently, they can charge up to \$35 for a camp and not have to pay for the space they are using. With costs of everything going up, it is hard for coaches/sponsors to cover camp costs. The \$35 threshold has been in place for over 20 years and we believe it should be raised to \$50. Coaches do have the ability to charge whatever they want but if they were to exceed the new threshold of \$50, they would pay the going rate to rent the space. We are asking the Board to approve the facility use fees for the 2023-2024 school year. Please contact me with any questions you may have regarding this topic. The fee schedule and guidelines are attached for your review.



FACILITY USE FEE SCHEDULE - April 19, 2021

| | A | B | C | D |
|--|---------------------------------------|-------------------------|-------------------------|-------------------|
| Facility | USD 232 District Youth Sign Up Fee | Non-commercial Youth | Non-commercial Adult | Commercial |
| Elementary, Middle & Senior High Classrooms | \$50.00 | \$12.00 per hour | \$18.00 per hour | \$24.00 per hour |
| Food Service Kitchen | | \$20.00 per hour | \$20.00 per hour | \$30.00 per hour |
| Elementary Commons/Cafeteria | \$50.00 | \$15.00 per hour | \$25.00 per hour | \$35.00 per hour |
| Elementary School Gymnasium | \$175.00 | \$18.00 per hour | \$25.00 per hour | \$35.00 per hour |
| Elementary Fields | \$50.00 | \$5.00 per hour | \$10.00 per hour | \$15.00 per hour |
| Middle School Commons/Cafeteria | \$50.00 | \$20.00 per hour | \$30.00 per hour | \$40.00 per hour |
| Middle School Gymnasium | \$175.00 | \$20.00 per hour | \$30.00 per hour | \$40.00 per hour |
| Middle School Fields | \$50.00 | \$5.00 per hour | \$10.00 per hour | \$15.00 per hour |
| Mill Creek Middle School Track | | \$8.00 per hour | \$10.00 per hour | \$15.00 per hour |
| Lexington Trails Middle School Auditorium (seating-550) | | \$35.00 per hour | \$45.00 per hour | \$55.00 per hour |
| High School Commons/Cafeteria | \$50.00 | \$25.00 per hour | \$35.00 per hour | \$50.00 per hour |
| High School Gymnasium | | \$25.00 per hour | \$35.00 per hour | \$50.00 per hour |
| High School Multi-purpose Room (DHS) | | \$20.00 per hour | \$20.00 per hour | \$20.00 per hour |
| High School Wrestling Room | \$175.00 | \$15.00 per hour | \$25.00 per hour | \$35.00 per hour |
| High School Theatre/Flex Theater | | \$25.00 per hour | \$35.00 per hour | \$50.00 per hour |
| High School Auditorium (750 seat) | | \$40.00 per hour | \$60.00 per hour | \$80.00 per hour |
| High School Athletic Practice Fields | \$50.00 | \$50.00 sign up fee | \$50.00 sign up fee | \$100.00 per use |
| High School Baseball/Softball Fields | \$50.00 | \$50.00 sign up fee | \$50.00 sign up fee | \$100.00 per use |
| High School Baseball/Softball Fields - turf | | \$50.00 per hour | \$62.50 per hour | \$100.00 per hour |
| High School Stadium / Turf soccer field | | \$50.00 per hour | \$62.50 per hour | \$100.00 per hour |
| Stadium Lights (Per field) | \$50.00 per use | \$50.00 per use | \$200.00 per use | \$200.00 per use |
| Press box (P.A. and Scoreboard included) | \$50.00 per use | \$50.00 per use | \$50.00 per use | \$50.00 per use |
| Tennis Courts | \$25.00 per use | \$50.00 per use | \$50.00 per use | \$100.00 per use |
| Administration Office Board of Education/Conference Room | \$100.00 sign up fee | \$20.00 per hour | \$30.00 per hour | \$40.00 per hour |



FACILITY USE FEE SCHEDULE - April 19, 2021

| | A | B | C | D |
|--|---------------------------------------|-------------------------|-------------------------|------------------|
| Facility | USD 232 District Youth Sign Up Fee | Non-commercial Youth | Non-commercial Adult | Commercial |
| PERSONNEL FEE WHEN OUTSIDE DUTY DAY ***ALL SUNDAY & HOLIDAY DISTRICT PERSONNEL FEES WILL BE \$40.00 PER HOUR*** | | | | |
| (Example-Saturday events) | | | | |
| Custodians | \$30.00 per hour | \$30.00 per hour | \$30.00 per hour | \$40.00 per hour |
| Student Nutrition Workers | \$30.00 per hour | \$30.00 per hour | \$30.00 per hour | \$35.00 per hour |
| Performing Arts Center Supervisor/Technicians | Extra-duty rate | Extra-duty rate | Extra-duty rate | \$50.00 per hour |
| All District Press Boxes/Gymnasiums Supervisor/Technicians | Extra-duty rate | Extra-duty rate | Extra-duty rate | \$50.00 per hour |
| District Maintenance | \$25.00 per hour | \$25.00 per hour | \$35.00 per hour | \$35.00 per hour |
| IT Support | \$50.00 per hour | \$50.00 per hour | \$50.00 per hour | \$50.00 per hour |
| Custodial Supplies (multi-hour tournaments, performances, etc.) | \$50.00 per day | \$50.00 per day | \$100.00 per day | \$150.00 per day |
| Custodial Disinfecting / Deep Cleaning | \$50.00 per day | \$50.00 per day | \$50.00 per day | \$50.00 per day |
| Equipment - If Available | | | | |
| Stage Lighting Design (movement of fixtures) | | | | |
| High Schools and LTMS Theatres | \$30.00 per hour | \$30.00 per hour | \$30.00 per hour | \$50.00 per hour |
| Monticello Trails Middle School State Lighting (Light Board) | \$20.00 per use | \$20.00 per use | \$20.00 per use | \$30.00 per use |
| Sound Equipment (per use) | | | | |
| Elementary/Middle School | \$10.00 per use | \$10.00 per use | \$10.00 per use | \$20.00 per use |
| Middle School Commons Sound Board | \$15.00 per use | \$25.00 per use | \$25.00 per use | \$35.00 per use |
| High School Theatre Audio & Visual Technology (per use) | \$15.00 per use | \$20.00 per use | \$20.00 per use | \$50.00 per use |

FACILITY USE/RENTALS ADMINISTRATIVE GUIDELINES

The primary purpose of school facilities is to meet the educational needs of students. Therefore, school activities directly related to this purpose shall have priority when scheduling School District facilities. The Board of Education believes that since the expenditure of public funds has enabled the construction and maintenance of such facilities, they should be used to the fullest extent possible by community groups and agencies. Therefore, when school facilities are not in use for school activities, they may be made available at reasonable times and reasonable rates to recognized community organizations whose activities are of general interest to the community and whose use of the school facility is for a community purpose. "Community purpose" includes, but is not necessarily limited to, educational, cultural, political and recreational activities generally open to the public. The Board supports the concept that School District facilities and their utilization should continue to be focal points of USD 232 School District community.

In order to assure the systematic and organized use of facilities, the School District administration shall prepare and administer guidelines and procedures for the use of School District facilities. Such guidelines and procedures shall include, but not necessarily be limited to:

1. An orderly process for utilization of School District facilities by community groups and agencies;
2. Establishment of provisions for the control and protection of School District facilities;
3. Rules and regulations that may require fees to reimburse the School District for personnel, administrative, utility and other costs related to facility use by community groups and agencies; and
4. Guidelines and procedures for facility use shall be made readily available to the public.

It shall be the responsibility of the administration to annually review established procedures, guidelines and fee structure and make revisions as necessary.

The Board of Education, through the Superintendent of Schools or his/her designee, reserves the right to approve or reject any request for use of School District facilities.

Facility Usage Administrative Guidelines

1. No Rental Fee Assessed
 - a. Concept: School curricular programs and school-sponsored programs should be permitted use of School District facilities without payment of a rental fee. Additional charges for custodial and other personnel may be assessed if such personnel's normal work schedule is altered due to the activity.
 - b. Applies to:
 - (1) Regular curricular programs of the School District.
 - (2) School-sponsored student activities and organizations free and open to all participants/spectators approved by the Building Principal.
 - (3) School District-sanctioned events ratified by the Board of Education.
 - (4) School-affiliated organizations whose use is approved by the Building Principal and where no fees are assessed nor donations requested of participants. Example: Faculty staff meetings, PTO/PTA meetings, other recognized school-related parent group meetings (e.g., Site Council), and recognized school-related community group meetings (e.g., budget hearings).
 - (5) National, state and local governmental elections.
 - (6) School District-sanctioned in-service or other offerings free to School District personnel.
 - (7) Such use by School District employee groups as may be provided for within specific personnel policies.
 - (8) USD 232 School District and/or community-wide fund-raising events of PTO/PTA and other organizations involving school and/or community volunteers where funds derived from the fund-raiser directly benefit the educational program. Fund-raisers may include carnivals, plant sales, bake sales, or similar events, but do not include training, enrichment or activity program sponsorship.

2. Category "A": Sign-up Fee Assessed
 - a. Concept: Activities sponsored by the School District community should be permitted use of School District facilities, and may be asked to pay a sign-up fee for such use. As such activities are outside the regular curricular program, there may be time and day restrictions for such use. Additional charges for custodial and other personnel will be assessed if such personnel's normal work schedule is altered to assist the activity.
 - b. Applies to:
 - (1) USD 232 School District community and not-for-profit groups that DO NOT charge a fee for participants, but may assess nominal dues to members, and where such activities are open to the public.
 - (2) USD 232 School District community youth groups where instructors or supervisors receive NO PAYMENT for their involvement in the activity, and where fees, if any, provide only for direct non-personnel costs, such as nominal fees for materials, rental fees, etc.
 - (3) Examples include: Scout pack/den meetings (not banquets, etc.), recreational league practices for USD 232 School District community groups.
3. Category "B": Non-commercial Youth
 - a. Concept: Activities for USD 232 youth through grade 12, sponsored by not-for-profit organizations, should be permitted to rent the School District facilities. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity. Use Category "C" if any adults are direct participants in the scheduled activity.
 - b. Applies to:
 - (1) Youth activities where instructors or supervisors may receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of participants and/or spectators. Examples include educational and/or recreational offerings for youth.
 - (2) Enrichment-type programs involving youth from within the School District, including district/school-run operations.
 - (3) Activities for district youth through grade 12, sponsored by district employees, should be permitted use of the district facilities without payment of rental fee if total camp fees charged per student are \$50 or less. Camps that charge fees greater \$50/student will be assessed fees at 50% of the Category "B" non-commercial youth rate.
 - (4) Examples include: After school enrichment classes, scout banquets, daughter/father activities, summer camps, youth activities of the YMCA, or Johnson County Parks and Recreation.
4. Category "C": Non-commercial Adult
 - a. Concept: USD 232 School District not-for profit or School District community groups sponsoring activities for adults should be permitted to rent the School District facilities. This includes Johnson County Parks and Recreation and JCCC sponsoring adult activities. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity.
 - b. Applies to:
 - (1) Parks and recreation district sponsored activities for adults.
 - (2) Colleges and universities offering classes and charging tuition, including in-service not requested by the School District.
 - (3) Church services and other activities sponsored by religious organizations.
 - (4) Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of the participants and/or spectators.
 - (5) USD 232 School District community adult recreation groups.
 - (6) Examples include: adult activities of JCCC, Johnson County Parks and Recreation, various churches, political party and caucus meetings, homeowner's association meetings, neighborhood watch meeting.

5. Category "D": Commercial Rate

a. Concept: Commercial users (an event and or activity subject to normal income taxation as per IRS guidelines), private users, or non-community, or non-school groups or individuals may rent the facilities of the School District when such use is compatible with school activities or policies. These rental fees, which always include additional custodial and other personnel costs, are greater than all other categories and are generally competitive with the private sector.

b. Applies to:

- (1) For-profit organizations or individuals.
- (2) Not-for-profit organizations outside the School District.
- (3) Any individual, organization, group or other potential lessee not specifically addressed in any other category, will be treated as a category "D" activity.
- (4) Examples: Weight Watchers, Jazzercise, craft shows, corporate meeting, dance recitals.

Certificate of Insurance

All users, unless exempted by the School District, will be required to show proof of insurance along with a request for building use. Further, the School District may require a certificate of liability insurance in the amount of \$1,000,000 with USD 232 School District as certificate holder and additionally insured.

USD 232 Communities

USD 232 School District communities refers to organizations and groups where 75 percent or more of the participants reside within the School District boundaries. Leagues fit into this category if more than 75 percent of the total membership roster are School District residents.

Not-For-Profit Status

Where appropriate, not-for-profit status must be verified by presenting a Kansas Secretary of State Certification or IRS-501(c) (3) designation.

Nondiscrimination

All users are subject to laws and regulations, which prohibit discrimination based upon age, sex, national origin, race, color, religion or handicap.

Denial of Requests

In the event of major maintenance and/or renovation, inclement weather, staff shortages, or other events beyond the School District's reasonable control, some or all buildings, grounds and facilities may not be available. In such cases, a specific Building/Facility Use Permit may be canceled at the sole discretion of the School District.

Individuals, groups, or organizations which advance any doctrine or theory which is subversive to the constitution or laws of the State of Kansas or the United States will be denied the use of the School District facilities. Violations of any part of the provisions contained within this policy or the related regulations and procedures shall be grounds for cancellation of this and/or denial of future Building/Facility Use Permits. Misuse / abuse of School District facilities or failure to make payment for previous use, will result in the immediate cancellation and/or denial of the Building/Facility Use Permit.

School Buildings/Facilities Rental Agreements

"Lessor", "School District", shall mean USD 232.

"Lessee" shall mean any individual, organization, group or entity, including the authorized representative thereof executing the Rental Agreement or who gets the benefit of use of School District facilities as described in the Rental Agreement. "Rental Agreement" shall mean the Building/Grounds/Facilities/Equipment Rental Agreement/Use Permit. "School District facilities" shall mean all property owned by USD 232 or property over which it has control.

1. Rental Agreement for Use of School District Facilities

- a. All rental agreements for use of facilities will be submitted to the Facilities Department for approval and scheduling. A separate rental agreement is required for each facility used.
- b. Rental agreements for School District facilities use shall constitute willingness to comply to all rules and regulations regarding the use of School District facilities as prescribed by the Board of Education. The lessee must exercise the utmost care in the use of the school premises and agrees to protect, indemnify, and hold harmless the USD 232 School District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by the rental agreement. In the event of damage to School District property or facilities, lessee shall accept the estimate of the amount of damage, as estimated by the School District's building and grounds department, and shall pay for such repair or replacement costs.
- c. There must be adequate adult supervision for all usage and the lessee shall provide a certificate of insurance if requested. The lessee may be required to provide proof of adequate adult supervision to satisfy fire and safety regulations. Lessee shall be responsible for the conduct and control of all participants and/or spectators involved in the Rental Agreement activity.
- d. The Director of Facilities and Operations will compute applicable fees and process the rental agreement. Copies of the rental agreement will be sent to the applicant, the school/building manager, the school/building head custodian, the Director of Food Service (if applicable) and one copy will be maintained on file with the Director of Facilities and Operations.
- e. The transfer or sublease of any rental agreement for use of School District facilities is strictly prohibited.

2. General Regulations Concerning Use of School District Facilities

Preschool through grade 12 school-related instructional programs and activities have first priority in facility use. Second priority will be other USD 232 School District-sponsored activities. Third priority will be the USD 232 youth activities. Other community group requests for building use will be approved on a space available basis with Category "A" having the highest priority of use and Category "D" the lowest. No continuing use will be approved for a period in excess of the School District's current fiscal year. Nothing in this policy may be interpreted to mean the School District is obligated to rent or otherwise issue a Rental Agreement regardless of the availability of the facility.

- a. When any school building or facility is under a rental agreement, a school custodian or approved School District staff member must be present and the costs assessed to the lessee, if applicable. Lessee shall not negotiate with nor compensate any such School District personnel directly. Any and all fees and charges are to be paid directly to the USD 232 School District.
- b. Lessee must confine themselves to the rooms and corridors assigned for their use, and to the approved times. Areas must be vacated completely at the designated time or double user fees will be assessed.
- c. The use of kitchen facilities must be coordinated with the food service department, and at least one person from the food service department must be present when the kitchen is used. In addition, the lessee agrees to also obey food service department policy and regulations.
- d. Lessee must comply with all applicable School District, municipal, county, state, and federal fire and safety regulations at all times, and shall be responsible for the conduct and control of all participants and/or spectators involved in the Rental Agreement activity.
- e. Hardwood floors are restricted to soft-sole footwear such as tennis shoes.
- f. Activities that may present a health hazard to students, such as dog obedience classes or pet shows, will not be allowed.
- g. Requests for use must be submitted at least two (2) weeks in advance. Rental agreements will not be issued more than four (4) months in advance of the date of use except in the case of recreational programs and educational institutions where scheduled publication requires a longer lead time or in the case of rental agreements for continuing use exceeding four (4) months. Organizations such as Boy Scouts, Girl Scouts, and Johnson County Parks and Recreation before-and after-school programs, which are formed on a school-year basis, need

only apply once per year for regular scheduled meetings. Special or additional meetings/activities will require an additional permit.

- h. Occasionally it may be necessary to move an activity to an alternate facility (room or school) at the discretion of the lessor. In the event of a closure by the School District, the lessee will have the option to rescind the rental agreement and receive a refund, upon written request, of amounts paid for time not used. Lessee releases the School District and its officers, agents, employees, and representatives from any loss or damage occasioned by the closure of the facility or cancellation of an event and/or activity.
- i. The use or possession of alcoholic beverages or illegal drugs by any person or group on School District property is strictly prohibited.
- j. Smoking and tobacco use is strictly prohibited on all school property.
- k. Unauthorized possession or use of any type of firearms or weapons is strictly prohibited.
- l. Any form of illegal gambling is strictly prohibited in School District facilities or on school grounds.
- m. Overnight use of any facility requires the approval of the building principal and the Superintendent of Schools.
- n. Sports camps must be approved by the athletic director or designee and conform to Kansas State High School Activities Association regulations, and are subject to the current fee schedules.
- o. No storage facilities will be provided, nor responsibility accepted by lessor, for any equipment or materials brought in by lessee, unless specifically approved by the building principal/representative and noted in the rental agreement. Storage fees will be assessed if approved.
- p. Furniture will not be moved from building to building by the lessee.
- q. Use of school property must be in good taste and shall not be used in any manner which would create a nuisance or hazard to other persons on or near the school grounds or facilities.
- r. Classrooms are maintained and equipped for the School District's instructional program and any usage under this policy must maintain the appropriate cleanliness and order required of such a learning environment.
- s. All rental areas must be vacated by 10 p.m. unless special permission is given by the building principal/building manager.
- t. Lessor reserves the right to schedule other activities or events in other parts of the building or facility not covered by a rental agreement.
- u. Lessee must not at any time exceed the posted room or area occupancy capacity.
- v. Advertisements and banners will be allowed only under the following stipulations:
 - (1) No permanent advertisements or banners will be allowed on school property.
 - (2) Temporary advertisements will be allowed for activities and events like the AAU Track and Field Regional Championships, church banners, etc. under the following conditions only:
 - (a) The content and design of the advertisement is approved in advance by the Director of Facilities and Operations.
 - (b) No construction will be permitted for advertisements and the organization renting the facility assumes responsibility for any damage that may be caused by the advertisement.
 - (c) Banners and advertisements are immediately removed after the event.
- w. Security officers may be required by the Facilities Department.
If security officers are required the fee will be charged to the lessee.

3. General Fees and Information

- a. A processing fee of \$5.00 per change may be assessed for canceling or changing times and/or dates on approved Rental Agreements on a per-date basis.
- b. Due to the requirement to arrange for custodial support for community use of School District facilities, weekend and holiday usage requires a two-hour minimum per Rental Agreement.
- c. A minimum of one-half (1/2) hour of custodial and/or other personnel charges will be added to both the start and finish times of an activity for opening and closing the building and minor setups.

- d. Food service kitchen use requires fees to be assessed by the food service department. Lessee agrees to pay such additional charges as determined by the School District.
 - e. When High School Little Theaters or school auditoriums use requires the presence of a special theater supervisor or designee, the charges will be assessed at the current fee schedule rate for such personnel. Technicians required by the theater supervisor or designee for the activity will also be assessed at the current fee schedule rate for such personnel.
 - f. Weekday Rental Agreements for groups over 100 will require custodial support in addition to regularly scheduled building custodians and charges will be assessed at the current fee schedule rate for such personnel for the length of the Rental Agreement plus one-half hour prior to and following the Rental Agreement.
4. Grounds and Parking Lots
- a. Placement of buildings, structures or equipment on school property by lessee will not be allowed without prior written approval of Director of Facilities and Operations.
 - b. The School District insurance policy prohibits the use of model airplanes, model cars, and model rockets that use a flammable substance.
 - c. Vehicles and horses shall be restricted to established roadways and parking lots without prior written approval of the Director of Facilities and Operations.
 - d. Playgrounds, playground equipment, and tennis courts are available to the community when not in use by the School District. The nonexclusive use of these facilities does not require School District approval, but such use is at the risk of the user. A scheduled activity will have priority over unscheduled use.
 - e. A scheduled activity that restricts the use of playgrounds, playground equipment or tennis courts requires an approved rental agreement. Administrative fees will be assessed for such reservations.
 - f. The use of tracks, tennis courts, playgrounds, playground equipment, soccer fields and baseball/softball fields are restricted to the purposes for which they are designated.
 - g. Approved rental agreements are required for use of athletics fields by all groups, and are subject to assessment of reservation fees in accordance with the current fee structure.
 - h. The lessee will make every reasonable effort to inform individual participants and spectators of their responsibility to follow all campus parking regulations and other traffic control signs.
5. School District Theaters/Auditoriums/Multi-Purpose Rooms
- a. Attendance must not exceed the capacity of fixed seating in any School District facility. The decisions of the Director of Facilities and Operations on all safety issues shall be final.
 - b. The supervisor may not need to be present for those uses where only the stage apron is used.
 - c. Lessee, when using the complete stage house must schedule a coordinating meeting at least ten (10) days prior to the scheduled event with the supervisor, in person or by phone, and provide a full and detailed outline of all facilities required, all stage requirements and such other information required by the supervisor concerning such rental agreement. The supervisor's actual time involved in such meeting(s) will be assessed to the lessee, at the current fee schedule rate for such personnel. All theater/auditorium usage is subject to the approval of the supervisor or designee, as well as the normal rental agreement approval of the principal/building representative.
 - d. School equipment included in the rental agreement must be operated by school technicians or technicians approved by the supervisor. Lessee agrees to pay additional charges for such personnel costs as determined by the School District.
 - e. Rehearsal dates and times or move-in or move-out dates and times must be arranged with the supervisor at least 48 hours prior to such dates and will be subject to availability of the premises with the lessee paying all rental agreement fees and costs incidental thereto. The supervisor will notify the Director of Facilities and Operations if such dates and times are not reflected on the original Rental Agreement.
 - f. The School District shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the lessee shall after a period of seven (7)

days from the last usage there under, shall be deemed abandoned and shall become the property of the School District.

- g. No paints, tapes or glues may be used, nor carpentry, electrical, or other construction work done on the premises without prior clearance with the supervisor.
 - h. No signs, banners, flags, streamers, etc., are to be attached to or hung from any drape or rigging within the complex. Any special effects must have prior approval of the supervisor. Chemical foggers are prohibited.
 - i. All scenery must be free-standing. No nails, screws or state hooks may be used in the hardwood stage area. All materials used on or around the stage area must be non-combustible or have been treated so to have been made fire-retardant.
 - j. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames of any form (including candles and incense materials) may be used on the stage or elsewhere in the complex.
 - k. Food and/or beverages may not be consumed in the main theater or stage area. Volunteers from lessee's group should be stationed at each door of the theater to ensure that food and drink do not enter the auditorium.
 - l. The supervisor and his/her authorized representatives shall, at any time during setups, rehearsals, performances or takedowns, have immediate access to any area of the complex leased by the lessee.
 - m. No glitter is allowed in the theater, dressing rooms or classrooms.
6. Gymnasiums
- a. All participants must wear proper gym shoes. Shoes worn for use other than on gym floors are unacceptable.
 - b. Lessee shall provide all basketballs and volleyballs. The School District shall provide basketball goals, volleyball standards with nets and other equipment if specifically provided for in the rental agreement. Small-scale basketball goals are not to be used by adults.
 - c. Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during the rental use. It will be the responsibility of the lessee to control the entrance to the gym and also notify the custodian on duty or the School District's building representative when the lessee leaves.
 - d. No School District shower facilities shall be used unless specifically provided for in the rental agreement.
 - e. No football, baseball, softball or soccer will be allowed in the buildings by non-school groups.
 - f. Food and drink cannot be consumed in the gymnasium. Water may be used by bench participants during a contest.
 - g. The School District shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the lessee shall, after a period of (seven) 7 days from the last usage there under, be deemed abandoned and shall become the property of the School District.
 - h. Lessee agrees to limit the number in attendance to the seating capacity of the bleachers and/or posted room occupancy limits.
 - i. No tape may be used on gym floors.
7. School District Stadium (DS)
- a. Lessee agrees to confine all spectators to grandstand area. Only participants are to be on the track or playing fields.
 - b. Lessee agrees to limit the number of tickets distributed to the seating capacity of the grandstand area.
 - c. No motorized vehicles will be allowed inside the stadium area, including the track and playing field.
 - d. Lessee agrees to advertise and enforce the School District's policy with regard to the prohibited use of tobacco, alcohol or other drugs in the complex.
 - e. Lessee agrees to enforce School District posted rules and regulations in the School District stadium and adjoining parking lots.
 - f. When the press box is included in the rental agreement, lessee agrees to pay for such personnel costs as determined by the School District.

- g. Custodial and maintenance personnel will be determined by the Director of Facilities and Operations and coordinating custodian.
8. High School Baseball/Softball Fields
- a. The School District will negotiate an appropriate fee for high school baseball/softball field use with field maintenance, watering, seeding and fertilizing being considered as factors.
 - b. Restroom facilities will be available only at the School District stadium complex. Lessee will accept the restroom facility in good condition and return the facility in a comparable condition at the end of the season and will be responsible for any maintenance costs during the time of rental.
 - c. Fields covered under the rental agreement and the immediate surrounding area must be kept free of debris for the duration of the rental agreement.
 - d. Lessee agrees to advertise and enforce the School District's policy with regard to the prohibited use of tobacco, alcohol or other drugs on School District property.
 - e. Lessee will assume responsibility for any items left on the field or surrounding areas.
 - f. School District maintains the right to evaluate fields and suspend use if because of weather conditions it becomes necessary to do so. The decision to suspend use will be the sole responsibility of the Director of Facilities and Operations.
9. High School Turf Fields
- a. No drinks (except water), food, gum, candy, or sunflower seeds allowed.
 - b. No glass bottles or containers allowed in stadium.
 - c. No metal cleats allowed on the turf fields.
 - d. No canopies, tents or other structures allowed on the turf field. Also no equipment requiring the use of sharp objects to secure to ground. Only freestanding field markers and sports equipment may be used on the field.
 - e. No open flames or fireworks.
 - f. No animals allowed on field.
 - g. No motorized vehicles, bicycles, skateboards, strollers or roller skates are allowed on the turf field.
 - h. No painting, chalking, tape or other adhesive material without prior approval.
10. Church and Religious Use
- a. Churches may rent school facilities for the purpose of holding regular weekend worship services. All rentals for an extended period of time must be approved by the Board of Education during regular meetings.
 - b. Lessee shall submit a plan and tentative time line for building within the USD 232 attendance area.
 - c. Rental agreement shall be for one (1) year with renewal options for additional years if obvious progress is being made toward acquiring or building a permanent site.
 - d. Rental agreement will be for commons and gymnasium space. Additional space (excluding theaters and auditoriums) may be rented if available and approved by the principal/building manager who has sole discretion in the matter.
 - e. No school shall be assigned more than one church. No church shall use more than one school.
 - f. Storage of equipment in the school during the week must be approved by the building principal/building manager and the Director of Facilities and Operations and must be included in the rental agreement.
 - g. Lessee agrees to limit the number of people in attendance to the seating capacity of the area being used.
 - h. Churches may rent facilities for weekday use under the same stipulations as regular periodic rental in Category "C".
11. Special Use Requests
- Fees for any special requests not covered by the fee schedule will be determined by the Director of Facilities and Operations.



Unified School District 232



Facilities Department

Steve Deghand
Assistant Superintendent
Facilities and Operations

To: Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: May 31, 2023
Subject: JCPRD Rental Fees (Consent)

We reviewed the fees JCPRD is paying to the district for their before and after school care as well as their summer program. As you can imagine, the programs JCPRD provides are invaluable to some of our patrons that need daycare during the summer and before and after school. Currently, the fee is \$8 per hour per space at the elementary schools that house JCPRD in the summer as well as before and after school care. JCPRD typically uses two spaces at each school where these services are provided. It has been this rate for the past three years when it was raised from \$7 to \$8 per hour per space. At this time, we are asking the Board to keep the current rates for the 2023-2024 school year. Please contact me with any questions you may have regarding this matter.



Facilities Department

Steve Deghand
Assistant Superintendent
Facilities and Operations

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: May 31, 2023
Subject: De Soto/Shawnee Request (Consent)

Fee Waiver Request (Consent)

Each year the Cities of De Soto and Shawnee request fee waivers so they may offer recreational opportunities for the residents of USD 232. To my knowledge, the De Soto Board of Education has always granted these requests in an attempt to maintain positive relationships with each city. Currently, the City of De Soto allows De Soto High School's physical education classes to use the aquatic center and allows the Facilities Department to use various pieces of equipment throughout the year. In return, the district allows the City of De Soto's youth basketball program usage of gymnasiums at De Soto High School for their winter program. Presently, and for the past several years, the City of Shawnee has only used district tennis courts and parking lots as most of the facilities are already booked through October. In short, it is difficult for the City of Shawnee to schedule use of school facilities, even if they wanted to. Both the cities of De Soto and Shawnee are asking the Board to approve their request at the July Board meeting. Attached to this report are the formal letters from the Cities of De Soto and Shawnee requesting fee waivers. Please contact me with any questions or concerns you may have regarding this topic.

DE SOTO

KANSAS

Rick Walker
Mayor

Mike Brungardt, P.E.
City Administrator
City Engineer

Brandon Mills, MPA
City Clerk

Patrick G. Reavey
City Attorney

CITY COUNCIL:

Rob Daniels
Kevin Honomichl
Danny Lane
Lori Murdock
Kevin Ritter

U.S.D. 232 Board of Education
35200 West 91st Street
De Soto, KS 66018

Dear Board of Education Members,

The City of De Soto Parks & Recreation department has utilized USD 232 facilities for programs, allowing us to offer recreational opportunities for the residents of De Soto and USD 232 citizens. The continued generosity of the school district to waive facility rental fees has enabled us to keep program costs down, thus passing along those savings to the public. USD 232 schools have utilized city facilities in the past as well at no charge. We hope to continue this partnership into the 2023-2024 calendar year.

We would like to request that facility fees be waived for De Soto Parks & Recreation activities for the 2023-2024 school year.

Thank you for considering our request,



Justin Huslig
Aquatic & Recreation Manager
City of De Soto – Parks & Recreation
Office: 913.586.5281
E-Mail: jhuslig@desotoks.us

www.desotoks.us

P O Box C
32905 W 84th Street
De Soto, KS 66018

913-583-1182
FAX 913-583-3123

CITY OF SHAWNEE

CITY HALL
11110 JOHNSON DRIVE
SHAWNEE, KS 66203
(913) 631-2500
FAX (913) 631-7351

CIVIC CENTRE
13817 JOHNSON DRIVE
SHAWNEE, KS 66216
(913) 631-5200
FAX (913) 631-4651

FIRE
6501 QUIVIRA ROAD
SHAWNEE, KS 66216
(913) 631-1080
FAX (913) 631-1628

POLICE
5850 RENNER ROAD
SHAWNEE, KS 66217
(913) 631-2155
FAX (913) 631-6389

MUNICIPAL COURT
5860 RENNER ROAD
SHAWNEE, KS 66217
(913) 742-6003
FAX (913) 962-0983

March 13, 2023

Steve Deghand
8355 Peoria Street
De Soto, KS 66018

Dear Mr. Deghand,

The City of Shawnee Parks & Recreation has used the DeSoto School District facilities for programs, events and classes to offer recreational opportunities for families in the area. The generosity of the De Soto School District to waive facility rental fees for the last several years has helped keep low to no-cost events going, allowing us to pass those savings on to participants and event attendees. We hope to continue this partnership into the 2023-2024 school year. We would like to request that facility fees be waived for Shawnee Parks & Recreation classes, events and programs for the 2023-2024 school year.

This would encompass this year of some court space for some tennis classes and minicamps this summer, plus usage of the Mill Valley High School and Riverview Parking Lots for the 2023 PARKED! Summer Concert and City of Shawnee fireworks event in June.

Sincerely,



Matt Mann
Program Manager - Recreation
City of Shawnee
13817 Johnson Dr.
Shawnee, KS 66216
913-742-640



www.GoodStartsHere.org



Unified School District 232

Facilities Department

Steve Deghand
Assistant Superintendent
Facilities and Operations

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: May 31, 2023
Subject: LTMS Theatre Lighting (Consent)

LTMS Theatre Lighting (Consent)

One of the many Capital Outlay projects approved by the Board of Education at the December meeting was replacing the theatre lighting at LTMS. Specifications were written and a legal advertisement was published in the Legal Record in April. Specifications were sent directly to four local contractors and sealed bids were due to the Service Center by 1:00 pm on May 2. A mandatory pre-bid was conducted on April 23 with two contractors in attendance. Both of those contractors submitted a bid and bids ranged from \$230,000 to \$236,475 with Bart's Electric submitting the lowest bid. At this time, we are asking the Board to approve the bid from Bart's Electric for \$230,000 to replace the theatre lighting at Lexington Trails Middle School. We are very comfortable with Bart's Electric as they have completed many jobs for the district in the past and have always done well. As always, bid tabs are attached and please contact me with any questions you may have regarding this project.

**Lexington Trails Middle School Theatre Lighting Replacement
Bid Opening
May 2, 2023
1:00 PM**

[illegible]



Unified School District 232

Facilities Department

Steve Deghand
Assistant Superintendent
Facilities and Operations

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: May 31, 2023
Subject: DHS Bathroom Partitions (Consent)

DHS Bathroom Partitions (Consent)

One of the many Capital Outlay projects approved by the Board of Education at the December meeting was replacing original bathroom partitions at De Soto High School. Specifications were written and a legal advertisement was published in the Legal Record in April. Specifications were sent directly to four local contractors and sealed bids were due to the Service Center by 1:30 pm on May 2. A mandatory pre-bid was conducted on April 23 with two contractors in attendance. Both of those contractors submitted a bid and bids ranged from \$62,091 to \$63,110 with Overhead Door submitting the lowest bid. At this time, we are asking the Board to approve the bid from Overhead Door for \$62,091 to replace bathroom partitions at De Soto High School. Overhead Door has completed many jobs for the district in the past and have always done well. As always, bid tabs are attached and please contact me with any questions you may have regarding this project.

**De Soto High School Bathroom Partition Replacement
Bid Opening
May 2, 2023
1:30 PM**

[illegible]



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: May 31, 2023
Subject: **Amendment to k12itc Agreement (CONSENT)**

We will seek approval by the Board of Education at its regularly scheduled meeting in June to amend the current agreement with k12itc to provide one onsite technician to better support our 8,000 student and staff devices. The annual cost of the technician and related services would be \$72,000. More than half the funding for this recommendation would be covered by a district position that has gone unfilled. This report was first included in the May board meeting packet as an alert.

Background

The district has had a support position available for the last two years. The employee who was in the position resigned to pursue other opportunities. The original position was a materials support specialist who provided day-to-day support for our managed computer devices, such as iPads and MacBooks that is above and beyond the support provided by k12itc. The position assists with annual and ongoing inventory management tasks, communicates with end users regarding their technology support tickets or projects, and assists with the receipt and logistics of technology hardware, including repairs and replacements. Additional operational and administrative tasks are also assigned.

When the position was vacated we advertised the opening but did not receive much interest from qualified individuals. Over time, we determined that the position required a higher level of technology support experience with a slightly increased salary range. To that end, we modified the position's experience and qualifications and reposted the position this school year in the hope of attracting more interest. Unfortunately, we only had two individuals apply and a review of their experience and qualifications was not a fit.

Temporary Solution

We recommend a temporary solution to help meet our current support needs. In working with the district's current provider of managed technology services, k12itc, it has agreed to provide an onsite technician specifically to address the role of the technology support position we

recently advertised. This solution, through an amendment to the current agreement, would allow the district time to evaluate our internal technology support and determine the best course of action in the future. When appropriate, the amendment can be terminated. The annual cost of the technician and related services would be \$72,000. If the Board approves this recommendation, the additional support will begin July 1, 2023. For comparative purposes, we explored another solution by contacting a separate Kansas City area vendor that specializes in providing temporary contract employees with technology experience. The cost of this type of service exceeded \$85,000. We believe the temporary solution through k12itc provides the best option at this time. We thank you for your consideration. Please let us know if you have any questions.

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Unified School District 232

Operational Technology

www.usd232.org

Brandon Riffel, Director of Technology

To: USD 232 Board of Education
Mr. Frank Harwood, Superintendent of Schools
From: Brandon Riffel, Director of Technology
Date: May 31, 2023
Subject: **Desktop Computer Refresh (CONSENT)**

We will ask the Board of Education at the regularly scheduled meeting in June to consider a recommendation to replace desktop computers and computer lab across the district. Many of the devices are already past the four year mark and several are at least nine years in age. The purchase is part of our long-term planning to provide continued support for technology. The replacement covers labs used by students in our schools, as well our operational support across multiple departments and schools. Funding source is capital outlay. This report was first included in the May board meeting packet as an alert.

Background

As a continuation of the district's commitment to utilizing modern computing systems, the replacement of desktop computers is needed. These desktops are primarily in the secondary school computer labs. We also plan to replace desktops used in various support functions. The new hardware will be Dell and Apple desktops purchased from CDWG and Apple utilizing existing purchasing contracts approved by the State of Kansas.

Use Cases and Procurement

Our recommendation is to purchase three different computer models which allows the district to standardize the desktop computers used in our buildings and to maximize bulk discounts. To replace the aging iMac computers in our secondary computer labs, we plan to deploy Apple Mac Mini desktops, like those already successfully installed at Cedar Trails Exploration Center. We will configure two types of Dell desktops to fill replacement needs for Windows computers. A standard configuration will be used in administrative and support roles as well as in the typical Windows computer labs used to teach business courses. For the more advanced engineering and design classrooms that use Windows, a more powerful Dell workstation has been specified.

| Device | Count | Total Cost |
|----------------------------|-------|--------------|
| Dell small desktop | 360 | \$279,000 |
| Dell Precision workstation | 120 | \$294,000 |
| Dell 27" monitor | 550 | \$165,000 |
| Apple Mac Mini | 425 | \$423,070.50 |

Recommendation

It is our recommendation that the Board of Education approve the procurement of Dell desktop computers and monitors from CDWG utilizing an existing State of Kansas approved contract through the

Southeast Kansas Educational Service Center. These purchases from CDWG total \$738,000. Apple hardware will be purchase utilizing State of Kansas contract number 40398 through the Kansas Department of Administration. The Apple purchases will total \$423,070.50. All hardware being replaced will be declared surplus at a future time. Any residual value from old devices will help offset the cost of replacement.

####



D E S O T O

UNIFIED SCHOOL DISTRICT 232

22405 Clear Creek Parkway
Shawnee, KS 66226
FAX: 913 / 667-1800
FAX: 913 / 667-3612

Prairie Ridge Elementary

Date: May 17, 2023
To: Board of Education, USD 232
Dr. Frank Harwood, Superintendent of Schools
From: Kristel Fulcher, Principal, Prairie Ridge Elementary
Subject: School Contribution

I seek the approval of our Board of Education to accept a contribution from Interstate Studios in the amounts of \$1460.37 to Prairie Ridge Elementary School (check #327317 dated 5/8/2023).

Monies will be used toward the purchase classroom supplies at Prairie Ridge. Funds will be deposited into the Prairie Ridge general building fund.

Respectfully submitted for Board approval,

Kristel Fulcher



Request for Board Approval of Extended Day Trip

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

Building

Grade(s)

Class/Group

District Sponsors on
the trip:

Does this trip
involve more than
one day?

YES
NO

Purpose of Trip:

Destination:

Destination City, State:

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

Departure Time:

Depart from:

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

Return Time:

Return to:

Mode of transportation/travel:

Will there be an overnight stay?

YES

NO

If yes, where will
students be staying?

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

*Cost for travel:

*Cost per student:

*Cost for hotel:

*Amount paid by
building funds:

*Cost for food/other:

*Amount paid by
students

Additional
Information:
(500 character limit)

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

Number of staff
sponsors attending:

Number of supervising parents attending:

Parent Permission
Slips on file for all
students
participating?:

YES
NO

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

YES
NO

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

Sponsor Signature:

Date:

Principal/Supervisor
Signature

Date:

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



Request for Board Approval of Extended Day Trip

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

Building

Mill Valley High

Grade(s)

9-10th

Class/Group

Forensics

District Sponsors on the trip:

Shawn Rafferty

Does this trip involve more than one day?

☒ YES

☐ NO

Purpose of Trip:

National Speech and Debate Association National Tournament

Destination:

Phoenix/Mesa, Az

Destination City, State:

Phoenix/Mesa, Az

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

06/11/2023

Departure Time:

8:00am

Depart from:

MCI Airport

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

06/15/2023

Return Time:

11:59 pm

Return to:

MCI Airport

Mode of transportation/travel:

Plane to Az, then rental car

Will there be an overnight stay?

☒ YES ☐ NO

If yes, where will students be staying?

Hilton Phoenix Airport Hotel

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

| | | | |
|-----------------------|---------------------------------------|---------------------------------|---------------------------------------|
| *Cost for travel: | <input type="text" value="\$355.80"/> | *Cost per student: | <input type="text"/> |
| *Cost for hotel: | <input type="text" value="\$497.64"/> | *Amount paid by building funds: | <input type="text" value="\$0.00"/> |
| *Cost for food/other: | <input type="text"/> | *Amount paid by students: | <input type="text" value="\$400.00"/> |

Additional
Information:
(500 character limit)

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

| | | | |
|---|--|---|--|
| Number of staff sponsors attending: | <input type="text" value="1"/> | Number of supervising parents attending: | <input type="text" value="1"/> |
| Parent Permission Slips on file for all students participating?: | <input checked="" type="radio"/> YES <input type="radio"/> NO | Complete list of students attending on file with school including names, contact information, and emergency contact information ? | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| Have parents and students been made aware of relevant trip insurance and refund policies? | <input checked="" type="radio"/> YES <input type="radio"/> NO | Have parents and students been informed that the district can cancel or postpone trip at any time? | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| | | Have parents and students been made aware that the district is not responsible for any cost incurred by participants due to cancellation or postponement? | <input checked="" type="radio"/> YES <input type="radio"/> NO |

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

| | | | |
|--------------------------------|--|-------|-------------------------------------|
| Sponsor Signature: | <input type="text" value="John R. [Signature]"/> | Date: | <input type="text" value="8/9/23"/> |
| Principal/Supervisor Signature | <input type="text" value="Maggie [Signature]"/> | Date: | <input type="text" value="5.9.23"/> |

This form must be received in the Superintendent's Office by the first Tuesday of the month for consideration at the next Board of Education meeting.



Travel Sheet for Nationals

Air Travel

Arrival at MCI at 6:30 am on June 11 (we will meet you outside at the drop off area (Main Terminal))

Returning to MCI 30 minutes after arrival (students will call when they can be picked up)

Flight from MCI to PHX AA 2005 takeoff 8:14am land at 9:05am (MST)

Flight from PHX to MCI AA 623 7:19pm lands at 11:58 (CST)

Bag Information 1 checked bag, and 2 carry on, one 1 must fit under the seat in front of you, the other may not exceed 22" long x 14" wide x 9" tall

Please have a phone ID for security

Accommodations

Hotel: Hilton Phoenix Airport June 11-15

Food: Student will be responsible for purchasing their own food.

Clothes: You want at least 3 days of performance clothes – you don't need three different suits but a different shirt is a good idea. Whatever you want to wear when you are not performing.

Event School: Monday and Tuesday PFD Red Mountain High School

Wednesday and Thursday Mountain View High School

About the tournament visit the NSDA website for more information

<https://www.speechanddebate.org/national-tournament-2023/> I of course will be happy to answer any of your questions.

Phone Numbers Shawn Rafferty 785 249 2842 Tarsha Rafferty 785 249 2841

Request for Board Approval of Extended Day Trip

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

Building

Lexington Trails Middle

Grade(s)

6-8

Class/Group

LTMS Buglers Holiday Soloists

District Sponsors on the trip:

Rob Foster

Does this trip involve more than one day?

☐ YES

☒ NO

Purpose of Trip:

We were invited to be featured soloists with the Manhattan Municipal Band, by director and KSU band director, Frank Tracz. My 6 LTMS soloists will perform Leroy Anderson's BUGLERS HOLIDAY on their June 27 concert.

Destination:

City Park

Destination City, State:

Manhattan, KS

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

06/27/2023

Departure Time:

2pm

Depart from:

LTMS

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

06/27/2023

Return Time:

11pm

Return to:

LTMS

Mode of transportation/travel:

district suburban

Will there be an overnight stay?

☐ YES

☒ NO

If yes, where will students be staying?

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

*Cost for travel: *Cost per student:
*Cost for hotel: *Amount paid by building funds:
*Cost for food/other: *Amount paid by students:

Additional Information:
(500 character limit)

Students will purchase their dinner at McDonalds prior to the rehearsal.

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

Number of staff sponsors attending:

Number of supervising parents attending:

Parent Permission Slips on file for all students participating?:

☒ YES
☐ NO

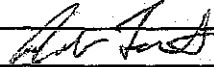
Complete list of students attending on file with school including names, contact information, and emergency contact information ?

☒ YES
☐ NO

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

Sponsor Signature:

Rob Foster



Date:

May 22, 2023

Principal/Supervisor Signature



Date:

5-22-23

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

Request for Board Approval of Extended Day Trip

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

Building

Lexington Trails Middle

Grade(s)

6-8

Class/Group

LTMS Band

District Sponsors on the trip:

Foster and Misti Banister

Does this trip involve more than one day?

☐ YES

☒ NO

Purpose of Trip:

I am presenting a clinic for the Kansas Bandmasters Association in Wichita on July 13 and these students will be performing during my presentation.

Destination:

Wichita, Kansas Airport Double Tree Hilton Hotel

Destination City, State:

Wichita, KS

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

07/13/23

Departure Time:

7am

Depart from:

LTMS

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

07/13/ 2023

Return Time:

6pm

Return to:

LTMS

Mode of transportation/travel:

2 district vehicles (suburban and a van)

Will there be an overnight stay?

☐ YES

☒ NO

If yes, where will students be staying?

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

*Cost for travel: *Cost per student:
*Cost for hotel: *Amount paid by building funds:
*Cost for food/other: *Amount paid by students:

Additional
Information:
(500 character limit)

Students are responsible for purchasing their fast food lunch.
We may need to put gas into the district vehicles.

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

Number of staff
sponsors attending:

Number of supervising parents attending:

Parent Permission
Slips on file for all
students
participating?:

☒ YES
☐ NO

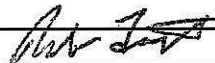
Complete list of students attending on file
with school including names, contact
information, and emergency contact
information ?

☒ YES
☐ NO

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

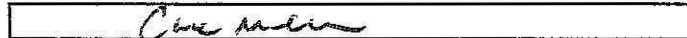
Sponsor Signature:

Rob Foster



Date:

Principal/Supervisor
Signature



Date:

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



To: Members of the Board of Education
From: Frank Harwood, Superintendent of Schools
Date: May 31, 2023
Subject: **Mill Creek-Lexington Trails Middle School Boundary Proposal (ACTION)**

At the April Board of Education meeting, information about current and projected district and school enrollment was presented. As part of that presentation, it was discussed that Mill Creek Middle School would reach its functional capacity in as soon as the 2024-25 school year. The increased enrollment is due to new residential construction in the Mill Creek attendance area. For reference, each of our three middle schools are designed to accommodate two student teams per grade level. Each team can have five teachers with an average of 25 students each. This means that a team consists of about 125 students. With two teams at three grade levels each middle school ideally houses 750 students. At this time, Lexington Trails Middle School has one team at each grade level and accommodates about 20 in district transfer students per grade. This leaves ample capacity at Lexington Trails to accommodate growth in Middle School enrollment. As enrollment increases at LTMS, the district will need to expand grade-level teams.

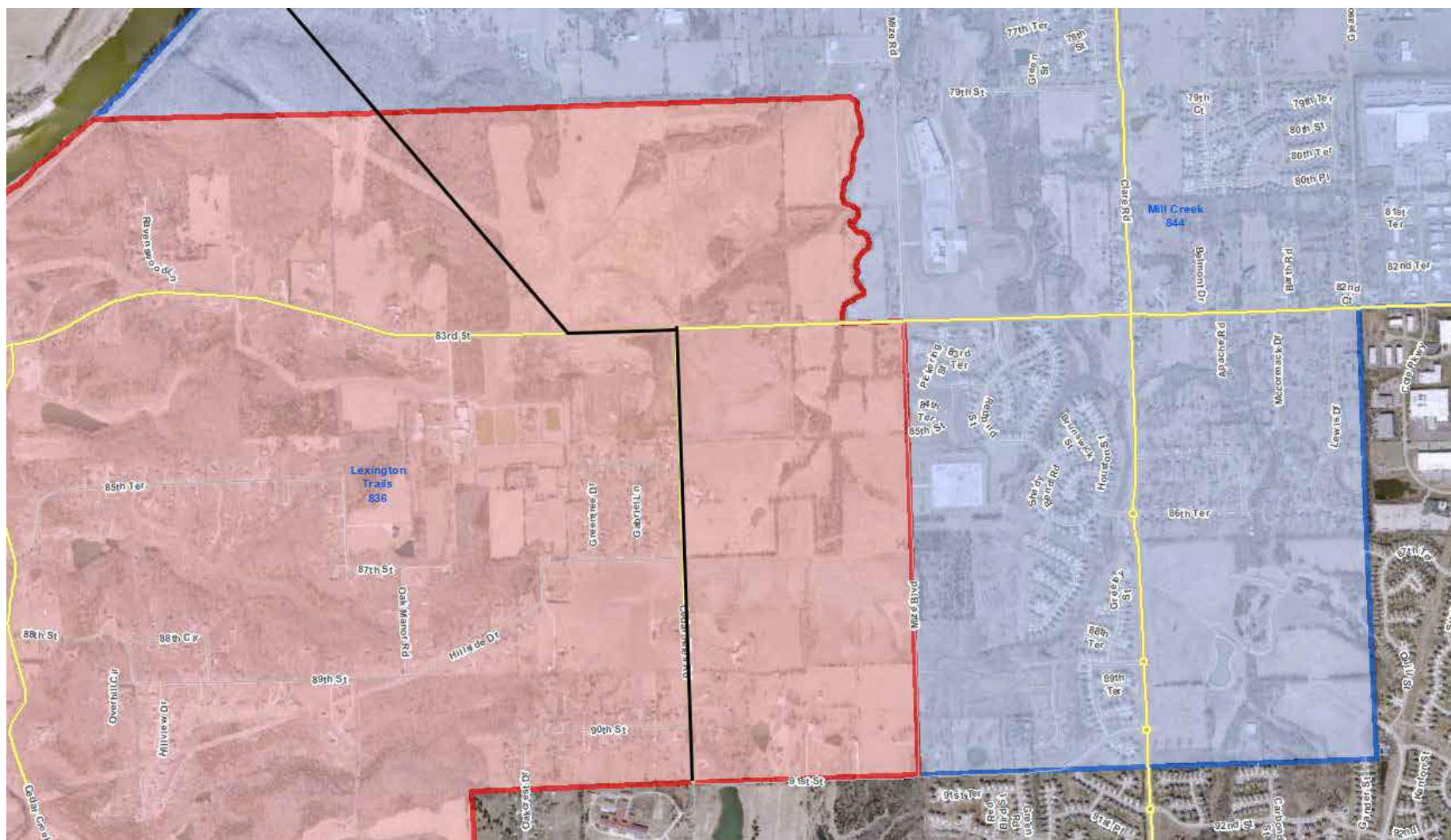
The administration is proposing to change the boundary between Mill Creek and Lexington Trails Middle Schools so that planned new construction in Western Lenexa would attend Lexington Trails thus alleviating the capacity issues at Mill Creek. At this time, there are few students that live within the area in question and we would recommend that any student currently living in the impacted area would be allowed to attend Mill Creek for middle school if they would like. This would be accomplished through the current in district transfer process.

Boundary Change

It is proposed that the current Lexington Trails boundary be extended to the east along 91st Street to Mize Road and then north to 83rd Street then west to west tributary of Clear Creek then north along the creek to 79th street and then west to the Kansas River (map attached). The change is proposed to take effect for 2023-24 school year.

We are attaching a map that shows the proposed boundary change. The area shaded in red indicates the new boundary area for Lexington Trails Middle School. The area shaded in blue represents Mill Creek Middle School. The current boundary line is indicated in black, which helps visualize the changes being proposed. Please let us know if there are any questions.

Proposed Boundary Change – Lexington Trails Middle School (red) and Mill Creek Middle School (blue)





Unified School District 232

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

JULIE STUCKY
Director of Finance

TO: Mr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Julie Stucky, Director of Finance
DATE: May 31, 2023
SUBJECT: **Property and Liability Insurance Renewal (Action)**

We obtained Requests for Proposals (RFP) on the renewal of district property and liability insurance. Our current policy expires June 30, 2023. Two companies expressed interest in providing these services for us based on the RFP. The insurance landscape regarding property and liability coverage is changing in that many insurance carriers are getting away from insuring schools. So, we are glad at least we have two vendors that want to provide proposals.

A formal valuation of our properties was completed in February 2023. Due to the fact that our properties had not been formally valuated for quite some time, we are experiencing an expected increase to our insurance premium.

The two proposals that we received were from CBIZ and EMC.

EMC Insurance Companies

The proposal covers Property, General Liability, Educators Legal Liability, Auto, Umbrella, and Cyber Protection coverage.

Quote = \$863,513.00. This amount represents an increase of \$269,776.74 from the 2022-2023 school year.

CBIZ

The proposal covers Property, General Liability, Educators Legal Liability, Auto, and Umbrella. CBIZ did not quote Cyber Protection coverage, for which there would be an unknown additional cost.

Quote = \$814,093.32. This amount represents an increase of \$220,356.96 from the 2022-2023 school year.

When we compared the two proposals, a key difference emerged with respect to deductibles outlined in property coverage. EMC would require a deductible of \$75,000 per occurrence on wind and hail. CBIZ would require a \$250,000 deductible per occurrence on wind and hail.

In December 2022, we experienced a substantial loss due to freezing pipes. The freeze deductible for EMC is \$50,000 and the freeze deductible for CBIZ is \$250,000. The deductibles for all other perils are \$50,000 per occurrence for EMC and \$25,000 per occurrence for CBIZ.

Considering the amount of the annual premium, along with the inclusion of cyber protection coverage, it is our recommendation to approve EMC Insurance Companies as the district's property and liability insurance carrier beginning July 1, 2023. It is also important to share that EMC is well known as the insurer for many school districts in Kansas. The company has a solid reputation with good customer service. Please let us know if you have any questions regarding this topic.

###



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. Frank Harwood, Superintendent of Schools
From: Brian Schwanz, Executive Director of Secondary Education
Dr. Joseph Kelly, Director of Secondary Curriculum and Instruction
Date: May 31, 2023
Re: Report to the Board of Education regarding Orchestra
(DISCUSSION)

During the Board of Education's regularly scheduled meeting on June 5th, we will provide new information as we revisit the potential creation of an orchestra program in USD 232.

Background:

In 2022, during the regularly scheduled July Board of Education meeting, Sarah Anderson, a junior at Mill Valley High School, provided a presentation regarding the addition of Orchestra as a co-curricular offering in USD 232. The Board requested that district administration investigate adding Orchestra to the Fine Arts programming. After the initial findings were presented to the Board of Education in October, the Board then requested an interest survey be sent to parents of school-aged children.

Information:

An interest survey was sent to the parents of students in USD 232 on March 24th. The responses received were from parents of students enrolled in grades Kindergarten through 12th grade in all the district's school buildings. The district received 512 responses. Of those 512 responses, 69.6% showed either "Interest" or "High Interest" in adding Orchestra as a course. We will be sharing this information in more detail during the board meeting.

Considerations:

Some items that will need to be considered as we continue to discuss orchestra:

- Determining the grade level at which the course(s) will be offered
- Identifying rehearsal spaces
- Ensuring proper humidity and climate control
- Identifying shared classroom spaces

- Finding storage areas
- Incorporating Orchestra into building and class schedules
- Identifying a music store partner
- Determine staffing

Next Steps:

- Visit schools that are similar to ours to see how they manage space (shared classroom, storage, etc).
- Continue conversations with building administrators, the Curriculum and Instruction Department and Band teachers regarding schedules and space.
- Initiate conversations with the Facilities Department to determine if additional storage space can be added to buildings, and, if so, the means and timelines by which that is accomplished.

We look forward to sharing this information and more specific details with the Board of Education at the June meeting. If you have questions, please reach out.



Unified School District 232

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

Frank Harwood Ed. D
Superintendent of Schools

To: Members of the Board of Education
From: Frank Harwood, Superintendent of Schools
Date: May 31, 2023
Subject: District Goals –2022-2023 Update (Discussion Item)

During the last seven years, the Board of Education has approved District Goals to help direct the work of district staff. The board will be presented with an update on the progress on the 2022-23 District Goals.

The 2022-23 District Goals marked the first year of our new five year cycle with the Kansas Education Accreditation System (KESA). Updated Action Steps will be presented to the board in August.



Vision

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

Mission

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

District Goals for 2022-2027

Achievement

Improve student achievement for all students while reducing the achievement disparities of various disaggregated groups.

Buildings & Budgets

Maximize district resources and provide high quality facilities to enhance educational programs.

Community Engagement

Work proactively with the community to improve educational programs.

Specific strategies and action steps have been developed for each of the three goals.

**USD 232 Board of Education
District Action Steps for 2022-23**

Achievement

| |
|---|
| Improve achievement for all students while reducing the achievement disparities of various disaggregated groups. |
| Objective A1: USD 232's Five Year Effectiveness Rate for Post-Secondary Success will exceed 75% by 2027 reporting year. |
| Objective A2: Ninety percent or more of USD 232 students will perform at or above grade level and Sixty percent or more will perform in the College and Career Ready category on the Kansas State Assessments or the ACT by the 2026 assessment period. |

| Strategy #1 Fully implement collaborative teams focused on student performance and success (Communication and Basic Skills) | | | | | |
|--|-------|---|------------------------------------|-----------------------------|--|
| FS | Rose | Action steps | Timeline | Staff | Progress |
| 4 | 1,7 | Administration and staff will utilize the USD 232 Needs Assessment document to analyze state assessment and other data, and respond to essential questions, as part of the Goal & Strategy development process for the accreditation compliance requirements set by the Kansas State Board of Education, PreK-12. | On or prior to September 1, 2022 | Hite, Kelly, | Completed, Board Approved September, 2022 |
| 4 | 1,4 | Administration and staff will utilize the Professional Learning Community culture, PreK-12, to support instructional decisions and learning. | 2022-2023 | Hite, Handy, Kelly, Schwanz | Continuous and will be in 2023-2024 school year. |
| 1,4 | 1,4 | Collaboration Teams will use multi-point data to make instructional decisions regarding student needs for standard and skill instruction for continued academic growth. | 2022-2023 | Hite, Handy, Kelly, Schwanz | Continuous and will be in 2023-2024 school year. |
| 1,4 | 1 | Fifty percent of identified district professional development time will be devoted to the development of common assessments in reading in grades K-5. | October 24, 2022 April 24, 2023 | Hite | Completed for October 24, 2022 |
| 1,4 | 1,4,7 | Administration and staff will utilize the USD 232 PLC/MTSS Handbook 2022-2023 for process and protocol guidance to meet student academic needs through core, intervention, and Tier instruction, PreK-12. | 2022-2023 | Hite, Kelly | Completed. |

**USD 232 Board of Education
District Action Steps for 2022-23**

| Strategy #2 Improve physical and mental health for all USD 232 students and staff (Physical and Mental Health) | | | | | |
|---|------|--|-----------|---------------------|---|
| FS | Rose | Action steps | Timeline | Staff | Progress |
| 1,6 | 1,4 | Administrators and staff will provide core, intervention, and Tier social-emotional/behavior student supports, in part through guidance and protocol in the PLC/MTSS Handbook 2022-2023. | 2022-2023 | Hite, Kelly, Hanson | Continuous and will be in 2023-2024 school year. |
| 1,6 | 1,4 | Elementary school counselors will follow district protocol guidance for core, intervention, and Tier student support via appropriate district document(s). | 2022-2023 | Hite, Handy | Protocol provided to counselors 6-8-22 for implementation in 2022-2023 school year |
| 1,6 | 1,4 | Administrators will support staff with professional learning opportunities related to mental wellness and self-care. | 2022-2023 | Hite, Kelly | Opportunities provided at August 2022 Pre-service 10-24-22 District PD 10-21-22, 1-3-23 Building PD 3-20-23 Building PD 4-24-23 District PD |
| 1,6 | 1,4 | Data related to Social and Emotional Wellness will be analyzed to inform planning and use of district resources for teachers and students. | 2022-2023 | Kelly | Complete. Data related to chronic absenteeism and suspensions have been analyzed. |

| Strategy #3 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) | | | | | |
|---|---------|---|-----------|-------|--|
| FS | Rose | Action steps | Timeline | Staff | Progress |
| 4,5,8 | 2,3 | Students in grades K-5 will participate in Civic and Social Engagement in age-appropriate lessons and projects. | 2022-2023 | Hite | Complete. |
| 4,5,8 | 2,3,6,7 | Students in grades K-5 will explore career interests to gain exposure to opportunities in academic and vocational experiences for pre- and postsecondary readiness. | 2022-2023 | Hite | Complete. |
| 4,5,8 | 2,4,6,7 | Administrators in grades 6 -12 will estimate the success rates for the graduating classes of 2023 through 2027 by reviewing students' Individual Plans of Study. | 2022-2023 | Kelly | Students will provide data quarterly to determine estimated Success Rates. |
| 4,5,8 | 2,4,6,7 | Implement Year 1 of the district's 3-Year Real World Learning Plan focusing on increasing opportunities for students to attain MVAs | 2022-2023 | Kelly | Complete: USD 232 Portrait of a Graduate, Final Draft attached. |

**USD 232 Board of Education
District Action Steps for 2022-23**

Buildings & Budgets

| |
|---|
| Maximize district resources and provide high quality facilities to enhance educational programs. |
| Objective B1: Completion of 2018 Bond Project by 2023 and planning for future facility needs. |
| Objective B2: Adapt to changes in available funding for USD 232 schools. |

| Strategy #4 School Safety. | | | |
|---|-----------------|--------------|---|
| Action steps | Timeline | Staff | Progress |
| Complete school entry vestibule project. | October 2022 | Cater | Completed – 11/22 |
| Conduct exterior security audit. | October 2022 | Cater | Completed – 11/22 |
| Comprehensive security report to the Board of Education | December 2022 | Cater | Completed – 12/22 |
| Plan for additional security needs. | June 2023 | Cater | Implementation of crisis alert system in progress |

| Strategy #5 2018 Bond completion and future planning. | | | |
|---|--------------------|--------------|---|
| Action steps | Timeline | Staff | Progress |
| Completion of original 2018 Bond projects. | October 2022 | Deghand | Completed – 8/22 |
| Review of remaining 2018 Bond proceeds and additional project planning | November 2022 | Deghand | Completed – Mize project approved |
| Comprehensive district enrollment study. | March 2023 | Deghand | Completed and Presented to the Board – 4/3/23 |
| Planning for future facility needs | June 2023 | Deghand | Begin Committee Selection for next Facility Focus Group |
| Provide information to keep the community up to date on the completion of the 2018 Bond | Throughout 2022-23 | Cater | Updating website; Completion by July 31, 2023 |

| Strategy #6 Budget plans based on the Kansas Legislatures school funding action and ESSER funding. | | | |
|---|--------------------|--------------|---|
| Action steps | Timeline | Staff | Progress |
| Consider the impact of legislative action for enrollment and budget. | Throughout 2022-23 | Stucky | Legislative update presented 5/1/23, FY24 budget planning in progress |
| Monitor ESSER expenditures and project the impact on future district budgets. | Throughout 2022-23 | Stucky | ESSER II funding expended by 6/30/23, ESSER III ongoing |
| Monitor growth in assessed valuation to determine budget and mill levy implications. | September 2022 | Stucky | Completed – Budget approved 9/22 |
| Present recommendations to the board as appropriate | TBD | | |

**USD 232 Board of Education
District Action Steps for 2022-23**

Community Engagement

| |
|---|
| Work proactively with the community to improve educational programs. |
| Objective C1: Increase family and community engagement with schools. |
| Objective C2: Increase community awareness of USD 232. |

| Strategy #6 Increase parent and community engagement. (Families, Community and Business Partnerships) | | | |
|--|--------------------|--------------|--|
| Action steps | Timeline | Staff | Progress |
| Launch redesigned website, mobile app and text communication for families and students. | Fall 2022 | Cater | Website refresh completed 11/22. Mobile app & text communication next phase. |
| Promote What's New in 232 series throughout the USD 232 community. | Throughout 2022-23 | Cater | New content shared 8/22, 10/22, 12/22 and ongoing. |
| Continued expansion and involvement of the USD 232 Education Foundation. | Throughout 2022-23 | Cater | Expanded teacher and school grant opportunities. Monthly meetings with Education Foundation. |

| Strategy #7 Improve diversity and engagement, including racial and ethnic, throughout the district. (Diversity, Equity and Inclusion) | | | |
|--|--------------------|--------------|--------------------|
| Action steps | Timeline | Staff | Progress |
| Collect stakeholder input for the development of the District Equity Plan. | Fall 2022 | Cater | Delayed to 2023-24 |
| Present District Equity Plan to the Board of Education. | February 2023 | Cater | Delayed to 2023-24 |
| Implement District Equity Plan as approved by the Board of Education. | Spring 2023 | Cater | Delayed to 2023-24 |
| Continue work of Diversity and Engagement Parent Advisory Committee to provide input about the state of the district's equity plan. Propose and initiate engagement activities as appropriate. | Throughout 2022-23 | Cater | Delayed to 2023-24 |

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



Unified School District 232

Administration & Communications

Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: May 31, 2023
Subject: **Mill Creek Middle School Start Time, End Time (ALERT)**

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.

| School Name | Late>5 (3:55) | Late>10 (4:00) |
|--------------------------|-------------------------|--------------------------|
| 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.

####



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. Frank Harwood, Superintendent of Schools
From: Lee Hanson, Director of Special Services
Date: May 31, 2023
Subject: Special Education Resource Purchase (Alert)

Brief Summary:

Our Special Services Department will seek approval by the Board of Education at the July 10, 2023, meeting to purchase intervention resources in the area 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 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

The following resources were chosen to purchase if approved.

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

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|--|-------------------------|-------------------------------|--------------|
| 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

The Special Services Department will seek the Board's approval in July to purchase reading and writing intervention materials chosen by our Pilot Teams.