



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://bitly.com/usd232youtube>

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

July 11, 2022

***** 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. ORGANIZATIONAL DECISIONS.

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

III. PATRON INPUT.

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

IV. CONSENT AGENDA.

These items represent matters 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 June 6th regular meeting.
- B. Approve payment of bills and transfer of funds (if appropriate).
- C. Approve employment recommendations made on July 5, 2022.
- D. Approve employment recommendations made on July 11, 2022.
- E. Approve recommended revisions to Board Policies DB – Budget Planning, DC – Annual Operating Budget, EBA – Insurance Program, ED – Student Transportation Management, IDAE – Student Privacy Policy, IDAA – Special Programs, JBC – Enrollment, JBE – Truancy, JGCD – Health Screenings, JGG – Transportation, KBA – District or School Websites.
- F. Approve recommended revisions for the 2022-2023 Classified Employee Handbook.
- G. Approve start-up of Girls Wrestling in USD 232 beginning with the 2022-2023 school year.

- H. Approve a 2022-23 Lease Agreement between USD 232 and the Johnson County Park & Recreation District (JCPRD) for before and after school childcare.
- I. Approve Unpaid Meal Charging Policy as presented.

V. ACTION ITEMS.

- A. 2022-2023 Organizational Items. [Dr. Frank Harwood]
- B. Compensation Packages for Employees not covered by the PNA. [Brian Schwanz & Carrie Handy]
- C. Revenue Neutral Tax Rate and Budgeting Process. [Julie Stucky]

VI. DISCUSSION ITEMS.

- A. Request to add an Orchestra Program. [MVHS Student]
- B. District Goals. [Dr. Frank Harwood]

VII. FYI REPORT.

- A. Unencumbered Cash Balances.

VIII. EXECUTIVE SESSION.

- A. Negotiations.

IX. ADJOURNMENT.

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Unified School District 232

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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES -- REGULAR MEETING

Administrative Office (35200 West 91st Street, De Soto, Kansas) June 6, 2022

YouTube channel: <https://bitly.com/usd232youtube>

The Board President, Danielle Heikes, called the budget hearing to order at 6:00 p.m. A quorum of the Board was present. Attendance was as follows:

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

Others Present: Jolyn Baldner, Director of Student Nutrition
Alvie Cater, Assistant Superintendent of Administration & Communications
Steve Deghand, Assistant Superintendent of Facilities & Operations
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent
Carrie Handy, Executive Director of Elementary Education
Lee Hanson, Director of Special Education
Dr. Frank Harwood, Superintendent of Schools
Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation
Gail Holder, Principal, Mill Valley High School
Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Title Programs
Rob Moser, Coordinator of Safety & Transportation
Brandon Riffel, Director of Technology
Brian Schwanz, Executive Director of Secondary Education
Julie Stucky, Director of Finance

Alvie Cater led attendees in reciting the Pledge of Allegiance.

Julie Stucky, Director of Finance/Treasurer, said while the district is not going to be getting more funds, the budget republication was to gain budget authority. She said when the budget was published last August the General Fund was published for \$48,570,626. She said the district finally received the audited legal max from the State and will actually receive \$48,502,484. She said the re-publication

would allow the district to transfer state aid into a specific virtual fund that is required by the state. She said the district has been making deposits and paying bills for the at-risk virtual program out of the General Fund. The State Department of Education did a Virtual Fund Audit this year and informed the district it was necessary to create a specific Virtual Fund in the budget. Mrs. Stucky said once the Virtual Fund is established necessary General Fund dollars will be transferred into the Virtual Fund.

Mrs. Stucky said when the preliminary audit was received it looked like the district would have more bilingual weightings than were estimated for the original budget, but when the final audit was received weightings counted in the September Superintendent's Organizational Report were more accurate. She said because the budget republication needed to be done weeks ago, bilingual was republished just in case it came in over original estimates, but it ended up not being needed.

With regard to Special Education, Mrs. Stucky said the categorical aid went up. When the budget process was started, categorical aid was \$30,085 and finally came in at \$31,530, but she said the district had enough money to transfer from the General Fund. Superintendent Harwood said categorical aid is the amount of reimbursement the district gets for full-time equivalent (FTE) certified special education staff members, with a lower amount for classified staff members. He said special education funding is based on the number of staff members employed versus the number of students with Individual Education Plans (IEPs).

President Heikes asked if anyone in the audience wanted to speak regarding the amended budget. No one spoke.

President Heikes adjourned the budget hearing at 6:04 p.m.

President Heikes called the regular meeting to order at 6:04 p.m.

Alvie Cater then briefly explained how the meeting would progress from one agenda item to the next.

President Heikes asked if there were any changes for the Agenda.

Superintendent Harwood asked to add Good News/Student Recognition to the agenda.

Mrs. Ashley Spaulding moved to adopt the Agenda as amended.

Mrs. Stephanie Makalous seconded.

Carried 7/0.

GOOD NEWS. The Board recognized the Mill Valley High School Boys and Girls Track & Field Teams for winning the 2022 Kansas Class 5A State Championships. Both teams were also regional champions. The boys team won its second consecutive 5A State Title. In addition to team state titles, the Board also recognized the following individual State Champions: Quincy Hubert in the 100M Hurdles and the 300M Hurdles, Adrian Dimond in the Triple Jump and Kate Roth in the Long Jump.

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

Tom Duffy, De Soto, spoke to the board about bullying and harassment his daughter has endured in her Freshman year at De Soto High School. He shared that the school did everything it could in response to the behavior, but he would like to see a shift toward a zero tolerance policy with incidents involving victims dealt with swiftly and severely.

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

Declaring a conflict of interest, Bill Fletcher asked to remove check number 58569 from Consent Agenda item "B. Approve bills and transfer of funds" and remove Consent Agenda item "H. Accept a donation from William Fletcher/Kansas Land Management in the amount of \$1,000.00 to Lexington Trails Middle School for the Panther Prowl Fundraiser" for approval separately.

Mr. Rick Amos moved to approve the Consent Agenda as amended.

Mrs. Stephanie Makalous seconded.

Carried 7/0.

The following Consent Agenda items were approved:

1. Minutes of the May 2nd regular meeting and May 23rd special meeting.
2. Payment of bills and issuance of checks numbered 58437 – 58438, 58440 – 58478, 58480 – 58568, 58570 – 58608 and 58614 - 58754.
3. Transfer of funds as follows:
 - a. \$98,608.86 from General (Fund 06) to Virtual Education (Fund 15).
 - b. \$5,840.85 from Local Option Budget (Fund 08) to State Pre-K (Fund 11).
 - c. \$147,793.93 from Local Option Budget (Fund 08) to At-Risk (Fund 13).
 - d. \$43,349.91 from Local Option Budget (Fund 08) to Bi-Lingual (Fund 14).
 - e. \$17,139.13 from Local Option Budget (Fund 08) to Parents as Teachers (Fund 28).
 - f. \$660,454.85 from Local Option Budget (Fund 08) to Special Education (Fund 30).
 - g. \$137,267.30 from Local Option Budget (Fund 08) to Vocational Education (Fund 34).

4. Personnel recommendations as follows:

Resignations – Classified

Noelle Drabek, School Nurse, CTEC

Consuelo Gilbertie, Student Nutrition, MVHS

Natalie Hoover, School Nurse, DHS

William Mengarelli, Plumber Technician, Districtwide

Employment – Classified

Miles Alexander, Rule 10 Assistant 7th Grade Football Coach, LTMS

Renee Allerheilgen, Rule 10 Assistant Girls Basketball Coach, MVHS

Angela Banfield, Secretary, CCE

Taylor Burger, Paraprofessional, MCMS

Gloria Flores Diaz, Evening Custodian, DHS

Austin Klumpe, Rule 10 Assistant Girls Basketball Coach, MVHS

Ronnie Lindsay, Rule 10 Assistant 8th Grade Football Coach, LTMS

Jesse McAlister, Plumber Technician, DSC

Jackson Neill, Substitute Custodian, Districtwide

Colton Pasquale, Resource Paraprofessional, SE

Jennifer Pepe, Center Based Paraprofessional, MTMS

Catherine Stagner, Extended School Year Paraprofessional, CTEC

Dean Zaldivar, Rule 10 Assistant Football Coach, MVHS

Resignations – Certified *(Effective at the conclusion of the 2021-22 school year.)*

Cameron Carlson, English Teacher, MVHS

Riki Kisner, Early Childhood Special Education Teacher, CTEC

Christina Sharp, Kindergarten Teacher, SE

Kelly Smith, Center Based Special Education Teacher, The Bridge

Employment – Certified

Carly Bowden, 7th Grade Pathways Teacher, MTMS

Kathryn Floyd, Math Teacher, DHS

Shannon Freuhling, Center Based Special Education Teacher, MTMS

Lindsey Hothan, At-Risk Teacher, DHS

Kevin Jeffries, Real World Learning Business to Education Coordinator, District-wide

Megan Mixon, Counselor, MVHS

Kelly Prickett, Science Teacher, MVHS

Tiffani Thompson, Vocal Music Teacher, MCMS

5. A seven-year implementation of Psychology in Your Life Social Studies resources from W.W. Norton and Company at the secondary level totaling \$10,717.20.
6. Award of contract for the supply of a la carte pizza in the high school lunchrooms during the 2022-23 school year to Minsky's Pizza at the pricing levels submitted to the Student Nutrition Department in response to a request for bids.
7. The following meal prices for the 2022-23 school year: 1. Breakfast: \$1.55 for elementary students/\$1.65 for secondary students/\$2.50 for adults, 2. Lunch: \$2.85 for elementary students/\$2.90 for middle school students/\$3.00 for high school students/\$4.35 for adults; and, 3. Milk: \$0.60 for all levels.
8. Acceptance of the following donations:
 - \$300.00 from Shelly Lathrom/Great American Bank to Lexington Trails Middle School for the Panther Prowl Fundraiser.
 - \$300.00 from Monica Dear/Dear Wellness Services to Lexington Trails Middle School for the Panther Prowl Fundraiser.

- \$500.00 from Mark Sanders/Siller's Foundation Repair to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$300.00 from Troy Krentzel/TK Metals to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$300.00 from Ashley Fisher-Noe/Essential Plumbing to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$300.00 from Sophia Mateo/Mateo Chiropractic to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$300.00 from Angie Russell/KSDS to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$300.00 from Richard Copeland/De Soto Baptist Church to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$300.00 from Sherelle Witt/Oasis Nutrition to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$500.00 from Mitzi Ryburn/State Farm Insurance to Lexington Trails Middle School for the Panther Prowl Fundraiser.
- \$1,000.00 from Rudy and Wendy Bonnstetter to the De Soto High School Band Program.
- \$500.00 from Donna Lynn to the De Soto High School Band Program.
- \$500.00 from Daniel and Kathryn Mills to the De Soto High School Band Program.
- \$1,049.14 from Spring Hill Parents for Kids to the De Soto High School Band Program.
- \$1,000.00 from Menlo Inc. to the Mill Valley High School Student Council.

Bill Fletcher declared a conflict of interest and left the meeting at 6:16 p.m.

Mrs. Danielle Heikes moved to approve payment to Kansas Land Management, LLC in the amount of \$16,080.00 with check number 58569 and accept a donation from William Fletcher/Kansas Land Management in the amount of \$1,000.00 to Lexington Trails Middle School for the Panther Prowl Fundraiser.

Mrs. Calley Malloy seconded.

Carried 6/0.

Bill Fletcher returned to the meeting at 6:16 p.m.

ACTION ITEMS.

Amended 2021-22 USD 232 Budget. Julie Stucky asked the Board if they had any questions about the proposed budget amendments. She said this will not increase taxes or cost the district. No questions were asked.

Mrs. Danielle Heikes moved to approve the amended 2021-22 USD 232 Budget.

Mr. Rick Amos seconded.

Carried 7/0.

2022 Technology Managed Services Renewal. Brandon Riffel, Director of Technology, provided the Board with background information on an agreement the district entered into with k12itc for managed technology services in 2012 and renewed in 2016. He said the decision to outsource technology services was in response to increasing financial costs and human resource demands. Staff turnover and the cost of employing highly qualified technicians for the specific needs were some of the challenges at that time. The framework of the agreement allowed the district to better control costs, greatly improve professional services, and upgrade certain technology hardware and equipment.

Superintendent Harwood said that since this is a second renewal with k12itc and there were no other entities to provide a comprehensive proposal, the decision was made to make this an Action Item on the agenda. He said if a future board would ever decide to take IT services back in-house it would probably require a bond issue because a lot of technology equipment would have to be purchased that the district is currently leasing as part of the contract with k12itc.

Danielle Heikes asked what other Johnson County districts do. Brandon Riffel said the bigger districts have Technology staff, but outsource many projects, some to k12itc. He said Piper has started to use k12itc services and Eudora is looking into it as well.

Mrs. Stephanie Makalous moved to approve a five-year renewal of USD 232's managed technology service agreement with Menlo, Incorporated (k12itc) in the amount of \$2,215,800.00 annually.

Mrs. Ashley Spaulding Seconded.

Carried 7/0.

Superintendent Harwood noted that k12itc changed their name to Menlo in order to branch out beyond serving just schools.

DISCUSSION ITEMS.

Potential Addition to Mize Elementary School. Steve Deghand, Assistant Superintendent of Facilities & Operations, explained to the Board that Mize Elementary houses one of the district's three center-based programs. He said the school has been able to accommodate this program with unused classrooms, but with increased enrollment and program growth, the school needs those classrooms. Mr. Deghand said one option the administration has been looking into is adding space to Mize Elementary by using remaining bond funds. He shared a concept drawing that showed where an additional classroom and center-based space could be added onto the school.

Superintendent Harwood said the reason this is being brought to the Board now is because of potential student growth in the Mize Elementary attendance boundary. He said in the district's history when a building gets full the center-based program is moved to another building where space is available. He explained that this is not in the best interest of students who have the most needs. He said moving

forward the administration would like to plan spaces specifically for center-based programs. He said these spaces are for students with the most significant needs and the only effective way to provide services they need is to bring them together. He said Mize Elementary was chosen for the first dedicated center-based program because it is more centrally located within the district. He said an additional classroom would also help with an enrollment bubble or could be used for a specials classroom.

Bill Fletcher suggested the administration look at using Capital Outlay funds for the project. Superintendent Harwood said there will be bond funds available and the district could use Capital Outlay, but he noted that the district no longer receives New Facilities Weightings.

With no objection from board members on this project, Mr. Deghand said HTK Architects can begin the design process and he may be able to have bids for the Board to consider in the Fall.

Legislative Update. Superintendent Harwood noted that the 2022 Legislative Session has officially concluded. He said nine bills were signed into law that will have an impact on Pre-K – 12 Public Education. He reviewed each one listed below:

Senate Bills

SB 62 – Amends standards for school-administered vision screenings.

SB 91 – Exempts businesses from certain liability arising from secondary students engaged in work-based learning.

SB 215 – Authorizes school boards to contract with Transportation Network Companies (ie Lyft or Uber) to transport eight or fewer people to school related activities. Transfers authority for certain postsecondary driver's education to the Kansas Department of Revenue.

SB 267 – Appropriations Bill for state agencies: includes \$1.5 million for teacher scholarships.

SB 421 – Provides \$1.25 billion to make up for previous underfunding of KPERS.

House Bills

HB 2239 – Contains multiple tax provisions:

- Districts will not be considered to have exceeded their Revenue Neutral Rate if the only reason they would have exceeded it is due to the 20-mill required levy.
- The residential exemption to the 20-mill required levy is increased from the first \$20,000 in value to the first \$40,000 for tax year 2022. The amount will be adjusted in future tax years based on the percentage change in statewide residential property.
- Grants an annual income tax credit for teachers equal to their personal expenditure on school/classroom supplies up to a maximum of \$250.00.

HB 2446 – Requires that all high schools offer at least one computer science course by the 2023-24 school year. Establishes KSDE grants to promote computer science.

HB 2510 – Appropriations Bill for state agencies: includes \$1 million for computer science educator scholarships.

HB 2567 – K-12 Appropriations and Policy

- K-12 Budget
 - Fully funds Gannon legal settlement:
 - 2022-23 Base State Aid Per Pupil of \$4,846.00 (increased from \$4,706.00, 2.97%)
 - 2023-24 Base State Aid Per Pupil adjusted for the Consumer Price Index
- Policy – 17 Provisions
 - Required Open Enrollment
 - District Needs Assessment
 - Part-Time Enrollment
 - Virtual School Funding
 - Parental Notification for Non-Academic Tests

Bill Fletcher asked if there are any districts talking about challenging the legislature's required open enrollment. Superintendent Harwood said some districts spoke to the legislature in opposition to open enrollment. He explained that the Board will be adopting policy that will have the best interests of USD 232. He said once out of district students are accepted to the district they are eligible to return each consecutive year, through high school graduation. This means the district will have to plan for enrollment numbers at higher grade levels.

Brandi Jonasson asked if out of district students can request to enroll in a specific school. Superintendent Harwood said the district will have to identify available capacity for each school and decisions would be based on that availability.

Calley Malloy asked if the district would be required to provide transportation. Superintendent Harwood said the district would not be required to provide transportation for regular education students, but could write into policy that they could catch a bus at a district bus stop. He said the district may have to provide transportation for students with IEPs.

Superintendent Harwood said the area that most concerns him is the center-based program which could end up requiring additional financial resources. The current law does not allow schools to establish capacities by program.

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. 2022-23 Organizational Items, 2. Addition of Girls Wrestling at Mill Valley High School; and, 3. Revisions for the 2022-2023 Classified Employee Handbook.

President Heikes declared a five-minute break at 7:06 p.m.

The Board returned to open session and President Heikes called the meeting back to order at 7:11 p.m.

EXECUTIVE SESSION.

Negotiations.

Mrs. Danielle Heikes moved to go into executive session at 7:12 p.m. for a period of thirty minutes with Frank Harwood, Alvie Cater, Brian Schwanz, Carrie Handy and Julie Stucky to discuss collective bargaining Negotiations pursuant to the exception for employer-employee negotiations under KOMA and return to open session at 7:42 p.m. at this location.

Mrs. Ashley Spaulding seconded.

Carried 6/0. (Bill Fletcher left the room and did not participate in this vote.)

The Board returned to open session and President Heikes called the meeting back to order at 7:42 p.m.

President Heikes adjourned the meeting at 7:42 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: July 6, 2022
SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 58755– 59055 with Following Exceptions:

58755- Blue Cross Blue Shield KC May 2022
58830- 1st June Payroll Vendor Checks, Period 5-16/5-31-22, Pay Date 6-15-22
58908- Blue Cross Blue Shield KC June 2022
58973- Blue Cross Blue Shield KC July Lump Sum 2022
58974 – 58979 - 2nd June Payroll/July-August Lump Sum Vendor Checks, Period 6-01/6-15-22, Pay Date 6-30-22

Approve the following transfers for month ending June, 2022

\$ 665,000.00 From Gen Fund (06) to At Risk (Fund 13)
\$ 40,000.00 From Gen Fund (06) to Virtual (Fund 15)
\$ 1,066,181.19 From Gen Fund (06) to Special Ed (Fund 30)
\$ 23,502.32 From Supp Gen Fund (08) to State Pre-K (Fund 11)
\$ 152,264.15 From Supp Gen Fund (08) to Bi-Lingual (Fund 14)
\$ 40,000.00 From Supp Gen Fund (08) to Professional Development (Fund 26)
\$ 10,000.00 From Supp Gen Fund (08) to Parents as Teachers (Fund 28)
\$ 2,432,875.28 From Supp Gen Fund (08) to Special Ed (Fund 30)
\$ 605,820.47 From Supp Gen Fund (08) to Voc Ed (Fund 34)
\$ 500,000.00 From Supp Gen Fund (08) to Textbook (Fund 55)

Check Journal - 06/09/2022

Check Number	Check Date	Payee	Reason	Amount
58756	06/09/22	95 Percent Group INC.	Literacy Materials - ESSER III	\$22,112.20
58757-58758	06/09/22	Amazon Capital Services	Teacher materials	\$5,290.03
58759	06/09/22	Applied Maintenance Supplies & Solutions	Grounds Supplies	\$373.36
58760	06/09/22	Batteries Plus - #260	Battery Pack for Emergency/Exit Lights - SE	\$299.40
58761	06/09/22	BSN Sports, LLC	DHS - Girls Tennis	\$108.00
58762	06/09/22	Bureau Of Edu & Research	Significantly Increase ELL Students' Fluency Seminar	\$558.00
58763	06/09/22	CDW Government	Software	\$1,309.00
58764	06/09/22	Challenger Fence Company	Gates MVHS Stadium	\$18,800.00
58765	06/09/22	City Of De Soto	W/S/T -April 2022	\$4,985.73
58766	06/09/22	De Soto High School	reimbursements for State entry fees, meals etc.	\$3,584.05
58767	06/09/22	EBSCO Information Services	Yearly magazine subscriptions	\$159.94
58768	06/09/22	Envision Technology Group	Equipment	\$19,003.00
58769	06/09/22	Family Tree Nursery	Trees for MCMS Required by City	\$3,639.95
58770	06/09/22	Follett Content Solutions, LLC.	Library	\$233.31
58771	06/09/22	Grainger	Tank Fitting - district wide use	\$22.75
58772	06/09/22	Instructure, Inc.	Mastery Connect Subscription and Pilot for Monticello Trails Mi	\$8,420.00
58773	06/09/22	Interstate Elec. Supply, Inc.	Student Nutrition Dept.	\$1,010.00
58774	06/09/22	Integrated Electric, LLC	Equipment Technology	\$2,498.77
58775	06/09/22	Jock's Nitch, Inc.	CAPS- Polo order	\$929.00
58776	06/09/22	Kansas City Audio-Visual	Parts and repairs	\$180.00
58777	06/09/22	Kansas Land Management, LLC	2021 Mowing Contract	\$16,080.00
58778	06/09/22	Kasey Johnson	Professional Development - ABC's of Self Care	\$1,600.00
58779	06/09/22	Kennyco Industries, Inc.	Service Call - MVHS	\$1,010.00
58780	06/09/22	Kenton Brothers Inc.	Equipment	\$58,294.85
58781	06/09/22	Key Refrigeration Supply L.L.C.	Kitchen Supplies	\$1,132.52
58782	06/09/22	Kone Inc.	Service call- LTMS	\$1,094.04
58783	06/09/22	KU Midwest Occupational Health	HPE Tests	\$84.00
58784	06/09/22	Lakeshore Learning Materials	SPARK	\$199.92
58785	06/09/22	Linde Gas & Equipment Inc.	CAPS supplies	\$633.33
58786	06/09/22	Mean Green Basting	Paint Removal MVHS Stadium	\$450.00
58787	06/09/22	Meyer Music	Digital Pianos for DHS & MVHS	\$47,247.64
58788	06/09/22	Amy Robertson	Student Nutrition Dept.	\$54.25
58789	06/09/22	Jeff Gast	Student Nutrition Dept.	\$200.00
58790	06/09/22	Ryan Ferrell	Student Nutrition Dept.	\$66.05
58791	06/09/22	Julie Roberts	Student Nutrition Dept.	\$158.70
58792	06/09/22	Tamara Grimm	Student Nutrition Dept.	\$179.50

Check Journal - 06/09/2022

Check Number	Check Date	Payee	Reason	Amount
58793	06/09/22	Amy Hoppes	Student Nutrition Dept.	\$299.10
58794	06/09/22	Laura Blickenstaff	Student Nutrition Dept.	\$125.40
58795	06/09/22	Jane Eggleston	Student Nutrition Dept.	\$75.15
58796	06/09/22	Deanna Beyer	Student Nutrition Dept.	\$122.95
58797	06/09/22	Brooke Biven	Student Nutrition Dept.	\$19.85
58798	06/09/22	Tina Brummer	Student Nutrition Dept.	\$94.90
58799	06/09/22	Kevin Laney	Student Nutrition Dept.	\$63.35
58800	06/09/22	Kelly Miller	Student Nutrition Dept.	\$66.40
58801	06/09/22	Brooke Coulson	Student Nutrition Dept.	\$28.20
58802	06/09/22	Julianne Wright	Student Nutrition Dept.	\$43.65
58803	06/09/22	Stacy Sygman	Student Nutrition Dept.	\$104.80
58804	06/09/22	Elaine Garcia	Student Nutrition Dept.	\$141.25
58805	06/09/22	Lynn Thomas	Student Nutrition Dept.	\$21.15
58806	06/09/22	Morgan Hunter Companies	Teacher Sub Pay	\$7,293.57
58807	06/09/22	Mps	AP Psychology Materials	\$6,739.73
58808	06/09/22	NAESP	Conference	\$785.00
58809	06/09/22	Nasco	art supplies	\$34.56
58810	06/09/22	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$1,656.00
58811	06/09/22	ODP Office Solutions, LLC	Office Supplies	\$12.46
58812	06/09/22	Pearson Assessments	Testing protocols	\$151.90
58813	06/09/22	Perma-Bound	December Book Order- 2021	\$1,368.33
58814	06/09/22	Predator Termite & Pest	June District Pest Control	\$3,797.00
58815	06/09/22	Project Lead The Way, Inc.	Medical Interventions Class Supplies	\$20,980.50
58816	06/09/22	Propio LS, LLC	Interpreting Services May 2022	\$276.50
58817	06/09/22	Pur-0-Zone, Inc	Custodial Equipment Maintenance/Repairs	\$645.16
58818	06/09/22	Roberts Dairy	Student Nutrition Dept.	\$20,284.86
58819	06/09/22	S & S Activewear LLC	CAPS t shirt order	\$28.20
58820	06/09/22	T-Tech, LLC	Part/Repairs	\$1,500.00
58821	06/09/22	Teacher Synergy, LLC.	SPARK	\$1,335.24
58822	06/09/22	The Legal Record	Budget Republishing	\$123.48
58823	06/09/22	Think Social Publishing, Inc	Social Thinking materials	\$248.56
58824	06/09/22	UCS, Inc.	DHS - Track	\$895.00
58825	06/09/22	United Office Products, Inc.	Mize Elementary Office Furniture & DHS stadium	\$21,287.10
58826	06/09/22	United School Administrators	KASEA Winter Conference	\$240.00
58827	06/09/22	Valley Offset Printing, Inc.	April and May printing of Green Pride	\$1,202.38
58828	06/09/22	W.W. Norton & Company	Music Books	\$10,062.00

Check Journal - 06/09/2022

Check Number	Check Date	Payee	Reason	Amount
58829	06/09/22	Waste Management	Grounds Roll Off Dumpster	\$243.31
				\$324,398.28

Check Journal - 06/16/22

Check Number	Check Date	Payee	Reason	Amount
58831	06/16/22	Academic Therapy Publ	ELL Students	\$1,635.40
58832	06/16/22	Academic Therapy Publ	Reading Decodables	\$1,028.50
58833	06/16/22	Amazon Capital Services	Theater Dept Resources	\$1,405.75
58834	06/16/22	Amazon Capital Services	T.Wagoner-ESY	\$1,153.45
58835	06/16/22	Apple Inc.	Equipment	\$1,248.75
58836-58837	06/16/22	Arvest Bank	June 2022 Statement	\$37,868.97
58838	06/16/22	Bluum	Parts/Repairs	\$156.20
58839	06/16/22	Brown University	Choices Program Materials	\$29,862.00
58840	06/16/22	BSN Sports, LLC	LTMS - 2022-2023 Athletic supplies/equipment/uniforms	\$882.32
			MCMS - Athletic Purchase	\$2,645.43
58841	06/16/22	BSN Sports, LLC	DHS - Volleyball Uniforms	\$6,126.12
58842	06/16/22	BSN Sports, LLC	Baseball- Joel Thaemert	\$8,278.96
58843	06/16/22	BSN Sports, LLC	DHS - Boys Soccer- A. Proctor	\$833.90
58844	06/16/22	Cates Service Company	Cates Service Agreement	\$8,317.25
58845	06/16/22	CFS Engineers, P.A.	Special Inspections DHS PAC	\$761.00
58846	06/16/22	De Soto Auto Parts	Vehicle Maintenance	\$529.87
58847	06/16/22	Dey Appliance Service	Sensor LTMS	\$105.16
58848	06/16/22	Eric Armin Inc.	Math activities	\$32.85
58849	06/16/22	Easy Ice, LLC	Kitchen Supplies	\$45.66
58850	06/16/22	Encore Energy Services, Inc.	Heating Bill - East Side	\$2,010.69
58851	06/16/22	Fastenal Company	Grounds Supplies	\$122.90
58852	06/16/22	Flinn Scientific Inc.	AP Chem Supplies	\$3,839.54
58853	06/16/22	Flinn Scientific Inc.	CTEC supplies	\$29.95
58854	06/16/22	General Parts LLC	Kitchen Supplies	\$150.92
58855	06/16/22	IFix Olathe	Parts/Repairs	\$140.00
58856	06/16/22	In2GutRs	Gutters for Grounds Shop App by BOE 12/5/21	\$1,487.50
58857	06/16/22	Infinite Speakers Agency LLC	Johnson County Human Resources Summit	\$3,750.00
58858	06/16/22	Instructure, Inc.	2022-2023 Canvas Cloud Subscription	\$36,250.00
58859	06/16/22	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$1,064.52
58860	06/16/22	Integrity Locating Services, LLC	Locate Charges	\$360.00
58861	06/16/22	Johnson Co Sheriff's Office	DHS Security 5.1.22-5.28.22	\$831.25
			DHS SRO 4th Qtr	\$13,685.68
58862	06/16/22	JourneyEd	Software License -Microsoft	\$38,014.02
58863	06/16/22	Kansas City Audio-Visual	AV Classroom Upgrades Original PO#4440210365	\$85,366.80
58864	06/16/22	Kansas City Peterbilt, Inc.	Box Truck Brake Repair	\$7,357.74
58865	06/16/22	Kansas Gas Service	Gas Service-MT, MV, PRE, BE, HE, RE,TP May 22	\$1,198.34

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Check Number	Check Date	Payee	Reason	Amount
58866	06/16/22	Kennynco Industries, Inc.	Fire Alarm Repairs	\$1,349.44
58867	06/16/22	Key Refrigeration Supply L.L.C.	HVAC Filters	\$168.00
			Kitchen Supplies	\$548.40
58868	06/16/22	Kgtc	Gifted conference	\$175.00
58869	06/16/22	KU Midwest Occupational Health	HPE Tests	\$42.00
58870	06/16/22	Kuta Software, LLC	KUTA Software - Renewal 2022-23 DHS, MVHS	\$1,442.00
58871	06/16/22	Learning Ally, Inc.	License Renewals -CCE, PRE ESSER III	\$3,998.00
58872	06/16/22	Lowe's	Custodial, Maint., Grounds Supplies	\$921.80
58873	06/16/22	Mascot Junction, Inc.	PBIS materials	\$2,293.00
58874	06/16/22	Medco Supply Co	Trainers Table DHS Stadium	\$2,906.25
58875	06/16/22	Mendez Foundation	2022-23 Too Good For Drugs Materials	\$5,460.87
58876	06/16/22	Stacy Sygman	Student Nutrition Dept.	\$100.00
58877	06/16/22	O'Reilly Auto Parts	Maintenance Trailer Battery - MC	\$100.27
58878	06/16/22	ODP Office Solutions, LLC	Supplies	\$413.29
58879	06/16/22	P.A.T. National Center, Inc.	PATNC 2022-23 Affiliate fee & Renewals	\$2,855.00
58880	06/16/22	Perma-Bound	Book Order	\$370.84
58881	06/16/22	Plumbing By Fisher, Inc.	Emergency Service Call - MVHS	\$149.50
58882	06/16/22	Plumbmaster, Inc.	Upgrade Water Heaters PRE App by BOE 12/5/21	\$1,492.65
58883	06/16/22	Project Lead The Way, Inc.	VEX V5 POE/CIM Custom Upgrade Kit - PLTW	\$13,116.00
58884	06/16/22	Project Lead The Way, Inc.	PLTW- order-	\$2,186.00
58885	06/16/22	Pur-0-Zone, Inc	Custodial Equipment Maintenance/Repairs	\$309.55
			Custodial Equipment DHS Stadium	\$11,030.85
			Auto Scrubbers for PRE & ME - App by the BOE 12/6/21	\$9,365.00
58886	06/16/22	Scholastic Magazines	Elementary Magazines - 7 Year Adoption	\$122,651.99
58887	06/16/22	School Specialty, LLC	Office Supplies	\$1,090.75
			Additional Furniture ECC	\$722.32
58888	06/16/22	School Specialty, LLC	Budget	\$9.74
58889	06/16/22	School Specialty, LLC	Classroom Budget 2021-2022	\$9.74
58890	06/16/22	Shawnee Area Chamber Of Comm	Annual Membership 2022-23	\$335.00
58891	06/16/22	Shawnee Mission School District	Solution Tree PLC Work Institute - Leawood	\$3,500.00
58892	06/16/22	Skyward, Inc.	Training	\$1,200.00
58893	06/16/22	Smallwood Lock Supply	Student Vehicle Spare Ignition Key - Van 8	\$42.50
58894	06/16/22	Smart Pro Technologies LLC	Equipment	\$20,678.62
58895	06/16/22	Smith & Boucher Inc	MEP Design Services	\$1,940.00
58896	06/16/22	Smitty's Lawn & Garden Equipment	Grounds Mowers App by BOE 12/5/21	\$1,249.00
58897	06/16/22	Smitty's Lawn & Garden Equipment	Grounds Mowers App by BOE 12/5/21	\$2,749.00

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Check Number	Check Date	Payee	Reason	Amount
58898	06/16/22	Synetic Technologies, Inc.	Tech use Fee - Repairs	\$16,058.00
58899	06/16/22	The Bulk Book Store	The Glass Castle Novels	\$399.50
58900	06/16/22	Time Warner Cable	Cable TV/internet	\$219.96
58901	06/16/22	U.S. Foodservice, Inc	Student Nutrition Dept.	\$5,202.35
58902	06/16/22	United Rentals (North America), Inc.	Scissor-lift joystick	\$256.06
58903	06/16/22	USCutter, Inc.	Graphtec Vacuum Pump Kit for Flatbed Cutter	\$2,250.00
58904	06/16/22	USD232 Administrative Offices	Reimburse Petty Cash	\$80.37
58905	06/16/22	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$612.09
58906	06/16/22	Wichita State University	KSNO conference	\$1,610.00
58907	06/16/22	Woodcraft 316	Res Carp-Bandsaw	\$1,799.00
				\$544,037.09

Credit Card Statement
06/15/22

Date Occurred	Cardholder Name	Merchant	Merchant Location	Original Amount
6/9/2022	BRIAN SCHWANZ	IN AMERICAN ASSOC OF SCH	913-3271222, KS 662130000	\$ 1,000.00
	BRIAN SCHWANZ Total			\$ 1,000.00
6/9/2022	CARRIE HANDY	IN AMERICAN ASSOC OF SCH	913-3271222, KS 662130000	\$ 1,000.00
	CARRIE HANDY Total			\$ 1,000.00
5/13/2022	CLEAR CREEK ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 59.64
	CLEAR CREEK ELEMENTARY Total			\$ 59.64
5/20/2022	DESOTO HIGH SCHOOL	PITNEY BOWES PBP	844-256-6444, CT 069260000	\$ 200.00
5/20/2022	DESOTO HIGH SCHOOL	PITNEY BOWES PBP	844-256-6444, CT 069260000	\$ 200.00
	DESOTO HIGH SCHOOL Total			\$ 400.00
5/25/2022	DHS TRAVEL 1	SAMSClub #8208	LENEXA, KS 662150000	\$ 146.07
5/26/2022	DHS TRAVEL 1	WYNDHAM GARDEN WICHITA	WICHITA, KS 672020000	\$ 103.47
5/26/2022	DHS TRAVEL 1	WYNDHAM GARDEN WICHITA	WICHITA, KS 672020000	\$ 110.44
6/2/2022	DHS TRAVEL 1	SAMSClub #8208	LENEXA, KS 662150000	\$ (12.49)
6/9/2022	DHS TRAVEL 1	SOUTHWES 5262128631636	800-435-9792, TX 752350000	\$ 742.96
6/13/2022	DHS TRAVEL 1	TST SALT AND SMOKE - ST.	SAINT CHARLES, MO 633010000	\$ 181.31
	DHS TRAVEL 1 Total			\$ 1,271.76
5/20/2022	DHS TRAVEL 2	SQ TWO GUYS AND A GRILL,	DE SOTO, KS 660180000	\$ 1,147.70
5/24/2022	DHS TRAVEL 2	BW PATTERSON PARK	ARKANSAS CITY, KS 670050000	\$ 185.04
5/24/2022	DHS TRAVEL 2	BW PATTERSON PARK	ARKANSAS CITY, KS 670050000	\$ 189.18
5/24/2022	DHS TRAVEL 2	BW PATTERSON PARK	ARKANSAS CITY, KS 670050000	\$ 189.18
5/28/2022	DHS TRAVEL 2	209 BRAUMS STORE	EL DORADO, KS 670420000	\$ 26.97
5/28/2022	DHS TRAVEL 2	209 BRAUMS STORE	EL DORADO, KS 670420000	\$ 189.58
5/27/2022	DHS TRAVEL 2	GOODCENTS SUBS - 0154 - W	WICHITA, KS 672090000	\$ 179.97
5/28/2022	DHS TRAVEL 2	GOODCENTS SUBS - 0154 - W	WICHITA, KS 672090000	\$ 179.97
5/28/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ 5,829.20
5/27/2022	DHS TRAVEL 2	NOODLES & CO 965	WICHITA, KS 672260000	\$ 408.10
5/27/2022	DHS TRAVEL 2	OLIVE GARDEN 0021224	WICHITA, KS 672060000	\$ 643.78
5/27/2022	DHS TRAVEL 2	TARGET 00019448	WICHITA, KS 672260000	\$ 42.82
	DHS TRAVEL 2 Total			\$ 9,211.49
6/1/2022	DR CINDY SWARTZ	CAREERSAFE ONLINE	979-260-0030, TX 778400000	\$ 15.00
	DR CINDY SWARTZ Total			\$ 15.00
5/19/2022	EARLY CHILDHOOD LEARNING	PIZZA WEST	SHAWNEE, KS 662260000	\$ (28.21)
	EARLY CHILDHOOD LEARNING Total			\$ (28.21)
5/18/2022	ERIC ROBERTS	DALE WILLEY AUTOMOTIVE	785-8435200, KS 660460000	\$ 88.65
	ERIC ROBERTS Total			\$ 88.65
5/18/2022	JANET HOPKINS	KEYSTONE LEARNING SERV	WWW.KEYSTONEL, KS 660700000	\$ 25.00
5/18/2022	JANET HOPKINS	WAL-MART #2855	SHAWNEE, KS 662170000	\$ 12.94
5/23/2022	JANET HOPKINS	ESPECIALNEE	877-664-4565, MO 631460000	\$ 210.60
5/22/2022	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 73.92
5/31/2022	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 542.10
6/7/2022	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 96.44
	JANET HOPKINS Total			\$ 961.00
5/16/2022	JODIE SAULTZ	KANSAS TURNPIKE AUTHORIT	316-682-4537, KS 672070000	\$ 77.70
5/25/2022	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 904.66
5/25/2022	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$ 5,130.00
6/2/2022	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 506.47
6/7/2022	JODIE SAULTZ	CLIA LABORATORY PROGRAM	888-291-7289, MD 212440000	\$ 180.00
6/9/2022	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 662.52
	JODIE SAULTZ Total			\$ 7,461.35
6/7/2022	JULIE MAURER	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.34
6/7/2022	JULIE MAURER	QUSTODIO	BARCELONA, 080130000	\$ 34.95
	JULIE MAURER Total			\$ 35.29
5/19/2022	MARY CAROLINE FRIDAY	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 111.73
	MARY CAROLINE FRIDAY Total			\$ 111.73
5/18/2022	MELISSA MILLER	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 36.12
	MELISSA MILLER Total			\$ 36.12
5/18/2022	MICHELLE HITE	SMORE.COM - EDUCATOR	WWW.SMORE.COM, PA 152060000	\$ 79.00
	MICHELLE HITE Total			\$ 79.00
5/12/2022	MIKE JEROME	WESTLAKE HARDWARE #155	LENEXA, KS 662200000	\$ 9.18
	MIKE JEROME Total			\$ 9.18
5/26/2022	MIKE MAURER	AMERICAN METALS SUPPLY	636-737-3334, MO 630420000	\$ 317.30
	MIKE MAURER Total			\$ 317.30
5/17/2022	MONTICELLO TRAILS MS	GOOGLE STORAGE	650-2530000, CA 940430000	\$ 2.99
5/19/2022	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 11.50
5/20/2022	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 12.50
6/9/2022	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 11.50
	MONTICELLO TRAILS MS Total			\$ 38.49

Credit Card Statement
06/15/22

Date Occurred	Cardholder Name	Merchant	Merchant Location	Original Amount
5/14/2022	MVHS TRAVEL 1	MCDONALD'S F11387	TOPEKA, KS 666040000	\$ 30.53
5/14/2022	MVHS TRAVEL 1	OLIVE GARDEN 00012237	TOPEKA, KS 666040000	\$ 151.91
5/14/2022	MVHS TRAVEL 1	TST THE OTHER PLACE - SH	SHAWNEE, KS 662260000	\$ 95.20
5/17/2022	MVHS TRAVEL 1	4IMPRINT, INC	4IMPRINT.COM, WI 549010000	\$ 383.39
5/24/2022	MVHS TRAVEL 1	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 12.85
5/27/2022	MVHS TRAVEL 1	SQ VISIT WICHITA	WICHITA, KS 672060000	\$ 258.00
5/26/2022	MVHS TRAVEL 1	WICHITA AIRPORT DOUBLETRE	WICHITA, KS 672090000	\$ 6,838.08
5/27/2022	MVHS TRAVEL 1	WM SUPERCENTER #1221	WICHITA, KS 672090000	\$ 41.38
	MVHS TRAVEL 1 Total			\$ 7,811.34
5/13/2022	MVHS TRAVEL 2	NATIONAL SPEECH DEBATE A	920-7486206, IA 502650000	\$ 301.00
5/13/2022	MVHS TRAVEL 2	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 61.55
5/22/2022	MVHS TRAVEL 2	QUAIL RIDGE GOLF COURSE	WINFIELD, KS 671560000	\$ 120.00
5/24/2022	MVHS TRAVEL 2	BW PATTERSON PARK	3162620000, KS 670050000	\$ 189.18
5/24/2022	MVHS TRAVEL 2	BW PATTERSON PARK	3162620000, KS 670050000	\$ 189.18
5/25/2022	MVHS TRAVEL 2	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 9.25
5/27/2022	MVHS TRAVEL 2	RED ROOF INN	WICHITA, KS 672090000	\$ 1,335.92
5/28/2022	MVHS TRAVEL 2	RED ROOF INN	WICHITA, KS 672090000	\$ (14.04)
	MVHS TRAVEL 2 Total			\$ 2,192.04
5/18/2022	NICK TAYLOR	DOLLAR-GENERAL #7565	DE SOTO, KS 660180000	\$ 57.90
	NICK TAYLOR Total			\$ 57.90
5/18/2022	STARSIDE ELEMENTARY	DOLLAR TREE ECOMM	CHESAPEAKE, VA 233200000	\$ (8.64)
	STARSIDE ELEMENTARY Total			\$ (8.64)
5/13/2022	TAMI CASEY	PROJECT LEAD THE WAY, INC	650-6222200, IN 462500000	\$ 745.00
5/13/2022	TAMI CASEY	SOUTHWES 5262118228868	800-435-9792, TX 752350000	\$ 600.96
5/17/2022	TAMI CASEY	ESL LIBRARY	WINNIPEG, MB 003020000	\$ 204.00
5/17/2022	TAMI CASEY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 2.04
5/18/2022	TAMI CASEY	PARTYCITY.COM	800-727-8924, IL 605630000	\$ 99.85
5/17/2022	TAMI CASEY	DOLLAR TREE ECOMM	CHESAPEAKE, VA 233200000	\$ (1.17)
5/20/2022	TAMI CASEY	SQ TOOLS 4 READING	GOSQ.COM, OK 731160000	\$ 120.00
5/24/2022	TAMI CASEY	APSTYLEBOOK.COM	833-249-5020, CA 922600000	\$ 168.00
5/25/2022	TAMI CASEY	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 156.57
5/26/2022	TAMI CASEY	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 16.38
5/31/2022	TAMI CASEY	DWF KC	KANSAS CITY, MO 641160000	\$ 165.00
6/2/2022	TAMI CASEY	ACADEMIC THERAPY WEB	800-422-7249, CA 949490000	\$ 548.00
6/3/2022	TAMI CASEY	ALASKA AIR 0272300869358	SEATTLE, WA 981680000	\$ 675.20
6/13/2022	TAMI CASEY	PADLET PADLET SOFTWARE	HTTPSPADLET.C, CA 941030000	\$ 12.00
6/12/2022	TAMI CASEY	PARTYCITY.COM	800-727-8924, IL 605630000	\$ (8.85)
	TAMI CASEY Total			\$ 3,502.98
5/26/2022	TRAVEL CARD 2	SQ BOGART'S SMOKEHOUSE	ST LOUIS, MO 631040000	\$ 77.66
5/27/2022	TRAVEL CARD 2	5GUYS 0639 QSR	UNIONTOWN, PA 154010000	\$ 54.15
5/28/2022	TRAVEL CARD 2	BUCA	WASHINGTON, DC 200090000	\$ 102.40
5/26/2022	TRAVEL CARD 2	CITYOFSTLOUIS-PARKING	ST LOUIS, MO 631020000	\$ 2.25
5/27/2022	TRAVEL CARD 2	LA QUINTA	REYNOLDSBURG, OH 430680000	\$ 95.94
5/28/2022	TRAVEL CARD 2	MARRIOTT MARQUISWASHDC	866-435-7627, DC 200010000	\$ 13.59
5/27/2022	TRAVEL CARD 2	PHUKET THAI	GREENFIELD, IN 461400000	\$ 75.00
5/28/2022	TRAVEL CARD 2	SQ SUNDEVICH	GOSQ.COM, DC 200010000	\$ 80.40
5/28/2022	TRAVEL CARD 2	STARBUCKS STORE 23466	WASHINGTON, DC 200010000	\$ 23.43
5/28/2022	TRAVEL CARD 2	TST ZAYTINYA	WASHINGTON, DC 200010000	\$ 120.90
5/30/2022	TRAVEL CARD 2	CITY CENTER DC PARKING	WASHINGTON, DC 200010000	\$ 66.00
5/30/2022	TRAVEL CARD 2	TST BOQUERIA - WASHINGTO	202-558-9545, DC 200360000	\$ 156.16
5/30/2022	TRAVEL CARD 2	TST OYAMEL	WASHINGTON, DC 200040000	\$ 58.24
5/30/2022	TRAVEL CARD 2	CHICK-FIL-A #04708	INDIANAPOLIS, IN 462290000	\$ 35.60
5/30/2022	TRAVEL CARD 2	GRAND HYATT WASHINGTON	8558690846, DC 200010000	\$ 748.32
5/30/2022	TRAVEL CARD 2	SUPER RED BOWL	MORGANTOWN, WV 265080000	\$ 58.44
6/11/2022	TRAVEL CARD 2	CULVERS MT VERNON	MOUNT VERNON, IL 628640000	\$ 99.42
6/12/2022	TRAVEL CARD 2	RIVERSIDE PARKING 100	LOUISVILLE, KY 402020000	\$ 10.00
6/12/2022	TRAVEL CARD 2	RIVERSIDE PARKING 100	LOUISVILLE, KY 402020000	\$ 10.00
	TRAVEL CARD 2 Total			\$ 1,887.90
5/18/2022	TRAVEL CARD 6	WAL-MART #0486	BONNER SPRING, KS 660120000	\$ (299.00)
5/18/2022	TRAVEL CARD 6	WAL-MART #0486	BONNER SPRING, KS 660120000	\$ 57.06
5/21/2022	TRAVEL CARD 6	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 25.08
5/22/2022	TRAVEL CARD 6	WAL-MART #0486	BONNER SPRING, KS 660120000	\$ 40.79
5/25/2022	TRAVEL CARD 6	WAL-MART #0486	BONNER SPRING, KS 660120000	\$ 144.73
	TRAVEL CARD 6 Total			\$ (31.34)
5/21/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 92.00
5/24/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 93.00
6/10/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 97.00

Credit Card Statement
06/15/22

Date Occurred	Cardholder Name	Merchant	Merchant Location	Original Amount
6/10/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 107.00
	WENDY DENHAM Total			\$ 389.00
	Grand Total			\$ 37,868.97

Check Journal - 06/22/2022

Check Number	Check Date	Payee	Reason	Amount
58909	06/22/22	24-7 Fire Protection LLC	Service Call for Pressure Reducing Valve @ MVH	\$342.50
58910	06/22/22	24-7 Fire Protection LLC	Service Call - leaking pipe at HE	\$315.00
58911	06/22/22	24-7 Fire Protection LLC	Fire Sprinkler System Upgrade RE Waterone	\$18,750.00
58912	06/22/22	A. L. Huber, Inc.	Construction Manager for DHS Stadium Renovation	\$219,443.79
58913	06/22/22	Abbey Simons Company	Moveable wall repairs - Belmont	\$325.00
58914	06/22/22	Altmar, Inc.	Other Construction Service DHS PAC	\$10,415.90
58915	06/22/22	Arvest Bank	Reeves Wiedeman -Plumbing Fittings for PRE Water Heater P1	\$786.04
58916	06/22/22	Atmos Energy	Gas Service-Bridge & DHS for May 2022	\$145.92
58917	06/22/22	Barts Electric	Other Construction Service DHS PAC	\$38,928.60
58918	06/22/22	BCI Mechanical, Inc.	HVAC Upgrade SE CCE App by BOE 2/7/22	\$452,448.00
58919	06/22/22	BSN Sports, LLC	DHS - Girls Soccer- E. Thayer	\$1,660.91
58920	06/22/22	Campione Interior Solutions, LLC	Horizon Carpet Replacement App by BOE 4/4/22	\$160,860.00
58921	06/22/22	Combes Construction LLC	Other Construction Services DHS PAC	\$27,575.10
58922	06/22/22	Conley Sprinkler Inc	Other Construction Services DHS PAC	\$8,806.99
58923	06/22/22	Country Carpet	Gym Floor Replacements & stair tread-LTMS	\$30,640.00
58924	06/22/22	Encore Energy Services, Inc.	Heating Bill - West Side	\$2,661.26
58925	06/22/22	Fell Seeding & Mulching Co. Inc.	Other Construction Services DHS PAC	\$44,064.00
58926	06/22/22	Five Star Masonry, LLC	Other Construction Services DHS PAC	\$8,953.20
58927	06/22/22	Great Plains Tile & Stone, Inc.	Other Construction Services DHS PAC	\$2,742.66
58928	06/22/22	Heartland Structures LLC	Hoop Houses for Grounds	\$21,907.50
58929	06/22/22	Horst, Terrill & Karst Architects, P.A.	Architectural Services DHS PAC	\$2,281.72
58930	06/22/22	KC Mechanical Inc	Other Construction Service DHS PAC	\$8,467.07
58931	06/22/22	Lankford Enterprises Inc	Other Construction Services DHS PAC	\$49,590.00
58932	06/22/22	MAWD Pathology Group, PA	COVID Test to Stay - Reimbursed by KDHE Grant	\$1,125.00
58933	06/22/22	Deborah Graham	Student Nutrition Dept.	\$10.60
58934	06/22/22	Tracy Simmons	Student Nutrition Dept.	\$42.55
58935	06/22/22	Kelly Tammen	Student Nutrition Dept.	\$20.35
58936	06/22/22	Kathy Dunn	Student Nutrition Dept.	\$39.30
58937	06/22/22	Sara Truelson	Student Nutrition	\$53.95
58938	06/22/22	Dawn Wing	Student Nutrition Dept..	\$16.75
58939	06/22/22	Jennifer Mahnken	Student Nutrition Dept.	\$10.40
58940	06/22/22	Randy Schwartz	Student Nutrition Dept.	\$44.65
58941	06/22/22	Kim Oakleaf-Soell	Student Nutrition Dept.	\$56.45
58942	06/22/22	Brandy Hoffman	Student Nutrition Dept.	\$9.70
58943	06/22/22	Susan Basgall	Student Nutrition Dept.	\$25.10
58944	06/22/22	Sherry Bell	Student Nutrition Dept.	\$19.70

Check Journal - 06/22/2022

Check Number	Check Date	Payee	Reason	Amount
58945	06/22/22	Shannon Denney	Student Nutrition Dept.	\$42.85
58946	06/22/22	Amy Lillich	Student Nutrition Dept..	\$26.55
58947	06/22/22	Christy Heffernan	Student Nutrition Dept.	\$16.65
58948	06/22/22	Brenda Butcher	Student Nutrition Dept.	\$52.90
58949	06/22/22	Lori Kurovski	Student Nutrition Dept.	\$23.30
58950	06/22/22	AJ Steiger	Student Nutrition Dept.	\$70.30
58951	06/22/22	Ellie Elliott	Student Nutrition Dept.	\$49.75
58952	06/22/22	Lori Bonnstetter	Student Nutrition Dept.	\$78.70
58953	06/22/22	Katherine Standen	Student Nutrition Dept.	\$33.10
58954	06/22/22	Tracie Cumbie	Student Nutrition Dept.	\$12.35
58955	06/22/22	Roselle Schanker	Student Nutrition Dept.	\$44.15
58956	06/22/22	Gary Pickert	Student Nutrition Dept.	\$18.45
58957	06/22/22	Sally Murphy	Student Nutrition Dept.	\$22.30
58958	06/22/22	Barbara Smith	Student Nutrition Dept.	\$17.70
58959	06/22/22	Kelly Krehbiel	Student Nutrition Dept.	\$84.60
58960	06/22/22	Stacey Mays	Student Nutrition Dept.	\$23.40
58961	06/22/22	Matthew Klein	Student Nutrition Dept.	\$63.85
58962	06/22/22	Gerald O'Keefe	Student Nutrition Dept.	\$10.61
58963	06/22/22	Olathe USD #233	Midwest Premier Advance Placement Summer Institute 2022	\$2,550.00
58964	06/22/22	Overhead Door Company of KC	Garage Door Replacement	\$4,474.00
58965	06/22/22	Pioneer Manufacturing Company	Field Paint	\$1,264.90
58966	06/22/22	Plumbmaster, Inc.	Restroom Upgrade Water Heaters PRE	\$926.60
58967	06/22/22	Rockler Woodworking and Hardware	Supplies	\$465.39
58968	06/22/22	Russell Merit LLC	Construction Manager DHS PAC	\$28,444.53
58969	06/22/22	Saladino Mechanical Co.	Other Construction Service DHS PAC	\$6,478.16
58970	06/22/22	Treadwell, LLC	Resinous Flooring Project App by BOE 2/7/22	\$140,265.00
58971	06/22/22	U.S. Foodservice, Inc	Student Nutrition Dept.	\$199.08
58972	06/22/22	Sport Supply Group, Inc.	pe supplies	\$256.06

\$1,299,600.89

Check Journal - 06.30.2022

Check Number	Check Date	Payee	Reason	Amount
58980	06/30/22	Apple Inc.	Equipment - Tech Use Fee	\$11,988.00
58981	06/30/22	Apple Inc.	Equipment	\$7,475.00
58982	06/30/22	Atmos Energy	Heat-MC, CLC, DSC, DHS, LT, ME, CTE -May 2022	\$1,350.51
58983	06/30/22	CBIZ Insurance Services, Inc.	Premiums for General/Liability and WC Insurance	\$500,000.00
58984	06/30/22	Cengage Learning Inc.	Social Studies Materials - 7 year Adoption	\$151,568.35
58985	06/30/22	Douglas Equipment	Student Nutrition	\$48,408.67
58986	06/30/22	Flinn Scientific Inc.	AP Chem Supplies	\$79.77
58987	06/30/22	Follett Content Solutions, LLC.	Library	\$308.84
58988	06/30/22	Frontline Technologies Group, LLC	Applicant Tracking/Solutions	\$15,383.57
58989	06/30/22	k12 ITC, Inc.	Software	\$29,736.00
58990	06/30/22	Kansas Assn Of School Boards	Workers Comp	\$275,623.00
58991	06/30/22	Meyer Music	Band Reeds	\$144.00
58992	06/30/22	Project Lead The Way, Inc.	Medical Interventions Class Supplies	\$5,176.50
58993	06/30/22	Quadient Finance USA	Postage	\$5,000.00
58994	06/30/22	School Outfitters	Gear seating	\$1,512.36
58995	06/30/22	School Specialty, LLC	Andrews Class Budget	\$7.92
58996	06/30/22	Skyward, Inc.	Software	\$72,607.00
58997	06/30/22	Water District No 1 Of Jo Co	Water-MT, MC,MV, PRE, HE, BE,CCE, ME, RE, & TP-May/Jun	\$3,414.15
				\$1,129,783.64

Check Journal - 07/07/2022

Check Number	Check Date	Payee	Reason	Amount
58998	07/07/22	24-7 Fire Protection LLC	Labor Mize/Monticello & April Quarterly Inspections	\$986.00
58999	07/07/22	Academic Therapy Publ	Literacy Materials - ESSER III	\$2,028.00
59000	07/07/22	Assisted Student Transportation	Homeless Transportation shared expense with Olathe School Di	\$484.92
59001	07/07/22	Automated Information Mapping System	Annual Data Access License Agreement for JOCO AIMS	\$2,195.10
59002	07/07/22	Blackboard Engage	Website software, services, hosting, notifications, mobile app.	\$27,905.00
59003	07/07/22	Border States Industries Inc	6 Breakers, Panel Parts for Breaker Box @ ME	\$1,245.67
59004	07/07/22	CBIZ Insurance Services, Inc.	549501 Property Insurance	\$35,320.22
59005	07/07/22	City Of De Soto	W/S/T -May 2022	\$4,673.82
59006	07/07/22	CnC Custom Masonry Inc	Return of Bid Bond	\$46,032.50
59007	07/07/22	Conference Technologies, Inc.	Audio equipment rental for graduation	\$2,830.00
59008	07/07/22	Contract Paper Group, Inc.	Copy Paper	\$34,860.00
59009	07/07/22	Control Service Co., Inc.	Service Agreement HVAC Controls	\$2,080.00
59010	07/07/22	Cornerstones Of Care	Services for student	\$3,960.00
59011	07/07/22	De Soto Auto Parts	Vehicle Maintenance	\$63.54
59012	07/07/22	Dey Appliance Service	Maintenance Supplies	\$216.27
59013	07/07/22	Empathia, Inc.	EAP Services	\$1,185.80
59014	07/07/22	EnergyCAP, LLC	Energy CAP Agreement for 9/1/22 - 8/31/23	\$3,300.00
59015	07/07/22	Evergy	Electricity	\$122,444.38
59016	07/07/22	Explain My Benefits, LLC	EMB Fee - July - Sept 2022	\$3,429.25
59017	07/07/22	Fastenal Company	Grounds Supplies	\$35.21
59018	07/07/22	First Student, Inc.	Student Transportation - June 2022	\$109,389.20
59019	07/07/22	Flex Made Easy	FME Fee - July 2022	\$766.50
59020	07/07/22	k12 ITC, Inc.	Contracted Services	\$185,570.92
59021	07/07/22	Kansas City Audio-Visual	Parts Repairs	\$360.00
59022	07/07/22	Kansas City Behavioral Health	Student Services	\$14,935.00
59023	07/07/22	Kansas One-Call System, Inc.	Locate Charges	\$154.80
59024	07/07/22	Key Refrigeration Supply L.L.C.	District-Wide Filters	\$2,110.40
59025	07/07/22	Kansas School For The Deaf	KSD - contracted para & equip replacement	\$4,166.28
59026	07/07/22	KU Midwest Occupational Health	KU MedWest: Fund 22-23 HPE Tests	\$42.00
59027	07/07/22	Learning Tree Institute	Greenbush Medicaid fee	\$2,509.10
59028	07/07/22	Lowe's	Roofing Sealant - District & Custodial supplies	\$901.99
59029	07/07/22	Office of the State Fire Marshal	Boiler Inspections	\$690.00
59030	07/07/22	Olathe T-Shirt & Trophy Inc.	District Uniforms	\$301.00
59031	07/07/22	Omega Door and Hardware	Replacement Door MVHS	\$1,200.00
59032	07/07/22	Plumbmaster, Inc.	Water Heater Project PRE	\$185.32
59033	07/07/22	Procure Therapy	Contracted Nurse services	\$3,843.00

Check Journal - 07/07/2022

Check Number	Check Date	Payee	Reason	Amount
59034	07/07/22	Propio LS, LLC	Interpreting Services June 2022	\$105.82
59035	07/07/22	Pur-0-Zone, Inc	Custodial Supplies 2021-2022	\$21,098.00
59036	07/07/22	Quench USA, Inc.	2 month rental July/August 2022	\$251.88
59037	07/07/22	Roberts Dairy	Student Nutrition Dept..	\$1,739.44
59038	07/07/22	SiteOne Landscape Supply, LLC	Grounds Supplies	\$339.56
59039	07/07/22	Skyward, Inc.	New Electronic Signature Card	\$200.00
59040	07/07/22	Smart Pro Technologies LLC	Equipment	\$1,345.40
59041	07/07/22	SpedTrack	SpedTrack - Annual Subscription	\$17,110.00
59042	07/07/22	Stacy Sygman	Student Nutrition Dept.	\$100.00
59043	07/07/22	Summit Behavioral Services	Contracted student services	\$15,227.50
59044	07/07/22	The Sherwin-Williams Co.	Paint for Horizon	\$54.07
59045	07/07/22	Toshiba America Business Solutions	Copy/Printer Overages March 22-June 22	\$14,452.11
59046	07/07/22	TriMark Hockenbergs	Student Nutrition Dept.	\$57.00
59047	07/07/22	U.S. Foodservice, Inc	Student Nutrition Dept.	\$4,276.01
59048	07/07/22	Unemployment Insurance Srvcs	Quarterly Service Charges	\$478.00
59049	07/07/22	United Office Products, Inc.	District Furniture	\$91,701.02
59050	07/07/22	Validity Screening Solutions	Employee background checks	\$2,391.00
59051	07/07/22	Waste Management	Trash/Recycle -June 2022	\$7,082.55
59052	07/07/22	Wells Fargo Vendor Fin Serv	Equipment Lease	\$814.66
59053-59054	07/07/22	William Sadlier Inc.	Literacy Materials - ESSER III	\$15,154.30
59055	07/07/22	zTrip	Foster Student Transportation	\$450.00
				\$816,829.51



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: July 6, 2022
Subject: **Recommended Policy Updates (CONSENT)**

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

The proposed policy changes are recommended in order to promote compliance with state laws that took effect on July 1, 2022. As a reminder, the Board may choose to remove items from Consent for further discussion.

We are reviewing existing policies and presenting recommendations to add, amend, or strike policy language. The review is taking place with available resources provided by the Legal/Policy Services of Kansas Association of School Boards (KASB) at no additional cost to the school district.

How to review policy updates

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

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

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

Policy DB – Budget Planning

This policy is being revised to specify that the school district shall conduct an assessment of educational needs to be used when approving the annual budget. This change is required by the passage of Kansas Senate Substitute for House Bill 2567, which took effect July 1, 2022.

DB – Budget Planning

(See DC and KBA)

A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration. *In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-3218(c).*

Needs Assessment

Each year, the board shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website. Information obtained from the needs assessment shall be used by the board when approving the budget of the school district to ensure improvement in student academic performance.

The board shall annually review state assessment results and, as part of such review, shall document the following:

- The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on such assessments;*
- Any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove such barriers; and*
- The amount of time the board estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.*

The board shall also prepare a summary of the budget. The budget, the summary of the proposed budget, the needs assessment, and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website. Notice of the hearing on the budget shall include a statement that the budget(s), the summary of the proposed budget, the needs assessment, and state assessment documentation is on file at the administrative offices of the district and available on the school district's website.

BOE Approved: 10/2005; 01/2008; 07/2022

Policy DC – Annual Operating Budget

Language is added to this policy to include additional requirements for the budgeting process that must be met in accordance with Kansas Senate Substitute for House Bill 2567, which took effect July 1, 2022.

DC – Annual Operating Budget

(See DB and KBA)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals, *including improvement in student academic performance as described in board policy DB and state law.*

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the district on a short-term, intermediate and long-range basis, *taking into consideration the requirements for budgeting.*

Deadlines and Schedules

Deadlines and time schedules shall be established by the board, *unless otherwise provided by state law.*

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the business office personnel.

Recommendations

Recommendations of the superintendent and professional staff concerning the district's budget allocations will be presented to the board prior to submission of the tentative draft budget.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. A preliminary draft of the district's budget will be submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.

Hearings and Reviews

The board shall conduct budget hearings according to state law. *The minutes of the meeting at which the board approves its annual budget shall state a needs assessment was provided to the board in accordance with board policy DB and state law, the board evaluated such assessment, and the manner in which the board used such assessment in the approval of the district's budget.*

District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB shall be on file at the administrative offices of the district and available on the district's website.

Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms, and information.

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

BOE Approved: 10/2009; 08/2021; 07/2022

Policy EBA – Insurance Program

This policy is revised to include language stating, “The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district.” Kansas Senate Bill 91 shifts liability for loss related to student work-based learning opportunities to school districts. This change in policy authorizes the district to purchase liability insurance coverage for these endeavors if a policy becomes available.

EBA – Insurance Program

All district-owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism, and other casualties. Insurance shall also cover theft of district monies.

Liability Other Than For Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. *The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district.* The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

The district may designate one or more insurance agents of record. The superintendent may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.

BOE Approved: 10/2005; 01/2008; *7/2022*

Policy ED – Student Transportation Management

This policy is revised to specify that districts may provide student transportation using any of the methods outlined by law. Legal references: K.S.A 72-6486; K.S.A. 72-6487.

ED – Student Transportation Management

(See EDDA and JGG)

The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

~~Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child or to provide private transportation in lieu of providing bus service.~~

~~Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups.~~

BOE Approved: 10/2005; 01/2008; *7/2022*

Policy IDAE – Student Privacy Policy

This policy is revised to reflect changes in the Kansas Student Data Privacy Act brought about by Senate Substitute for House Bill 2567, specifically its Section 27. The ability of districts to survey students is substantially more limited, and there are requirements for advance notice and access to the surveys. Parents must opt-in in most cases, and students may opt-out. This policy specifies how advanced notification shall be handled and how written consent shall be accepted.

IDAE – Student Privacy Policy

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (FERPA).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency provides the following:

- Purpose, scope, and duration of the data-sharing agreement;
- Recipient of student data use such information solely for the purposes specified in agreement;

- Recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- Student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 (National Institute of Standards and Technology Requirements) standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. “Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- Directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- Any information requiring disclosure pursuant to state statutes;
- Student data pursuant to any lawful subpoena or court order directing such disclosure; and
- Student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing.

“Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- Provision of counseling or psychological services,
- Conducting student threat assessments,
- Completing student disciplinary investigations or hearings, or
- Conducting child abuse investigations.

Select Student Surveys

No *nonacademic* test, questionnaire, survey, or examination containing any questions about ~~the a student's or the student's parents' or guardians' personal~~ *and private attitudes, values,* beliefs, or practices *of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day* ~~on issues such as sex, family life, morality, or religion~~ shall be administered to any *kindergarten through 12th grade* student unless:

- The parent or guardian is notified in writing *not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered*; and
- The parent or guardian of the student gives ~~written permission~~ *consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent* for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided

separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test, questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

~~Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.~~

~~Students may be questioned:~~

- ~~• In the provision of psychological services,~~
- ~~• Conducting of student threat assessments,~~
- ~~• Completing student disciplinary investigations or hearings, or~~
- ~~• Conducting child abuse investigations.~~

~~Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.~~

Physical Examinations

~~Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.~~

BOE Approved: 04/2005; 11/2008; 04/2015; 11/2017; 07/2022

Policy IDAA – Special Programs

This policy is amended to add alternative educational opportunities language in order to help districts comply with Section 7 of Kansas Senate Substitute for House Bill 2567 regarding partnerships with sponsoring entities. The language added explains the provisions of law applicable, eligibility requirements, the process, the criteria, state reporting, and determining the course credits if a district wishes to partner with sponsoring entities to provide these opportunities.

IDAA – Special Programs

In addition to the basic educational program, the district shall provide programs to meet special needs. These programs shall be outlined in the appropriate handbooks or other documents following review and approval by the board.

Partnerships

The board may approve partnership programs with business and/or educational institutions for the purpose of improving and/or expanding the quality of curricular offerings, and may approve opportunities for partnership organizations to assist with specified programs.

Work-Study Programs

The licensed staff and administration may cooperate to develop objectives for a work-study program when requested by a student and a member of the business community.

Vocational School/JC-TEC

Criteria to Attend

A qualified USD 232 student must have completed at least ten (10) credits and/or attained junior/senior status (state guidelines), or be at least sixteen (16) years of age (federal guidelines). In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators.

Transportation

1. USD 232 provides bus transportation to and from the vocational technical educational programs. Students are encouraged to take advantage of this service.
2. On a case-by-case basis and in extreme circumstance, USD 232 may reimburse students for their transportation expense to the vocational technical educational programs. The reimbursement will be at the rate not to exceed the rate specified in K.S.A. 75-3203 and will be limited to two (2) round trips per day on a route prescribed by the Board. In those

cases where more than one (1) student is transported in the same vehicle, mileage shall be paid for only one (1) student.

Credit through Alternative Educational Opportunities

Students enrolled in grades six through twelve may earn course credits through alternative educational opportunities with sponsoring entities. For the purposes of this policy, terms have the following meanings.

- *“Alternative educational opportunity” means instruction that primarily occurs outside the classroom with a sponsoring entity.*
- *“Sponsoring entity” means a business, not-for-profit organization, nonprofit organization, trade association, parent of a student, teacher, or administrator that partners with a school district to provide an alternative educational opportunity to students.*

Eligibility Requirements for Sponsoring Entities

The board may accept a proposal from a sponsoring entity if the alternative educational opportunity provided by the sponsoring entity provides an additional learning opportunity for students through a work-based, pre-apprenticeship, apprenticeship, internship, industry certification, or community program; and either the proposal is approved by the state board of education as an alternative educational opportunity, or it complies with the requirements of this policy regarding such opportunities.

Requirements for the Provision of Alternative Educational Opportunities

Each approved alternative educational opportunity with a sponsoring entity shall be managed and directed by a licensed teacher employed by the school district. The teacher may work collaboratively with the principal, the sponsoring entity, or another teacher to develop a course plan for instruction with learning outcomes identified. The teacher shall monitor the student’s progress and level of achievement based on this plan. The plan will be reviewed periodically and adjusted as needed to promote a quality learning experience. The principal shall provide a report annually, or as requested, to the superintendent evaluating the additional educational opportunity provided to participating students and making recommendations to the superintendent on continuation, termination, or modification of the opportunity.

Processes for Submitting a Proposal for an Additional Educational Opportunity

Sponsoring entities wishing to partner with the district to provide additional educational opportunities to students, shall submit a proposal to the superintendent outlining the contact information and credentials of the person(s) that would be working directly with the student participants in this experience; educational goals for the partnership; any

time, place, manner, and number of participant restrictions regarding how the learning opportunity would be provided; proposed learning outcomes for participating students; and any details regarding prerequisite coursework, certification, or experience a candidate for this experience should possess prior to entering the program.

Criteria for Evaluating Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board approved curriculum and goals, consulting other staff members as necessary in that process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall review any available reports on the opportunity provided by the principal in accordance with this policy.

The board should consider the recommendation of the superintendent in determining whether to partner with or continue partnership with a sponsoring entity. In order for the board to partner with a sponsoring entity and to maintain such partnership, the sponsoring entity must first meet the eligibility requirements as outlined in this policy.

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to: whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or the district; qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; related costs for the district, regarding the provision of transportation, equipment, human resources to monitor the experience, etc.; space and time constraints if the experience will be provided in district facilities; student and staff safety; the need for and/or availability of insurance coverage, as applicable; effect on other district course offerings and activities; and student interest. As the welfare of students is of paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

Determining the Course Credit that May Be Earned Through These Opportunities

The superintendent may develop procedures for review of the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience as deemed appropriate for district elective offerings based on meeting local standards for those offerings. In order for any alternative educational experience to be approved for credit in a state-required course, such experience must meet

all applicable statutory, regulatory, and Kansas State Board of Education approved standards for award of such credit.

State Reporting Requirements

The superintendent or the superintendent's designee shall make reports to the Kansas State Department of Education as required thereby. Such reports will include information regarding the alternative educational opportunities offered at each school, the names of sponsoring entities, the number of students participating in such opportunities, and credits earned.

BOE Approved: 04/2005; 11/2008; 07/2022

Policy JBC – Enrollment

This policy is revised by adding language allowing certain part-time students to attend the district in accordance with Kansas Senate Substitute for House Bill 2567, Section 14, which took effect July 1, 2022. Note, this policy update does not address the new Kansas law known as Required Open Enrollment. Changes related to Open Enrollment (Kansas House Bill 2567) will be addressed at a later date. Open Enrollment requirements do not take effect until the 2024-25 school year.

JBC – Enrollment

(See IIBGB, JBCA, JBCB, and JQKA)

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support or a person who has actual care and control of the child with written consent of a person who has legal custody of the child. For purposes of this policy, residence is where the student lives the majority of the school year.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Only non-resident students who are children of district employees, those who are in the process of moving into the district, and/or those who have completed (and been approved for) a School Year Transition Waiver (see next section) may be admitted as a non-resident student. Enrollment under these circumstances is permissible to the extent that staff, facilities, equipment and supplies are available.

All non-resident students must meet established criteria as a student in good standing (see Student in Good Standing below). Students failing to meet all or part of these requirements may be denied enrollment and/or disenrolled at any time. In addition, non-resident students who have been suspended or expelled from another school district will not be admitted to the school district. Further, children of district employees, as well as those who are in the process of moving into the district (building a home), may be re-admitted the next year. However, an application for non-resident enrollment must be completed annually.

Non-resident students who maintain enrollment for the remainder of a current school year (via a School Year Transition Waiver) are not eligible for continued enrollment (beyond the current academic year) unless they are high school juniors at the time their waiver is approved.

Students, who complete their junior year of high school as a resident student, or as a non-resident student on a School Year Transition Waiver, may (as a student in good standing) apply to complete their senior year as a non-resident student. Non-resident students wishing to complete their senior year as a non-resident student must complete an application for non-resident enrollment by February 15.

School Year Transition Waiver

USD 232 resident students in good standing (see below) who enroll prior to September 20 may apply for a School Year Transition Waiver to maintain enrollment (not to exceed the current academic year) if their status (after September 20) changes from resident to non-resident student.

Kindergarten through tenth grade students who have been granted a School Year Transition Waiver, and remain a student in good standing, may complete the current academic school year only.

High school juniors who are granted a School Year Transition Waiver, and remain a student in good standing, may complete their junior year and apply for an additional waiver to complete their senior year as a non-resident student. To be eligible for consideration students must remain a student in good standing and enroll by September 20 of their senior year.

Student in Good Standing

To be considered a "Student in Good Standing" a student must, at a minimum, meet the standards outlined below. Final determination related to a student being in "Good Standing" will ultimately be made by the building principal at each school.

Academic

At the time a family makes application for a School Year Transition Waiver, and throughout the student's enrollment, a student:

- must consistently complete assignments and course related projects
- must be passing all classes
- must maintain an overall GPA of at least 2.0
- must, at the elementary level and for students with an Individual Education Plan, be making expected/acceptable academic progress in all subjects

Conduct

At the time a family makes application for a School Year Transition Waiver, and throughout the student's enrollment, a student:

- must serve all assigned consequences on time and as expected
- must not exceed three office referrals during the academic year
- must not be assigned an out-of-school suspension

Attendance

At the time a family makes application for a School Year Transition Waiver, and throughout the student's enrollment, a student:

- must have no more than one "unexcused" absence
- must not have been absent (excused) more than five times (special circumstances eligible for consideration) per semester
- must maintain compliance with building expectations related to classroom tardies

Fees/Records

At the time a family makes application for a School Year Transition Waiver, and throughout the student's enrollment, a student:

- must have all fees from the previous school year paid in full
- must have all current school year fees paid in full or have a payment plan in place (and being followed) for current year fees
- must have all required paperwork, medical records, immunization requirements and emergency contact information on file and up to date

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public.

~~K-12 Part Time Enrollment: HOME, VIRTUAL, and PRIVATE School Attendance~~

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- *Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;*
- *requests to enroll part-time in the school district; and*
- *meets the age of eligibility requirements for school attendance.*

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

~~Students who are home schooled, enrolled in an accredited virtual school, or attend a private school and live within the boundaries of Unified School District No. 232 are eligible to attend on a part-time basis. Part-time students may enroll with the administration's permission if they complete all paperwork and are in attendance no later than September 20th. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available and the students follow the district's student conduct policies and rules.~~

~~Normally, students in the School District are expected to enroll on a full-time basis. However, a student who is a resident of this School District will be permitted to enroll on a part-time basis if he/she satisfies the following criteria and his/her written application is approved by the school principal and Superintendent of Schools.~~

~~The criteria for part-time enrollment are:~~

- ~~a) Enrollment on or before September 20 is required;~~
- ~~b) The school has space available for the student and there is no reasonable belief that the school will be overcrowded while the student is in attendance;~~
- ~~c) The class or program for which the student desires to enroll is not at full capacity and there is no reasonable belief that the class/program will be at capacity while the student is in attendance;~~
- ~~d) The student must be academically qualified and meet all prerequisites for the class/program;~~
- ~~e) The student must agree to abide by all applicable policies, rules, and regulations including being on school premises only when the class or program they are enrolled in is in session;~~

- ~~f) The parents/guardians of the student must agree to provide any necessary transportation to and from the designated attendance center in a timely manner. The School District will not provide transportation for the student;~~
- ~~g) Part-time students may be eligible for participation in Kansas State High School Activities Association (KSHSAA) activities if they are enrolled in at least one new course at their assigned school and the remainder of their five required courses through virtual enrollment from a fully accredited virtual school by the Kansas State Department of Education;~~
- ~~h) Part-time enrollment of the student will not result in any additional expense to the School District. Fees and other enrollment costs will be prorated commensurate with the classes in which the student is enrolled.~~

An application for part-time enrollment may be approved only for the current school year or for a lesser period of time as designated by the school principal and Superintendent of Schools in approving the application. An application for part-time enrollment must be submitted at least annually.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent or his/her designee shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order

and the name, address, telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to Grade Level or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent or his/her designee.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

BOE Approved: 6/2005; 12/2008; 04/2010; 12/2012; 11/2013; 06/2017; 07/2022

Policy JBE – Truancy

This policy is revised by adding language to help enforce Kansas Senate Substitute for House Bill 2567, Section 14. The change builds in more flexibility to exempt students from truancy requirements if they have a high school equivalency credential; are attending a private, denominational, or parochial school; or have a court order providing they should be exempt.

JBE – Truancy

(See AEB, IDCE, JBD, and JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. *Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential. Children with disabilities are subject to the compulsory attendance requirements of the Kansas Special Education for Exceptional Children Act, and when a child is required to attend school by the special education law and is inexcusably absent, the requirements regarding truancy shall apply.*

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be *given an unexcused absence for truancy accounting purposes* ~~considered truant~~.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- *The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;*
- the parent(s) or person acting as parent *provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent* attend the counseling session required by law and signs the appropriate consent and waiver form;
- ~~if~~ the student *is not subject to truancy law in accordance with law or this policy earns a GED;*
- *the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution;* or
- ~~if~~ the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.

BOE Approved: 07/2017; *07/2022*

Policy JGCD – Health Screenings

This is a new policy section to reflect changes made to Kansas law regarding health screenings for students. Although the district has and continues to comply with vision and hearing screenings, it is important to reflect the district's responsibilities in policy. Legal reference: Kansas Senate Bill 62. Because this policy is new, language is presented in regular type.

JGCD – Health Screenings *(new policy)*

Vision and hearing screenings will be conducted in the district as part of the overall health services program. Such screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Vision Screenings

Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs;
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any

other governmental or private program, shall be the responsibility of the student's parent or guardian.

Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in the district. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Screening results, and referrals, when necessary, will be communicated to parents.

BOE Approved: 07/2022

Policy JGG – Transportation

The word “bus” was removed from this policy to ensure the policy encompassed different transportation services utilized by districts. This is brought about, in part, by legislation authorizing the use of private transportation providers to transport students. Language is also added to reflect current procedures.

JGG – Transportation

(See ED and EDDA)

~~Bus~~ *School-provided* transportation shall be ~~provided~~ *available* to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian. All rules shall be published in the student handbook.

Extracurricular and Co-Curricular Activities Transportation for Middle and High School Students

Students may, from time to time, be involved in co-curricular or extra-curricular programs which require travel. Extracurricular activities requiring transportation shall include, but not be limited to, all athletic teams and all school plays and musicals. Co-curricular activities requiring transportation shall include, but not be limited to, graded and credited activities, such as cheerleading, debate, drill team and instrumental music. The District may provide authorized vehicles to transport all middle and high school participants to and from all extracurricular activities and co-curricular events and practices that are located off campus. Parents wishing to decline such transportation for their student(s) may do so by providing the schools' activities/athletic director with a signed transportation consent and release form.

The School District assumes no responsibility for the safety of transportation provided by someone other than authorized School District personnel. Students who fail to conform to School District policies may be subject to disciplinary action.

When transportation is provided by the School District, it will be at no cost to the student and will be regulated by state laws and School District policies.

Completion of the required form is required before participation in the extracurricular or co-curricular activity.

BOE Approved: 06/2005; 12/2008; 06/2014; 07/2022

Policy KBA – District or School Websites

The changes to this policy simplified the process of identifying the individual within the district responsible for maintaining and updating the district and school websites. It also incorporated some legislative changes (July 2022) requiring posting of items on district websites.

KBA – District or School Websites

(See KB, and ECH)

The board may establish a district web site and may allow creation of web sites for individual schools. ~~A district web site shall be under the control of the Superintendent and school web sites shall be supervised by the principal.~~ *The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.*

Website Rules

~~School~~ *Website* rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students or employees who create material;
- *instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:*
 - *a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;*
 - *district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;*
 - *the board's policy for the part-time enrollment of students; and*
 - *a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.*
- *The* board's and administration's *right to shall* determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

BOE Approved: 05/2006; 11/2007; 07/2022

As always, if you have any questions about the recommended updates, please let us know.

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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: USD 232 Human Resources Department
Date: July 6, 2022
Re: Revisions for the 2022-2023 Classified Employee Handbook
(Consent)

The recommended changes for the 2022 – 2023 Classified Employee Handbook are outlined below. Pending Board approval, we will post the updated handbook on the USD232 Benefits Intranet and the Human Resources Intranet. Additionally, hard copies will be made available in each building's main office with individual copies provided to those who so request. All classified and health services employees will be required to sign-off on an acknowledgment form to ensure receipt and understanding of their revised handbook.

Summary of Proposed Revisions **2022-2023 Classified Employee Handbook**

1. Table of Contents

Updated to match updated handbook

2. Page 10 – Employee Benefits

Recommend the following change:

Add "Tuition Reimbursement" under the list of benefits

3. Page 10 – Employee Benefits

Recommend to strike the wording included in the paragraph below:

~~Effective January 1, 2006~~, Pre-tax deduction will be the default election for any applicable benefit premiums. Any employee who prefers post-tax deduction will be required to opt out in writing before their benefit effective date.

4. Page 10 - Employee Benefits

Recommend moving the sentence:

Some benefit programs require contributions from the employee and are not fully covered by USD 232.

To the beginning of this paragraph:



Unified School District 232

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Human Resources Department
Carrie Handy – Executive Director of Elementary Education
Brian Schwanz – Executive Director of Secondary Education

The table below shows the percentage of district paid health insurance based upon the hours worked by the employee. The employee would be responsible for paying the remainder of the premium plus any buy-up option amount chosen by the employee.

5. Page 11 – Medical, Dental, Vision Insurance and Employee Assistance Plan for Retirees

Recommend to strike the sentence shown below:

As provided by Kansas Statute (K.S.A. 12-5040) retirees may, at their own expense, continue coverage under the District's employee group medical, **dental, vision, and EAP and benefits.** ~~and/or dental benefits at the same unit rates that apply to active employees.~~ Retirees choosing to continue their ~~the medical, dental, vision and/or EAP~~ **coverage must notify the Benefits Department before their active coverage ends. prior to May 1 of the year in which you intend to retire.** Coverage under the employee group health benefits plan may cease to be made available upon the earliest of the following dates:

6. Page 12 – Worker's Compensation

Recommend replacing the paragraph below:

Current Language:

USD 232 provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period. Workers' compensation insurance provides wages for lost time in an amount equal to approximately two-thirds (2/3) of the amount of the employee's regular daily wage. Other than the first 7 consecutive days of absence, employees cannot utilize work comp benefits and paid time off in conjunction with one another. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and complete Workers' Compensation paperwork. Reporting after 48 hours, may impact time off requests. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. 13 Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of workers' compensation leave. These benefits will



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resume once the employee has returned to work. The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. USD 232 will exercise this right with all workers' compensation incidents. If the injured worker refuses to submit to a drug test,

it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol. Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life. An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment. An employee who is injured while deviating from the course of his/her employment is generally not eligible for benefits unless such deviation is expressly approved by the employer. An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Replace With:

The district will participate in workers compensation as required by current statute. 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. The words, "arising out of and in the course of employment" as used in the workers compensation act shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer.

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



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benefits. The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Any employee who is off work and receiving workers compensation benefits shall be required to provide 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, 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. 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.

7. Page 14 – Vacation Benefits

Recommend to strike the paragraph below:

Upon resignation or non-renewal of employment, employee shall submit a plan to their supervisor outlining their usage of remaining accrued vacation days that have been earned through their last day of work. Such plan must be submitted to the supervisor within 3 business days of notification of resignation or non-renewal. The plan is subject to approval by employee's supervisor and the Director of Human Resources. The district reserves the right to require the employee to use all accrued remaining vacation days prior to the effective date of resignation or non-renewal of employment.



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8. Page 15 – Sick Leave

We are recommending the following changes:

Current Language:

Provided prior approval is granted by the supervisor, a maximum of three (3) **absences** without deduction in pay for those employees who work less than 250 days and four (4) absences without deduction in pay for those employees working a minimum of 250 days during any year may be used for personal leave unless otherwise specified in the terms of employment. Personal leave will be charged to sick leave. Unused personal leave will carry over as sick leave. ~~For employees who work less than 250 days, the first five and last five days of their work day calendar may not be used for leave without prior approval. Employees must complete a classified blackout request form and submit the form to their supervisor for approval. If leave is denied, the leave will be without pay.~~

Recommended Change

All Classified employees, who work less than 250 days, and at least half time, may use up to four (4) days of sick leave for personal reasons.

Recommend to move wording below to new section under “Timekeeping and Payroll

For employees who work less than 250 days, the first five and last five days of their work day calendar may not be used for leave without prior approval. Employees must complete a classified blackout request form and submit the form to their supervisor for approval. If leave is denied, the leave will be without pay.

9. Page 16 – Sick Leave

Recommend changes in the chart below:

Chart based on approximately ~~half~~ **three-fourths** the base hourly rate for each job category



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Aide (move to below)	\$6.50
Building Secretary	\$6.75 \$10.12
Custodian	\$6.75 \$10.12
District Level Admin. Assistant	\$9.00 \$13.87
Early Childhood Lead Teacher	\$8.20 \$12.94
Grounds	\$8.13 \$12.19
Maintenance	\$8.50 \$12.75
Resource Paraprofessional/Aide	\$6.50 \$10.50
Center-based Paraprofessional	\$11.25
Student Nutrition	\$6.25 \$10.13

Recommend to add statement under the chart above:

Any employee not listed above would receive three-fourths of the starting pay for the position

10. Page 17 – Sick Leave

Recommended changes to the following:

Current Language:

Unused sick leave will not be paid to employees who work less than 250-days and submit their resignation between June 1st and their first scheduled work day of the new school year. Unused sick leave benefits will also not be paid to employees upon involuntary termination of employment.

Proposed Language:

Unused sick leave will not be paid to employees who work less than 250-days and submit their resignation less than 10 working days remaining in their current work agreement and their first work day of the new school year. Unused sick leave benefits will also not be paid to employees upon involuntary termination of employment.

11. Add – Tuition Reimbursement (after Bereavement on page 17)

Classified employees shall be entitled to reimbursement in an amount not exceeding \$225.00 per fiscal year (July 1 – June 30) for tuition expense incurred for the purpose of enrolling in courses at an accredited institution. The employee seeking



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reimbursement for such expenses shall comply with normal District procedures for reimbursement of expenses including presentation of receipts, bills, vouchers, etc.

12. Page 17 – Family and Medical Leaves of Absence (FMLA)

Recommend changes to the following paragraph:

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 ~~short-term leave~~ **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 year beginning with the employee's first day of FMLA.

13. Page 18 – Family and Medical Leaves of Absence (FMLA)

Recommend the following changes:

Current Language:

Employees on maternity leave who are not eligible for FMLA may return to work with physician approval. Those employees who wish to take additional time off for maternity leave will need approval from Human Resources.

Those employees who wish to take paternity leave and are not eligible for FMLA may take ten days for such leave. Additional paternity leave will need approval from Human Resources.

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.

Recommended Language: (Mirrors the PNA with some updates)

New Baby/Adoption Leave (For staff members not eligible for FMLA.)

a. Employees are entitled to unpaid leave during the period of disability due to prenatal care, birth of a child, or recuperation following the birth of a child. A maximum of ~~30 contract days~~ **60 calendar days**, from the date of birth, may be granted. ~~if no medical certification is presented~~. The leave cannot be taken intermittently.



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b. Employees are entitled to unpaid leave for the adoption of a child. A maximum of ~~30 contract days~~ **60 calendar days**, from the date of placement, may be granted. ~~if no medical certification is presented~~. The leave cannot be taken intermittently.

c. 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 calendar days the employee is requesting leave, the ~~extended~~ leave start date and a proposed return date. ~~Leave shall conclude upon medical certification that the Professional Employee is able to return to regular employment duties.~~

d. If the employee wishes to continue group health benefits during this leave, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave for a maximum of ~~six (6) weeks~~ **(30 60 calendar days)**. Any employee portion of the cost must be paid by the employee.

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. Those employees who wish to take additional time off for maternity leave will need approval from Human Resources.

14. Page 18 – Extended Injury/Illness Leave (Extended Leave)

We are recommending the following changes:

e. Extended Leave may ~~not~~ be taken intermittently:

h. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee's ~~employment will~~ **may** be terminated.

15. Page 18 – Extended Injury/Illness Leave (Employees Not Eligible for FMLA)

We recommend the following changes:

d. Extended Leave may ~~not~~ be taken intermittently:

g. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee's ~~employment will~~ **may** be terminated.



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16. Add New Section: Blackout Days (Page 20)

Insert language from “Sick Leave”

Except under emergency conditions or extraordinary circumstances, such as a wedding, funeral (see bereavement), high school or post high school graduation and school sponsored graduation related activities, or military deployment of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship, leave will not be approved for use during the first five (5) or last five (5) days of the school year, during the day before or the day after a school holiday. Any day described herein that is taken with approval from the Building Principal or his/her Designee will be charged against the employee’s sick days (as either sick or personal) (The Blackout Day Leave Request Form can be completed via Skyward Employee Access.)

17. Page 21 – Time Keeping

We are recommending the following changes:

Accurately recording time worked, as well as time off, is the responsibility of every nonexempt employee. Any edits made to timesheets are required to have a comment included prior to approval. If excessive editing is **required occurring**, it may lead to disciplinary **consequences action**. Federal and state laws require USD 232 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees are not to clock in/out on a personal mobile device unless prior approval has been given by the **supervisor for special circumstances district office**. Clocking in/out on a personal mobile device without approval may lead to disciplinary consequences.

18. Page 22 – Employment Termination

We recommend the following changes:

Current Language:

Resignation is a voluntary act initiated by the employee to terminate employment. USD 232 requests at least two weeks' written resignation notice from all employees.

Proposed Language:

Resignation is a voluntary act initiated by the employee to terminate employment.



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USD 232 requests at least 10 working days written resignation notice from all employees. Employees may not substitute paid leave for any of the last 10 days of work. With 10 working day's notice of resignation, and if the employee has worked in the district for 12 months, remaining leave will be paid in the employee's last pay check.

19. Page 30 – Emergency Closings

Recommend changes to the following paragraph:

Emergencies such as severe weather, fires, sickness outbreak or power failures, can disrupt certain school district operations. In extreme cases, these circumstances may require the closing of a specific work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Assigned supervisory personnel will also notify affected staff working at the specific closed work facility to not report for work; generally, employees with less than 250-day work agreements. Employees with 250-day work agreements, primarily custodians, maintenance and grounds, would be expected to report to work. Employees with less than 250-day work agreements that were scheduled to work on the day operations were closed and are notified to not report for work, will receive regular pay limited to the number of "emergency closing days" built into the district calendar. **However, for employees who work less than 250 days, the first 2 snow days are unpaid.** In a few cases a supervisor may require certain employees with less than 250-day work agreements to report to work for which they will receive their normal daily rate for the hours worked. Staff at facilities not affected by the closing would report to work as scheduled.

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.



USD 232

Classified Employee

Handbook

Effective July 1, 2022-June 30, 2023

(BOE Approved – July 11, 2022)

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VISION & MISSION STATEMENT

Our vision in USD 232 is to maximize each student's potential, through inspiration and discovery, challenging all students to become self-sufficient and positive contributors to society. The mission of the school district is to prepare all students for their future through excellent, innovative learning opportunities with caring, dedicated and passionate staff in a safe and secure environment.

Introductory Statement

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. In addition to this handbook, all employees are bound by board policy; should further clarification be necessary on any topics, please visit with the Human Resources Department.

The material is presented as a matter of information only, and the contents should not be interpreted as a contract between the district and any of its employees. Please read the Handbook carefully and keep it available for future reference. One of your first responsibilities as an employee is to become familiar with the contents. Questions should be addressed to your immediate supervisor. If additional information is desired, please contact the Human Resources Department.

Since the district is ever changing, the Board of Education expressly reserves the right to change any of the policies, guidelines, or procedures at any time. Changes will be posted by appropriate means. Changes will be effective on dates determined by the Board of Education. If you are uncertain about any policy or procedure, check with your immediate supervisor or with the Human Resources Department.

Nature of Employment

As an "at-will employee", employment with USD 232 is voluntary, and the employee is free to resign at-will at any time, with or without cause. Similarly, USD 232 may terminate the employment relationship at-will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between USD 232 and any of its employees. The provisions of the handbook have been developed at the discretion of the Human Resources Department and, except for its policy of employment-at-will, may be amended or cancelled at any time, at USD 232's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Education of USD 232.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at USD 232 will be based on merit, qualifications, and abilities. USD 232 does not discriminate in employment opportunities or practices on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability.

USD 232 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the district. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employee Medical Examinations

According to Kansas statutes, "Every Board of Education shall require all employees of the school district, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state; by a person who is a physician's assistant under the laws of this state or by a person holding a certificate of qualification to practice as an advanced registered nurse practitioner under the laws of this state, on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test." K.S.A. Supp. 72-6266.

All employees of the school district are required to furnish the results of a negative tuberculin test. This health examination must be completed and sent to the Human Resources Office before an employee may begin employment. Each person will be responsible for paying his or her own tuberculin test.

Immigration Law Compliance

USD 232 is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with USD 232 within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and success of USD 232. Such confidential information includes, but not limited to the following examples:

- Computer processes
- Computer programs and codes
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and, legal action, even if they do not actually benefit from the disclosed information.

Disability Accommodation

USD 232 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to employees according to the position they are employed.

USD 232 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. USD 232 will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. USD 232 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Job Posting

USD 232 provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

Job openings will be posted on the district's website. Each job posting notice will include the date of the posting, job title, department and location.

To be eligible to apply for a posted job, regular employees must have performed competently for at least ninety calendar days in their current position. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, current employees should submit an application or letter of interest to the Human Resources Department. Job posting is a way to inform employees of openings. Other recruiting sources may also be used to fill open positions.

Employment Categories

It is the intent of USD 232 to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and USD 232.

Each employee's term of employment is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by USD 232 management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work USD 232's full-time schedule based on the position they are employed in. Generally, they are eligible for USD 232's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule based on the position they are employed in. Regular part-time employees are eligible for partial benefits sponsored by USD 232, based upon the number of hours they work per week and are subject to the terms, conditions, and limitations of each benefit program.

SUBSTITUTE employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Substitute employees retain that status unless and until notified of a change. While substitute employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of USD 232's other benefit programs.

Access to Personnel Files

USD 232 maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of USD 232, and access to the information they contain is restricted. Generally, only administrators and supervisors of USD 232 who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in USD 232's offices and in the presence of an individual appointed by USD 232 to maintain the files.

Employment Reference Checks

To ensure that individuals who join USD 232 are well qualified and have a strong potential to be productive and successful, it is the policy of USD 232 to check the employment references of all applicants. In addition, each employee is required to have a criminal background history check.

The Human Resources Department will respond to all reference check inquiries from other employers. Responses to such inquiries may confirm dates of employment, wage rates, position(s) held and objective and factual information concerning job history and work performance.

Personnel Data Changes

It is the responsibility of each employee to promptly notify USD 232 of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, and individuals to be contacted in the event of an emergency should be updated by the employee using the Employee Benefits Intranet. Educational accomplishments, including a college degree or industry certificate, and other such status reports, should be updated by contacting the Human Resources Department.

Employment Applications

USD 232 relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Performance Evaluation

Supervisors and employees are required to discuss job performance and goals on a regular basis. The performance of all employees is an ongoing process. All classified and health services employees will be evaluated at least once during each contract year. A copy of the written performance evaluation will be provided to the evaluated employee and a copy will be delivered to the Human Resource Office no later than April 20th, of each year for placement in the employee's personnel file. Employees who wish to write a response to their evaluation have 14 days from their evaluation conference to respond in writing and submit the response to the Human Resources department. Supervisors/Evaluators will complete a probationary performance evaluation prior to the employee's 60th day of employment. If an employee is hired after January 1st, only one evaluation needs to be completed for their first year of employment (prior to their 60th day of employment).

Job Descriptions

USD 232 maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

Employee Benefits

Eligible employees at USD 232 are provided a wide range of benefits. An eligible employee must work a minimum of 18.75 hours per week. Employees working 18.75 or more hours per week are entitled to a district paid single health insurance coverage, district paid short term disability insurance coverage and district paid life insurance. The coverage begins the 1st of the month following two (2) full months after the month of hire pending a satisfactory probationary evaluation. (*Example:* If hired August 8th, coverage would begin November 1. If hired April 8th, coverage would begin July 1). A number of the programs (such as Social Security, KPERS, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Business Department will identify the programs for which you are eligible at the time of enrollment.

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 (403B and 457B)
- Optional Supplemental Insurance Policies
- Tuition Reimbursement

Pre-tax deduction will be the default election for any applicable benefit premiums. Any employee who prefers post-tax deduction will be required to opt out in writing before their benefit effective date.

Health Insurance

USD 232's health insurance plan provides eligible employees and their dependents access to medical and dental insurance benefits. All eligible employees are entitled to district provided insurance benefits. Eligible employees will be responsible for paying a proportional share of their health insurance plan based on contract hours if they are considered less than full-time and if they choose to have insurance coverage. USD 232 does not cover any of the cost for employees' dependent insurance coverage. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between USD 232 and the insurance carrier.

Some benefit programs require contributions from the employee and are not fully covered by USD 232. The table below shows the percentage of district paid health insurance based upon the hours worked by the employee. The employee would be responsible for paying the remainder of the premium plus any buy-up option amount chosen by the employee.

HOURS WORKED PER DAY	% PAID BY DISTRICT	EMPLOYEE RESPONSIBILITY
7.5 +	100%	0%
7	90%	10%
6	80%	20%
5	70%	30%
3.75	50%	50%
Below 3.75	Not Eligible	Not Eligible

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Medical, Dental, Vision Insurance and Employee Assistance Plan for Retirees

As provided by Kansas Statute (K.S.A. 12-5040) retirees may, at their own expense, continue coverage under the District's employee group medical, dental, vision and EAP and benefits. Retirees choosing to continue their coverage must notify the Benefits Department before their active coverage ends. Coverage under the employee group health benefits plan may cease to be made available upon the earliest of the following dates:

- a. The first day of the month during which the retired employee attaining age 65.
- b. The retired employee failing to make required premium payments on a timely basis.
- c. The retired employee becoming covered or becoming eligible to be covered under a plan by another employer.

A retired employee can cover themselves and any dependents they currently have covered at the time of retirement through this retiree option or you may elect COBRA continuation instead. Under the retiree option, coverage will cease for all dependents when the retired employee's coverage is voluntarily discontinued. In the event of the retiree's death, there may be a second opportunity for dependents to continue their coverage under COBRA.

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

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage for a minimum of 18 months under USD 232's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at USD 232's group rates plus an allowable administrative fee. USD 232 provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under USD 232's health insurance plan. The notice contains important information about the employee's rights and obligations.

Life Insurance

Life insurance offers you and your family important financial protection. USD 232 provides a basic \$50,000 life insurance plan and accidental death and dismemberment for eligible employees. Additional supplemental and/or dependent life insurance coverage may be purchased by the employee at prevailing rates applied to our group by the insurance provider.

All eligible employees are entitled to the life insurance benefit. Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between USD 232 and the insurance carrier.

Short-Term Disability (STD)

USD 232 provides a basic weekly short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an off-the-job injury or illness.

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between USD 232 and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by worker's compensation are excluded from STD coverage.

Long-Term Disability (LTD)

KPERS provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Workers' Compensation

The district will participate in workers compensation as required by current statute. 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. The words, "arising out of and in the course of employment" as used in the workers compensation act shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer.

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. Any employee who is off work and receiving workers compensation benefits shall be required to provide 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, 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. 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.

Vacation Benefits

Vacation time off with pay is available to eligible employees. 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.

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

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

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

Once employees enter an eligible employment classification, they begin to earn paid vacation time. Employees can request use of vacation time after it is earned.

To take vacation, employees shall request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Paid vacation time can be used in minimum increments of 15 minutes per day.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

With supervisor's approval, employees may be permitted to carry over up to 80 hours of unused vacation time earned prior to June 30th each year until December 31st. If available vacation that has been carried over is not used by this date, employees will forfeit the unused time.

Holidays

Upon employment, USD 232 will grant holiday paid time off to all eligible classified full-time employees who work a minimum of 250 days. The day after Thanksgiving is a non-working, non- paid day.

If a paid holiday falls on a weekend it will be accounted for within the employee's work day calendar:

- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Upon employment, employees who work 200-210 days will receive the following holiday paid time off:

- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)
- New Year's Day (January 1)

USD 232 will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays may not be counted as hours worked for the purpose of determining overtime.

Sick Leave

USD 232 provides sick leave benefits to all eligible employees for periods of temporary absence. Substitute employees are not entitled to sick leave benefits.

Eligible employees will accrue sick leave benefits at the rate of one day, equal to the hours worked per day, for every full month of service. Sick leave benefits will no longer accrue after 30 consecutive days of absence. Once the employee returns to work, accrual of sick leave benefits will resume. Sick leave benefits can be used in minimum increments of 15 minutes per day. For each authorized absence without pay the employee shall be deducted at the employee's current daily rate (annual salary/days of contracted work). Leave without pay must be properly logged within Skyward. Excessive absences without pay may be subject to disciplinary action; up to and including termination.

All Classified employees, who work less than 250 days, and at least half time, may use up to four (4) days of sick leave for personal reasons. Personal leave will be charged to sick leave. Unused personal

leave will carry over as sick leave.

For employees who work less than 250 days, the first five (5) and last five (5) days of their work day calendar may not be used for leave without prior approval. Employees must complete a classified blackout request form and submit the form to their supervisor for approval. If leave is denied, the leave will be without pay.

Employees who are unable to report to work due to illness, injury, or to attend doctor's appointments for the employee or immediate family including those required due to injuries that may occur in the workplace, should notify their direct supervisor before the scheduled start of their workday if possible. For this section, immediate family shall include individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, USD 232 may request a physician's statement be provided verifying the absence. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of five calendar days or more, an employee may need to provide a physician's verification that he or she may safely return to work. Sick leave benefits will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked at the time of absence. It will not include any special forms of compensation, such as overtime.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 130 days of sick leave, based on hours worked per day. Employees with accumulated sick leave in excess of 130 days will be compensated at the rate per hour from the chart below, based on job category, for each hour of accumulated sick leave in excess of 130 days. Compensation will be paid to employee on the last payroll in June.

The District will buy back unused current year sick leave at the rate shown in the chart below, based on job category, if the employee has used fewer than eight (8) leave days and is subject to the following parameters:

- a. Employees with less than twenty (20) days of accumulated sick leave may sell back to the District not more than one-half their current year sick leave. Example: Employee has a sick leave carryover of ten (10) days from the prior year. The Employee has an unused total of eight (8) days of current year sick leave at the end of the year. The employee would have the option to sell back not more than four (4) days to the District and would carry over four (4) days to add to their carryover sick leave balance, which would be fourteen (14) days going into the next year.
- b. Employees with twenty (20) days or more of sick leave carryover may sell back to the District all or any number of their current year unused sick leave. Example: An employee has a sick leave carryover balance of thirty (30) days from the prior year. The employee has an unused total of eight (8) days of current year sick leave at the end of the year. The employee would have the option to sell back all eight (8) days or any number of those eight (8) days.

The employee must submit an election form to the Payroll Department indicating their choice of sick leave buy back, subject to the above parameters, as follows:

- a. Employees with less than a 250-day work schedule must submit the form no later than the last Friday in April;
- b. Employees with a 250-day work schedule must submit the form no later than the last Friday in May.

Chart based on approximately three-fourths the base hourly rate for each job category

Building Secretary	\$10.12
Custodian	\$10.12
District Level Admin. Assistant	\$13.87
Early Childhood Lead Teacher	\$12.94
Grounds	\$12.19
Maintenance	\$12.75
Resource Paraprofessional/Aide	\$10.50
Center-Based Paraprofessional	\$11.25
Student Nutrition	\$10.13

Any employee not listed above would receive three-fourths of the starting pay for the position.

After one calendar year of employment, employees who give at least 10 working days of notice of their resignation will be reimbursed for any earned unused sick leave at the rate of \$5.00 per hour for each hour of accrued leave, unless otherwise specified in their terms of employment. Employees who give at least 20 working days of notice, will be reimbursed at the rate listed above in the chart for any unused accrued leave. Unused sick leave will not be paid to employees who work less than 250-days and submit their resignation less than 10 working days remaining in their current work agreement and their first work day of the new school year. Unused sick leave benefits will also not be paid to employees upon involuntary termination of employment.

Bereavement

Employees who wish to take off due to the death of an immediate family member should notify their supervisor immediately. Bereavement Leave may be used in the event of a death within the employee's immediate family.

1. For purposes of this section, immediate family shall include individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
2. Up to three (3) days of Uncharged Bereavement Leave will be granted per occurrence.
3. Up to five (5) days of sick leave may be used by eligible employees for bereavement leave and will be deducted from sick leave, if available. Additional time off may be granted with supervisor's approval.

Tuition Reimbursement

Classified employees shall be entitled to reimbursement in an amount not exceeding \$225.00 per fiscal year (July 1 – June 30) for tuition expense incurred for the purpose of enrolling in courses at an accredited institution. The employee seeking reimbursement for such expenses shall comply with normal District procedures for reimbursement of expenses including presentation of receipts, bills, vouchers, etc.

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 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, it will become the employee's responsibility to pay for their benefits if they wish to continue their coverage. The board may terminate the benefits if the employee payment is not received by the due date.

New Baby/Adoption Leave (For staff members not eligible for FMLA)

- a. Employees are entitled to unpaid leave during the period of disability due to prenatal care, birth of a child, or recuperation following the birth of a child. A maximum of 60 contract days, from the date of birth, may be granted. The leave cannot be taken intermittently.
- b. Employees are entitled to unpaid leave for the adoption of a child. A maximum of 60 contract days, from the date of placement. The leave cannot be taken intermittently.
- c. 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.
- d. If the employee wishes to continue group health benefits during this leave, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave for a maximum of 60 calendar days. Any employee portion of the cost must be paid by the employee.
- 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. Those employees who wish to take additional time off for maternity leave will need approval from Human Resources.

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. Employee benefits while on Extended Leave:
 - g. 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.
 - h. 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 return to work.
 - i. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee may be terminated.

Extended Injury/Illness Leave (Employees 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 USD232 less than 12 months may apply for an extended health leave of up to 60 calendar days.

- a. 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 may be taken intermittently.
- e. Employee benefits while on Extended Leave:
If an employee on Extended Leave wishes to continue group health benefits and life insurance benefits and has been with the district for at least one calendar year, 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.
- f. 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 return to work.
- g. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave, the employee may be terminated.

Military Leave

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.

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 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.

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 cost to the employee while on leave for up to five years or as otherwise provided by law.

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 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.

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. 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.

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 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 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.

In the event the requested military leave causes an undue curricular hardship to the education of the students of the District, the District reserves the right to notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the District is not satisfied with the response, the District shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Leave Without Pay

For each authorized absence without pay the employee shall be deducted at the employee's current daily rate (annual salary/days of contracted work). Leave without pay must be properly logged within Skyward. Excessive absences without pay may be subject to disciplinary action; up to and including termination.

Blackout Days

Except under emergency conditions or extraordinary circumstances, such as a wedding, funeral (see bereavement), high school or post high school graduation and school sponsored graduation related activities, or military deployment of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship, leave will not be approved for use during the first five (5) or last five (5) contract days of the school year. Any day described herein that is taken with approval from the Building Principal or his/her Designee will be charged against the employee's days of Discretionary Leave. (The Blackout Day Discretionary Leave Request Form can be completed via Skyward Employee Access.)

Jury Duty

USD 232 encourages employees to fulfill their civic responsibilities by serving jury duty when required. While an employee is serving jury duty, they will be paid their normal rate of pay for the time they are absent.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Supervisors will then forward to the payroll department. Employees are expected to report for work whenever the court schedule permits. Either USD 232 or the employee may request an excuse from jury duty if, in USD 232's judgment, the employee's absence would create serious operational difficulties.

USD 232 will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

Timekeeping

Accurately recording time worked, as well as time off, is the responsibility of every nonexempt employee. Any edits made to timesheets are required to have a comment included prior to approval. If excessive editing is occurring, it may lead to disciplinary action. Federal and state laws require USD 232 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees are not to clock in/out on a personal mobile device unless prior approval has been given by the district office. Clocking in/out on a personal mobile device without approval may lead to disciplinary consequences.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Without the written approval of your immediate supervisor you are:

- a. Not to work more hours per day than specified in your terms of employments. Overtime hours are approved only for specific situations.
- b. Not to work on any non-scheduled days.
- c. Not to exceed the number of workdays for the school year as specified in your terms of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to submit their time records and verify the accuracy of all time recorded. The supervisor will review and approve the time record for submission to payroll.

Paydays

All employees are paid twice each month according to the schedule determined at the beginning of each school year. Employees of USD 232 are paid by direct deposit. Employees will receive an itemized statement of wages when USD 232 makes direct deposits.

As provided by K.S.A. 74-4940(d), all nonexempt classified employees working less than a 250- day contract and having voluntary payroll deductions for any purpose will be paid their contractual compensation during the 12-month school year in 24 equal semi-monthly installments.

Since payroll is entirely processed and paid electronically, the district has an emergency backup plan for payroll in case of power failure, equipment failure, etc. The emergency plan would involve issuing handwritten checks the morning of the pay day and delivering them to each building so staff would get the check before leaving for the day. You would have to take the check to your bank. As a result, the check would not be credited to your account until late in the day or more likely the following day. If you authorize automatic withdrawals from your account, we would recommend you schedule them around the 18th to 20th for mid-month withdrawals and around the 3rd to 5th for the 1st of the month withdrawals.

Breaks

Employees may not leave the building during their break without administrator approval. Breaks may not be taken at the beginning or end of the scheduled shift. With the exception of the Student Nutrition staff members, employees who work a continuous shift of six hours or more will be required to take a minimum 30-minute unpaid meal break during the scheduled shift, as designated by the supervisor. If circumstances arise that prevent an employee from taking a required unpaid meal break, the situation should be reported to their supervisor.

Employment Termination

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Non-renewal - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Resignation is a voluntary act initiated by the employee to terminate employment. USD 232 requests at least ten (10) working days written resignation notice from all employees. Employees may not substitute paid leave for any of the last ten (10) days of work. With ten (10) working days' notice of resignation, and if the employee has worked in the district for twelve (12) months, remaining leave will be paid in the employee's last paycheck.

USD 232 may request an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to USD 232, or return of USD 232 owned property, such as equipment, uniforms, keys, identification badge, etc. Suggestions, complaints, and questions can also be voiced.

Since employment with USD 232 is based on mutual consent, both the employee and USD 232 have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Administrative Pay Corrections

USD 232 takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Department so that corrections can be made as quickly as possible. In addition, USD 232 has the authority to debit/credit an employee's account if an error occurs.

Pay Deductions and Setoffs

The law requires that USD 232 make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. USD 232 also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." USD 232 matches the amount of Social Security taxes paid by each employee.

USD 232 offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, you can contact the Business Department.

Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Use of Phone and Mail Systems

Employees may be required to reimburse USD 232 for any charges resulting from their personal use of the telephone. Personal calls and texting should be held to a minimum. The use of USD 232-paid postage for personal correspondence is not permitted.

Tobacco Products and Electronic Cigarettes in the Workplace

The use of electronic cigarettes and tobacco products in any form is prohibited in any school building or on any property, owned, leased or rented by the district. This includes district vehicles. Staff members who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies.

Flex-Time and Overtime

The following overtime procedures are established to comply with applicable state and federal laws governing accrual and use of overtime. Overtime pay will only be issued in situations which are deemed immediate emergencies (could not be foreseen, and will have a substantial negative impact on employee/student health or well-being, and/or operations of the District), or in situations where overtime pay is required to comply with the Fair Labor Standards Act.

Examples of “emergency situations” would include broken water pipes, snow removal, responding to night-time fire alarms, unexpected evening portal shut down, etc. Generally, if the work can be planned ahead of time, or completed with either flex-time or comp time arrangements, it would not qualify as an “emergency.” In general, if you can plan for a specific event, it is not an emergency.

The Human Resource Director will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

Flex-Time (Option #1)

When the supervisor and/or employee knows of an upcoming event, activity, or operating requirement, that cannot be met during regular scheduled working hours, as the first option, supervisors are expected to consider a temporary, alternate schedule for the current work week. The flexed schedule will keep all hours within the scope of the weekly total listed on the work agreement.

Flex-time arrangements must primarily meet the needs of the building and/or district, and not create a requirement to hire a substitute to fulfill the employment needs during the reduced day. The flex-time schedule will be documented utilizing the normal timekeeping procedures. No authorization from the Human Resource Director is required for flex-time.

Over-Time (Option #2 and #3)

All overtime work must occur at the request of, or with the prior approval of, the supervisor and Human Resource Director. Unauthorized overtime will be paid in accordance with the Fair Labor Standards Act, however, an employee who works overtime without prior approval may be subject to disciplinary action up to and including termination.

All overtime-eligible employees will be compensated at the rate of time and one-half of the regular rate for all hours worked over forty (40) during each workweek. A workweek is defined as the period of time between 12:00 a.m. on Sunday and 11:59 p.m. on Saturday.

Compensatory Time (Option #2):

When flex-time is not a viable option, the supervisor may schedule time beyond the normally scheduled work-agreement. Compensatory time is paid time off work at the rate of one and one-half hours off for time worked beyond 40 hours per work week. As the second option, the supervisor and employee must agree in advance that any over-time earned will be banked as comp time. However, comp time may accrue only to a maximum of 40 hours.

Eligible employees may request and use compensatory time off in the same manner as other leave requests. It is required that all accrued compensatory time is used prior to the end of the fiscal year unless otherwise approved by Human Resources

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Payroll Department will maintain compensatory time records. All compensatory time accrued, but not used, will be paid at the end of each fiscal year, at the hourly pay rate the employee is earning at that time. When the employee leaves USD 232 employment, any compensatory time accrued, will be paid at the final regular rate received by the employee.

Paid Over-Time (Option #3)

Paid over-time will be approved as a last-resort when the needs of the district cannot be met by flexing the work schedule, and a willing/qualified employee is not willing to accept compensatory time in exchange of time worked. Any overtime worked past 40 hours per workweek, will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee and the supervisor agree in advance that the overtime will be banked as compensatory time (see above).

Where an employee in a single workweek works at two or more positions for which different pay rates have been established, the regular rate for calculating over-time for that week will be the weighted average of such rates. That is, the earnings from all such rates are added together and this total is divided by the total number of hours worked at all jobs.

Premium Pay:

In addition to the requirements of the Fair Labor Standards Act, the district will pay a premium for work performed under the following circumstances:

1. Employees who are called back to work due to emergency circumstances such as alarms or water breaks, will be paid for a minimum of two hours at one and one-half the employee's regular pay rate (unless called to work on Sunday). By definition, the emergency circumstances cannot be planned or foreseen.
2. Employees who are called back to work due to emergency circumstances on a Sunday such as alarms or water breaks, will be paid for a minimum of two hours at two times the employee's regular pay rate.
3. Employees who are scheduled to work on a Sunday will receive two times the employee's regular pay rate for the hours worked on that Sunday provided the employee has worked 40 hours between Monday and Saturday of that workweek.
4. If an employee is required to work on a paid holiday, they will be paid their regular daily rate for the holiday. In addition, they will receive compensation at the rate of time and one half of their regular rate for the actual hours worked that day. They also have the option of banking the hours as compensatory time.

As the premium pay is at least time and one half of the regular pay rate, in accordance with the Fair Labor Standards Act, only the actual hours worked will be used to determine if an employee is entitled to overtime. Generally, only maintenance, grounds, and custodial will be called back for emergency situations.

Pre-Approval Process

It is the responsibility of the supervisor to seek approval for overtime (compensatory or paid). The supervisor will send an email with the appropriate form attached to the Assistant Superintendent of Business and Operations.

In emergency situations, which by definition cannot be foreseen, pre-approval will be waived. In these situations, it is expected that the supervisor sends the approval request within one work day. If approved, the Human Resource Director will forward approval to the payroll department, supervisor and employee.

Requirement and Limit of Overtime:

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

USD 232 Custodial Flextime, Comp-time and Overtime Protocol

The information below details the process by which USD 232 Custodial Supervisors will manage the use of flextime, comp-time and overtime. This protocol has been established with the intent to balance the interests of staff members and the District's need to responsibly manage costs associated with custodial overtime.

When the need for weekend custodial time/service is identified due to a specific school district function/activity (ex: an all-day Saturday volleyball tournament) the lead custodian in the affected building or the District's Custodial Supervisor will seek out a custodian who would like the opportunity to use flextime (see below) to cover the weekend event. If no staff member from the affected building is interested in accepting the flextime opportunity, comp-time or overtime will be offered as an option to those custodians in the affected building. If no staff member in the affected building volunteers to cover the weekend assignment (using flextime, comp-time or overtime, the weekend event will be assigned to a trained custodial substitute. If a substitute custodian is not available, the District's Custodial Supervisor or designee will assign the duty to a member of the custodial staff from another building. The selected staff member will then choose to be paid overtime for the assignment or he/she may choose to use comp-time (see below). Accumulated comp time must be utilized by June 30th of the contract year.

Defined Terms

Flex-time: A process/decision by which an employee's regular work schedule is modified to maintain a maximum 40-hour work week. Example: An employee is instructed to take eight hours of leave on Wednesday to compensate for eight hours of work they are being assigned on Saturday.

Comp-time: Paid time off (at the discretion of the employee) at a rate of one and one-half hours per time worked beyond a 40-hour work week. Example: An employee works 44 hours in a single work week, but rather than being paid four hours of overtime, elects to take six hours of paid leave during a future (mutually agreed upon) work week.

Emergency Closings

Emergencies such as severe weather, fires, sickness outbreak or power failures, can disrupt certain school district operations. In extreme cases, these circumstances may require the closing of a specific work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Assigned supervisory personnel will also notify affected staff working at the specific closed work facility to not report for work; generally, employees with less than 250-day work agreements. Employees with 250-day work agreements, primarily custodians, maintenance and grounds, would be expected to report to work. Employees with less than 250-day work agreements that were scheduled to work on the day operations were closed and are notified to not report for work, will receive regular pay unless there is a plan to make the days up later in the year. The approved district calendar anticipates that the first two emergency closure days will be made up. In a few cases a supervisor may require certain employees with less than 250-day work agreements to report to work for which they will receive their normal daily rate for the hours worked. Staff at facilities not affected by the closing would report to work as scheduled.

Inclement Weather Closings

In the event that the superintendent determines that severe weather conditions require all district buildings to be closed, employees with less than 250-day work agreements will not report to work but will receive their normal daily pay, for school days that are not made up. However, hours paid for the week in which the closing occurs will not exceed the number of hours in the employee's work agreement unless the total hours were actually worked.

Employees with 250-day work agreements will be informed by their immediate supervisor when they are expected to work. In general, there will be three options:

1. Report to work as scheduled. Employees who feel it is not safe for them to travel to work or have child care needs, may use applicable leave.
2. Report on a shortened schedule. Employees will be informed as to the change to the work day. Employees will be paid for their regular work hours even on the shortened day. Employees who feel it is not safe for them to travel to work or have child care needs may use applicable leave.
3. Do not report. Employees would not report to work but would receive their regular pay.

In some circumstances involving inclement weather, some essential, 250-day employees may be required to report to work outside of their regular schedule or when other 250-day employees are not required to report to work. In this case, 250-day employees that are required to work will receive pay at one and one-half times their regular rate of pay for the hours they work and pay for their scheduled hours they were supposed to work. The employee may request comp time in lieu

of additional pay. If an employee is required to work during the day and elects not to come into work, they will not be paid for their scheduled time but could use appropriate leave or be docked.

Extra Duty

To ensure that USD 232 is meeting the requirements of the Fair Labor Standards Act, the district will pay volunteering classified employees at the rate according to the Professional Negotiated Agreement for any applicable extra duty assignment.

If a classified employee who holds a valid Kansas teaching license is asked to substitute for a teacher, the employee will be reimbursed at the rate which is highest between their regular classified salary or the substitute pay.

Translation services outside the duty day will be paid at \$19.25 per hour.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at USD 232, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter USD 232 facilities at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on USD 232's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Technology Usage

The Unified School District No. 232 believes that the use of technology is an integral part of learning and contributes to the overall value of learning for the individual and group. Computers, network and technology equipment are provided by USD 232 for educational and professional use. Staff's use of district technology is a privilege, not a right. As such, all staff members are expected to understand and adhere to the following rules, policies and procedures and are required to sign a new Acceptable Use Policy(AUP) each year:

General

Staff are responsible for providing appropriate supervision to students to ensure compliance with the student AUP.

Staff are to communicate electronically with students only with district provided and monitored technology devices and software, unless specifically approved in advance by administration.

Staff's use of district technology is restricted to educational, administrative, or job-related duties with a limited exception for personal use only on an occasional and sporadic basis.

Staff must abide by the board policies regarding bullying and harassment as applicable to the use of district technology.

Privacy

District technology and information maintained on the District's equipment, network and computers is the property of the District. Staff do not have an expectation of privacy regarding their use of district technology including email, files, and directories.

Activity and content on all district provided computing devices and network storage are subject to monitoring and inspection at any time and for any reason.

Security

Staff must keep usernames and passwords confidential; they are not to be shared with anyone for any reason, unless specifically requested by an administrator or member of the IT department.

Staff must not intentionally access (or attempt to access) material with technology that has been disallowed (prohibited / blocked) by the district.

Staff must not damage, disable, or hinder (or attempt to damage, disable or hinder) the performance of any district technology system, device, software, or network.

Staff must not use any district technology to damage, disable, or hinder (or attempt to damage, disable or hinder) the performance of any (inside or outside of the district) computer, device, software or network.

Staff must not access (or attempt to access) any system, file, directory, user account, or network to which the staff member has not been granted access.

Content/Software

Staff must comply with all copyright, trademark and license restrictions.

Staff must not use district provided equipment, computers or network, for commercial or political lobbying purposes.

Staff's limited, occasional and sporadic use of district technology must not interfere with the performance of the district's technology or the staff member's individual job duties.

System Management

Staff must report any damage or technology related problem to the staff member's building technician via district procedures. Staff must notify the building technician if a security problem on any district equipment/network has been identified. Technology may delete locally saved documents in the process of repairing or updating computers and software. The district prohibits staff from installing (or attempting to install) software, files, or drivers. Staff must follow district procedures for ALL technology related requests including all software installations. Staff must not bring non-district provided technology to work and access (or attempt to access) the district network connections.

Possible Consequences for AUP Violations

Restricted or prohibited from using district technology.

Disciplinary action, up to and including non-renewal or termination.

The district may notify law enforcement agencies of any violation of statute.

Workplace Monitoring

Workplace monitoring may be conducted by USD 232 to ensure quality control and employee safety. Computers furnished to employees are the property of USD 232. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because USD 232 is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Workplace Violence Prevention

USD 232 is committed to preventing workplace violence and to maintaining a safe work environment. USD 232 has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of USD 232.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any

characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

USD 232 will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, USD 232 may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

USD 232 encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. USD 232 is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, USD 232 expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of district-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas

- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Fulfilling driving duties for the district without a valid driver's license

Employment with USD 232 is at will and at the mutual consent of USD 232 and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Drug and Alcohol Use

It is USD 232's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on USD 232 premises and while conducting business-related activities off USD 232 premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all USD 232 policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause USD 232 any undue hardship. During this period of leave, all benefits will be suspended. Benefits will resume when the employee has returned to work.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify USD 232 of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days after the conviction.

It is also the employee's responsibility to notify USD 232 of any drug or alcohol related convictions occurring outside of the workplace within five days after the conviction or prior to fulfilling required driving duties, whichever occurs first, if the employee's driver's license has been suspended. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

Sexual and Other Unlawful Harassment

USD 232 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment
2. Submission or rejection of the conduct is used as a basis for making employment decisions
3. The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Attendance and Punctuality

To maintain a safe and productive work environment, USD 232 expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible regarding the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. For employees that work less than 250 work days, the first five days and last five days of their work day calendar may not be used for leave without prior approval from the Human Resources Department via Skyward Employee Access. Either may lead to disciplinary action, up to and including termination of employment.

Personal Appearance

During business hours or when representing USD 232, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Return of Property

Employees are responsible for all USD 232 property, materials, or written information issued to them or in their possession or control. Employees must return all USD 232 property immediately upon request or upon termination of employment. USD 232 is not responsible for lost, stolen or damaged personal property, including personal wearing apparel.

Security Inspections

USD 232 wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, USD 232 prohibits the possession, transfer, sale, or use of such materials on its premises. USD 232 requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of USD 232. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of USD 232 at any time, either with or without

prior notice.

USD 232 likewise wishes to discourage theft or unauthorized possession of the property of employees, USD 232, visitors, and students. To facilitate enforcement of this policy, USD 232 or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto USD 232's premises.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by USD 232 may not solicit or distribute literature in the workplace at any time for any purpose unless approved by the administrator of that building or the Superintendent. In addition, the posting of written solicitations is prohibited unless approved by the building administrator or the Superintendent.

Drug Testing

USD 232 is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and/or alcohol upon reasonable suspicion. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Progressive Discipline

The purpose of this policy is to state USD 232's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

USD 232's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with USD 232 is based on at will and mutual consent and both the employee and USD 232 have the right to terminate employment at will, with or without cause or advance notice, USD 232 may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then

lead to termination of employment.

USD 232 recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and USD 232.

Problem Resolution

USD 232 is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from USD 232 administrators and supervisors.

USD 232 strives to ensure fair and honest treatment of all employees. Administrators, supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with USD 232 in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Human Resources Department.
2. Supervisor responds to problem during discussion or after consulting with appropriate administration when necessary. Supervisor documents the discussion.
3. Employee presents problem to the Human Resources Department if the problem is unresolved.
4. The Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor(s), if necessary, and directs employee to the Director of Human Resources for review of problem.
5. Employee presents problem to the Director of Human Resources in writing.
6. Director of Human Resources reviews and considers the problem. Director of Human Resources then informs employee of decision and places a copy of written response in the

employee's file. Director of Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

USD 232 SICK LEAVE POOL

The purpose of the sick leave pool is to assist employees who suffer prolonged or catastrophic illness. The sick leave pool is not intended for use for individuals who have depleted their sick days and experienced short-term illness or disability. The sick leave pool shall be established as follows:

1. Each employee who wishes to participate in the sick leave pool may do so by contributing one leave day to the pool. Days contributed by the member become a permanent part of the pool.
2. Each person who wishes to offer a contribution to the pool will complete a form by October 15th.
3. Prior to October 15th of each school year, all individuals who previously contributed to the pool will be sent an e-mail by Human Resources/Payroll reminding them of their membership. Once a day has been contributed to the pool, it will not be necessary to contribute another day to retain membership until a redraw is required as described in Item #10.
4. Only those individuals participating in the pool will be eligible to apply for days from the pool.
5. Participating individuals will be eligible to apply for days after they have completed six (6) continuous months with the district.
6. Any member who wishes to access the sick leave pool for personal illness must be under the care of a licensed health care provider shall have depleted his/her accumulated Sick/Discretionary Leave, and must complete and submit a sick leave pool application form (see attached) to the sick leave pool screening committee.
7. The sick leave pool may not be used in conjunction with USD 232's Short Term Disability or Social Security Disability Benefits.
8. Family or Household Critical Care Needs: The sick leave pool may be used for critical health care of immediate family. Immediate family shall include individuals related by blood affinity or whose close association with the employee is the equivalent of a family relationship.
 - a. To be eligible to benefit from this policy, the family or household member must be critically ill and require the presence of the employee to care for him/her. Short-term child care because a person is out of sick leave is not within the scope of this policy.
 - b. The family or household member must be under a licensed health care provider's written recommendation. Formal documentation to support family/household care needs shall be included with the completed sick leave pool application form. (see attached)
 - c. The committee has the discretion to seek additional information.
9. Written notification of approval or other disposition of the application will be made by the screening committee to the applicant.
10. Participating members of the sick leave pool may receive no more than 20 days

from the pool in any one school year. Approved days will be awarded in no more than ten day increments at the discretion of the sick leave pool committee.

11. Should the pool drop below 30 days, members will be notified. To retain membership, it will then be necessary to contribute another day. No current member shall be denied participation when the pool is redrawn due to a depletion of their sick leave days. In such a case, one day will be taken from the employee's accumulated days the following year.
12. The sick leave pool screening committee will consist of three members (chosen from a group of members identified annually): Employees with relevant information regarding the pool, sick leave, disability leave, or other pertinent information may be invited to consult.

I hereby offer to contribute one of my Sick Leave days to the pool:

Signature of Employee

Date

Employee Name

Please send this signed and dated document to the Human Resources Department through inner school mail by October 15th.

SICK LEAVE POOL EMPLOYEE APPLICATION FORM
(To be completed by person requesting access to the Sick Leave Pool)

Last Name First Name Middle Initial

Current Building Present Position/Subject Area Full Time () Part Time ()

Date of Request: _____ **Number of Days Requested** _____

List of Days you wish the Sick Leave Pool to cover: _____

Have you currently exhausted all of your current Sick Leave? Yes No

Are you currently receiving disability benefits from USD 232's Short Term Disability or Social Security Disability Benefits?

Yes No

Reason for Request: Please note all applicants must attach appropriate **documentation from a licensed health care provider** regarding absence.

Employee's Signature _____

Immediate Supervisor's Signature _____

Please forward to the Human Resources Department following supervisor's signature acknowledging awareness of request.

SICK LEAVE POOL COMMITTEE ACTION

Date request was received by the Sick Leave Pool Committee: _____

Denied ()

Approved () Number of days granted: _____ Date _____



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
Date: July 6, 2022
Re: Addition of Girls Wrestling as a High School Activity **(Consent)**

We are asking the Board of Education to approve the addition of Girls Wrestling as a sport for USD 232 high school students.

The Kansas State High School Activities Association (KSHSAA) approved girls wrestling as a stand-alone sport beginning in the 2019-2020 wrestling season. Girls in our high schools have wrestled under the umbrella of the boys wrestling program since 2019. This past year we had 12 girls at Mill Valley High School participate in wrestling, with three at De Soto High School.

Of particular interest is the number of female wrestlers at Mill Valley, which increased by ten in just one season. Girl's wrestling is becoming one of the fastest growing athletic programs in Kansas and the nation. We had one student athlete qualify for the state tournament as a freshman this year. We are excited to see her continued growth with the sport and the success she will have moving forward.

Many schools across the state have added a head girls coach and an assistant coach to make the girls program its own program. Because of growing interest in the sport in our high schools, we believe it is time to provide a separate head coach for the girls wrestling program at Mill Valley High School and continue to monitor the numbers at De Soto High School. This would keep the wrestling program consistent with other 5A/6A schools and even smaller schools across the state that are growing with this popular sport.

Girls Wrestling will annually begin in Standard Calendar Week #20 (approximately November 15, 2022) and conclude with a state tournament during Standardized Calendar Week #34 (approximately February 23, 2023). The practice location for the USD 232 Girl's Wrestling program would be at each high school. The district will need to hire one head coach and one assistant coach for each team. Also, the district will provide the necessary transportation for the students to/from wrestling events.

Please contact me with any questions or concerns you may have with the addition of Girls Wrestling.



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: July 6, 2022
Subject: JCPRD Contract for before and after school services (Consent)

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

We are asking the Board of Education to approve the 2022-2023 school year lease agreement with Johnson County Parks and Recreation for rental of district facilities in order to provide before and after school services. As you may recall, fees were raised recently by the Board of Education. Previously, JCPRD was charged \$7 per hour per space to house before school care and after school care. Currently, JCPRD is charged \$8 per hour per space and those rates will remain for the upcoming school year. At this time, we are asking the Board to approve the yearly agreement with JCPRD regarding before school and after school childcare services. The contract with JCPRD is attached for Board review. Please contact me with any questions or concerns you may have regarding the lease agreement.

DE SOTO UNIFIED SCHOOL DISTRICT NO. 232
LEASE AGREEMENT 2022-2023

THIS LEASE AGREEMENT ("Lease") is made and entered into effective August 1, 2022 ("Effective Date"), by and between DE SOTO UNIFIED SCHOOL DISTRICT NO. 232, JOHNSON COUNTY, STATE OF KANSAS, ("School District" or "Lessor") and the JOHNSON COUNTY PARK AND RECREATION DISTRICT, a park district organized pursuant to K.S.A. 19-2859 et seq., ("Lessee"). Lessor and Lessee may be hereinafter referred to as the Parties.

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

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

2. Days and Hours of Operation. Lessee agrees to conduct the Programs between August 17, 2022 and May 26, 2023 or until such later date to which the 2022-2023 school year may be extended. Lessee agrees to operate the Programs during the hours specified by Exhibit A on those days of the week during the 2022-2023 School Year when the school district is open for classes. Except as provided herein, Lessee shall not operate the Programs during specified holidays for which the School District will provide a list to JCPRD, weekends or those days when School is cancelled due to severe inclement weather when the Superintendent deems it unsafe for School District custodial or maintenance employees to work, or for other reasons.

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

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

5. Rent.

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

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

- (b) **Adjustment.** The parties agree to make reasonable adjustments in the Rent in the event: (i) this Lease is temporarily suspended by the School District with respect to all or any portion of the Premises, pursuant to Section 3 hereof; (ii) this Lease is terminated, in whole or in part, by either the Lessee or the School District pursuant to Section 7 hereof; or (iii) the School District's actual utility costs and custodial costs increase during the School Year beyond the amount anticipated by the School District at the time this Lease is executed; provided, however, that, such increase apportioned to Lessee shall be based upon Lessee's hourly use of the Premises and the square footage of the Premises used by Lessee and, prior to the School District making an adjustment pursuant to this Section 5.B.iii, the School District shall provide documentation to Lessee, in a form reasonably satisfactory to Lessee, demonstrating such increase.

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

6. Improvements.

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

7. Term and Termination.

- (a) **Term.** The term of this Lease shall commence on August 17, 2022 and shall continue through the last day of the School District's 2021-2022 school year.
- (b) **Termination by Lessee.** The Lessee may terminate this Lease as to any Programs at any or all the Schools at any time upon giving the School District at least sixty (60) days written notice. During said 60-day period, the Parties shall make reasonable efforts to agree to terms and conditions which would enable Lessee to resume the operation of its Programs at the School or Schools affected. In no event will Lessee give its customers notice of modification or cancellation of a Program less than thirty (30) days after written notice of termination is given to the School District.
- (c) **Termination by Lessor.** The Lessor may terminate this Lease with or without cause at any time upon giving the Lessee at least sixty (60) days' notice. Alternatively, in the event the School District determines that Lessee has breached any of the terms or conditions of the Lease or that the warranties or representations herein given are found by the School District to be false, School District shall provide Lessee with notice of such breach. Lessee shall cure such breach within ten (10) days after the date of its receipt of such notice, or if the breach is one which cannot reasonably be cured within ten (10) days, Lessee shall begin taking steps to cure the breach within ten (10) days, and shall completely cure the breach with reasonable promptness. In the event Lessee fails to cure or take reasonable efforts to commence a cure of the alleged breach within the time specified herein, the School District may terminate this Lease upon providing five (5) days written notice to Lessee of Lessee's failure to cure.

8. Representations and Warranties. Lessee warrants, represents and agrees that:

- (a) **Permits and Licenses.** Lessee has obtained all necessary permits and licenses for each Program as required by law or by municipal ordinance and is fully authorized to provide the services intended, and it will continue to be so licensed and authorized throughout the term of this Lease.
- (b) **Insurance.** Lessee has in full force and effect general liability (General Aggregate) insurance coverage in the minimum amount of Two Million Dollars (\$2,000,000.00), as evidenced by a liability certificate that Lessee will keep and maintain such insurance throughout the term of this Lease; and that the School District has been, and will continue to be, listed as an additional insured thereon. Lessee will pay the cost of any increase in insurance premiums incurred by the School District as the result of the operation of Lessee's Programs.
- (c) **Lessee Not an Agent.** Lessee is not the agent of the School District and will not hold itself out as agent of the School District or as offering a program which has either been approved of or is supervised by the School District.
- (d) **Compliance with Laws and Regulations.** Lessee will abide by the laws of the United States and the State of Kansas and all rules, regulations and policies adopted by the Board of Education of the School District and will conform to such administrative orders as may be from time to time issued by the Superintendent of the School District or authorized by him to be issued on his behalf.
- (e) **Availability of Programs.** Each Program operated by the Lessee on the Premises shall be available to all school age children, whether or not they attend the School in which the program is located, subject to the State of Kansas licensing requirements relating to the maximum number of children that may be located at each location.
- (f) **Availability of Programs for Low-Income Families.** Lessee shall make reasonable arrangements, within the limits of available funding, to accommodate school age children whose parents cannot reasonably afford the standard cost of the Program.
- (g) **Presentation of Documents.** In accordance with all representations and agreements contained in this Section, Lessee is required to provide upon request of the School District: (i) photocopies of all permits and licenses required by any cities or other political subdivisions within which the Programs operate, and by the State of Kansas for operating the Programs; and (ii) a certificate of liability insurance reflecting insurance in effect, and listing the School District as "additional insured."

9. Indemnity.

- (a) **From Lessee to School District; Waiver of Liability by Program Participants.** The School District shall not be liable to the Lessee, or to any third party, for any act or failure to act on the part of the Lessee, its agents, employees or pupils; and the Lessee specifically agrees to indemnify and save and hold the School District free and harmless from any and all losses, damages, costs, expenses and/or judgments arising out of Lessee's use of the Premises and that are proximately caused by the negligent or other actionable fault of the Lessee, its officers, agents or employees. In any agreement between the Lessee and parent(s) of any child for the providing of child care service, such agreement shall specifically provide, in a form satisfactory to the School District, for a release of liability of the School District and for indemnification of the School District by the parent(s). A sample Release is attached hereto as Exhibit B.
- (b) **Damage to School District Property.** Lessee shall be liable to the School District for any and all damage to any School District property which occurs as a result of the occupancy or use of School District facilities or property by the Lessee, its agents, employees or pupils. Lessee's liability to the School District shall include damage or injury caused by third parties who use and occupy the Schools or property therein with the express or implied consent of the Lessee.

10. Miscellaneous

- (a) **Complete Agreement.** This Lease constitutes the complete understanding between the parties regarding the subject matter hereof. It may be modified or amended only in a written instrument authorized and signed by both parties.
- (b) **Notices.** All notices required or permitted to be given under this Lease shall be delivered by first class mail or by facsimile, as follows:
- If to School District:
De Soto Unified School District No. 232
35200 W. 91st Street
De Soto, Kansas 66018
Attn: Wendy Denham, Board Clerk
Facsimile: 913-667-6201
Office Phone: 913-667-6200
- If to Lessee:
Johnson County Park and Recreation District
6501 Antioch Road
Merriam, KS 66202-3637
Attn: Amy Branson, Children Services Specialist
Facsimile: 913-831-3311
- (c) **Governing Law.** This Lease will be governed, construed, and interpreted in accordance with the laws of the State of Kansas.
- (d) **Contractual Provisions Attachment.** The Provisions found in Contractual Provisions Attachment (Form DA-146a), which is attached hereto as Exhibit B are hereby incorporated in this Agreement and made a part thereof as required by K.S.A. 72-8201c.

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

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

By: President, Board of Education

ATTEST:

Clerk, Board of Education

LESSEE:

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

By: Heather Rubesch, Board Chair

APPROVED AS TO FORM:

Fred J. Logan, Jr., JCPRD Legal Counsel

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

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

EXHIBIT B

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

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

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

Date: _____

Signature of Parent or Guardian



Unified School District 232

Student Nutrition Department

www.usd232.org/nutrition

Jolyn Baldner

Director of Student Nutrition

TO: Frank Harwood, Superintendent of Schools
USD 232 Board of Education members
FROM: Jolyn Baldner, Director of Student Nutrition
DATE: July 6, 2022
SUBJECT: Unpaid Meal Charging Policy (CONSENT AGENDA)

New federal and regulatory changes require districts to approve their Unpaid Meal Charging policy annually. Our policy was last approved by the Board of Education in April of 2017. There have been no changes to the policy since then. In order to comply with federal regulations, we are asking for re-approval of the USD 232 Unpaid Meal Charges Policy (below).

USD 232 Unpaid Meal Charges Policy

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than five meals to this account. Charging of a la carte or extra items to this account will not be permitted. Adults will not be allowed to charge meals or a la carte items.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students will not be allowed to purchase a la carte items with a negative meal account balance. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a whole wheat American cheese sandwich with low-fat white milk.

In the instance a student receives an alternate meal for three consecutive days or has a habitual negative account balance, the supervisor will work with building administration to determine if the family may be in need of additional assistance such as payment plans, free and/or reduced meals application, or other resources.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received by the time a student leaves USD 232 (i.e., graduation, transfer out of district), the debt shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

USD 232 Student Nutrition Department Meal Account Management Guidelines

Students may charge no more than five meals to their account. After five meal charges, a student will be offered a whole wheat American cheese sandwich with low-fat white milk at no charge. No meal will be taken away from a student. Charging of ala carte items, doubles, or extra milk/juice is not permitted. In an effort to collect unpaid meal charges, students will not be able to purchase ala carte items with a negative account.

Adults

Adults will not be permitted to charge meals or ala carte items at any time.

Meal Payment

Payments for school meals may be made at the school or online through E-Funds. Students, parents, and guardians of students are encouraged to prepay meal costs.

Elementary Students

1. When account balances reach \$10.00, the building cashier will notify parents/guardians of account balance (via printed statement, email, or phone call).
2. When a student's account holds a negative balance, the building cashier will make phone calls to the parent/guardian to notify and arrange payment options. Phone calls will continue to be made each day the student's account holds a negative balance. Building cashiers will note on call log.

Middle/High School Students

1. Building cashiers will verbally remind students of their lunch account balance daily as they come through the service line. Building cashiers may also choose to send email (printed) notices or make phone calls to parents/guardians when account balances are negative.
2. When a student's account holds a negative balance, the student may charge up to five meals. All ala carte items will be discreetly removed from a student's tray if he/she comes through the line and the cashier will give a brief explanation so as to not embarrass the student.

Alternate Meals

1. Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided a whole wheat American cheese sandwich with 1% milk. The alternate meal will be provided before lunch to appear as a sack lunch. Parents/guardians will be contacted via email or phone before the lunch period when a student is offered the alternate meal. Additionally, building administration and the Director of Student Nutrition will be informed of this event. ***No meal will be taken away from a student.***
2. In the instance a student receives an alternate meal for 3 consecutive days or has a habitual negative lunch balance, the Director of Student Nutrition building administration to determine if the family may be in need of additional assistance such as payment plans, free and/or reduced meals application, or other resources.

Debt Collection

Student's accounts, whether there is a positive or negative balance will roll over to the next school year. The Student Nutrition Department will actively continue to strategize with parents/guardians ways to bring the student's meal account out of the negative. If the debt is not paid by the time the student leaves USD 232 (i.e., graduates, transfers), it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

UNIFIED SCHOOL DISTRICT 232

De Soto – Shawnee – Lenexa – Olathe

BOARD OF EDUCATION
2022-2023 ORGANIZATIONAL ITEMS

To be Approved July 11, 2022

- 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 Mortenson*
- 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/06/01/22

* served in this capacity last year



RESOLUTION

TO RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES

Be it resolved that all policy statements found in the minutes of this board of education prior to July 1, 2022, be rescinded, and that the board of education adopt the policies as published on the USD 232 web page (<http://www.usd232.org/pages/DeSotoUSD232/boe>) to govern this school district during the 2022-2023 school year, subject to periodic review, amendment, and revision by the board of education.

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION

EQUIVALENCE AMONG SCHOOLS

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
De Soto High School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Mill Valley High School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Lexington Trails Middle School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Mill Creek Middle School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Monticello Trails Middle School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Belmont Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Clear Creek Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Horizon Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Mize Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Prairie Ridge Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Riverview Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Starside Elementary School

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

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

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

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION

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

WHEREAS Unified School District 232, Johnson County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2023, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of Unified School District 232 and,

WHEREAS there are no revenue bond ordinances or resolutions, or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2023.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, in the regular meeting duly assembled this 11th day of July, 2022, that the Board of Education waives the requirements of K.S.A. 75-1120a(a) as they apply to Unified School District 232 for the year ended June 30, 2023.

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

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

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

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

If you do not want USD 232 to disclose directory information from your child's education records without your prior written consent, then you must notify the District in writing by September 2. USD 232 has designated the following information as directory information:

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

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



RESOLUTION

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

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

ADOPTED this 11th day of July, 2022, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



Unified School District 232

Human Resources

Carrie Handy - Director of Human Resources - Elementary
Brian Schwanz - Director of Human Resources - Secondary

To: USD 232 Board of Education
Frank Harwood, Superintendent of Schools
From: USD 232 Human Resources Department
Date: July 11, 2022
RE: Compensation Packages for Employees not covered by the PNA
(ACTION)

The purpose of this communication is to share our recommendation regarding a compensation package that would apply to all employee groups outside of those covered by the Professional Negotiated Agreement for the 2022-23 school year. Below you will find a summary of the proposed compensation changes. Please let us know if you have any questions.

2022-23 Compensation Recommendations for staff not covered by the PNA

Classified

Salary

- Hourly and Salaried Employees: increase in classified salary costs of 3.76%.
- Most employees will receive a 3.42% increase; building secretaries and cafeteria managers will receive a \$1.00 per hour increase.
- Due to the size of the raises and inflation, the administration proposes suspending salary caps for the 2022-23 increases.
- Increase Salary Cost: \$368,620

Benefits

- Health Insurance: Continue Single Coverage – 12% premium increase anticipated, \$118,469 for 2022-23.
- Dental Insurance: Continue Single Coverage

Total compensation increase for Classified staff approximately 4.13%

Related and Health Services

Salary

- Average increase of 3.42% based on salary schedules.
- Increase Salary Cost: \$90,405

Benefits

- Health Insurance: Continue Single Coverage – 12% premium increase anticipated \$13,767 for 2022-23.
- Dental Insurance: Continue Single Coverage

Total compensation increase for Related and Health Services staff approximately 4.12%

Administration

Salary

- Increase of administrative salary costs of 3.42%.
- Due to the size of the raises and inflation, the administration proposes suspending salary caps for the 2022-23 increases.
- Increase Salary Cost: \$156,730

Benefits

- Health Insurance: Continue Single Coverage – 12% premium increase anticipated, \$19,480 for 2022-23.
- Dental Insurance: Continue Single Coverage

Total compensation increase for Administrative staff approximately 3.47%



Unified School District 232

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

JULIE STUCKY
Director of Finance

TO: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Julie Stucky, Director of Finance
DATE: July 11, 2022
SUBJECT: Revenue Neutral Tax Rate and Budgeting Process (Action)

During the 2021 Legislative session the legislature added a Revenue Neutral Rate calculation and changed several school district budget dates and procedures. As we begin the budgeting process for the 2022-23 school year, we will discuss the current procedures and requirements.

Prior to July 20 each year, the district must notify the County Clerk if the Revenue Neutral Rate will be exceeded. The tax rates submitted in July set the maximum tax rates allowed for that tax year. Since mill levy rates are not finalized until September, the board will be asked to approve the maximum rates anticipated. After a public hearing at the September 12, 2022 board meeting, the final tax rates will be approved.



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: July 11, 2022
Subject: Student Presentation – Establishing an Orchestra Program in USD 232 (DISCUSSION ITEM)

The question about why USD 232 does not have an orchestra program comes up from time to time. In the past, these questions have come from parents and after the process is explained, there has been little follow up communication. During the last school year, Sarah Anderson, MVHS Junior, contacted the MVHS administration and me about the process of starting a new program. Due to the significant expense and planning required to add an orchestra program, I believe it is important to get some feedback from board members before we start collecting the needed information to determine if the addition of orchestra is feasible at this time.

After meeting and corresponding with Sarah on multiple occasions, I felt it was best to have her present to the board of education. Sarah has been involved in orchestra for many years and has continued to be involved in spite of not having an orchestra program at her high school.

After the presentation, the board will have an opportunity for questions and discussion. Based on these discussions, the administration will determine the next steps to be taken.



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: July 11, 2022
Subject: District Goals, 2021-2022 Review & 2022-2023 Discussion

As part of our School Improvement and Accreditation process, the Board of Education has annually approved District Goals to help direct the work of district staff. The board will be presented with a review of the 2021-22 District Goals and have a discussion about the District Goals for 2022-2023.

The 2022-2023 school year will begin our next five-year cycle of the Kansas Education Accreditation System (KESA). As board members may remember, the Outside Visiting Team that recommended our full accreditation to the Kansas State Board of Education also recommended that we continue our current goal setting process.



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 2017-2022

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 2021-2022**

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 72% by 2022 reporting year.
Objective A2: Sixty percent or more of all USD 232 students will perform in the College and Career Ready category on the Kansas State Assessments or the ACT by the 2022 assessment period.

Strategy #1 Fully Implement the Multi-Tiered System of Supports by the 2022-23 school year (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
1	1,4,7	Identified staff will receive continued LETRS (grades PreK-5) and literacy (grades 6-12) professional development in phonics, structured reading, and secondary literacy instruction.	Throughout 2021-22	Hite, Kelly	Ongoing, with PD achieved on: 8-6-21, 10-18-21, 1-3-22, and in building PD
1	1,4,7	Use various assessments of student performance in reading and math, as well as social-emotional well-being, K-12. This is necessary to monitor data, as a mitigation component of student learning loss, due to circumstances related to the previous school year.	Throughout 2021-22	Hite, Kelly	Ongoing via SCTs, Leadership Team meetings, MTSS, and BOE presentations 11-1-21, 1-10-22
1	1,4,7	Assess current academic levels for all students and develop plans to decrease student learning loss in the previous school year.	Throughout 2021-22	Hite, Hanson, Kelly	Ongoing in MTSS Lead meetings and building SCTs
1	1,4,6,7	Full implementation of the MTSS Handbook will be honored with fidelity at all buildings.	Throughout 2021-22	Hite, Hanson, Kelly	Implementation completed
1	1,4,7	Identify Behavior Tier resources for grades 9-12.	Throughout 2021-22	Kelly, Hanson	Tier I & II resources identified, additional resource review ongoing.
1	1,4,7	Complete MTSS Social-Emotional Behavior Tier 2 and 3 Protocols for grade levels 9-12.	Fall 2021	Hanson	Completed, presentation to BOE January 2022
1	1,7	Collaborate with building leadership teams to determine any needed changes to MTSS protocols in the 2022-2023 MTSS Handbook.	Spring, 2022	Hite, Hanson, Kelly	Ongoing, as MTSS Handbook is expanding to include PLC work

**USD 232 Board of Education
District Action Steps for 2021-2022**

Strategy #2 Fully implement Individual Plans of Study and revised CTE Pathways by the 2022-23 school year (Relevance)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4,8	6,7	Formulate a 3-Year Real-World Learning Strategic Plan.	April 2022	Kelly, Hite	Plan developed and submitted to Kauffman for possible funding.
2,4	1,6,7	Analyze and evaluate the implementation of Project-Based Learning in secondary schools.	May 2022	Kelly	Complete: district wide teacher cadre established.
2,4,8	6,7	Analyze and evaluate the implementation of Real-World Learning and Market Value Assets at the high school level.	December 2021	Kelly	Completed for 21-22: data collection ongoing.
2,8	6,7	Review Middle School IPS products and incorporate changes/improvements to provide consistent and functional IPS for use in High Schools	Fall 2021	Kelly	Complete
2,8	6,7	Incorporate established student IPS into High School learning opportunities and course selection.	Throughout 2021-22	Kelly	Completed for 21-2: additional work ongoing.
2,4,8	6,7	Increase Work-Based/Real-World Learning opportunities for secondary students by continuing to work with staff and stakeholder groups.	Throughout 2021-22	Kelly	Completed for 21-2: additional work ongoing.
8	6,7	Expand career awareness opportunities for elementary students.	Throughout 2021-22	Kelly, Hite	Ongoing

**USD 232 Board of Education
District Action Steps for 2021-2022**

Strategy #3 Establish reset and update of Professional Learning Communities (PLCs), Pre-K-12, in the 2021-22 school year. (Relevance)					
FS	Rose	Action steps	Timeline	Staff	Progress
1,2,4,6,8	1,6,7	Provide Professional Learning Community (PLC) PD for all administrators.	Fall 2021	Kelly, Hite	Completed 10-15-21 and 10-18-21
1,2,4,6,8	1,6,7	Provide initial district-wide PD to all certified staff to help facilitate the implementation of PLCs	October 2021	Kelly, Hite	Completed 10-18-21
1,2,4,6,8	1,6,7	Provide all certified staff, Pre-K-12, <i>Learning by Doing</i> by DuFour et al, as a resource for PLC reset work.	August 2021	Kelly, Hite	Completed 1 st quarter
1,2,4,6,8	1,6,7	Secondary buildings will engage in PLC observations, with the purpose of gathering feedback for structure and development planning.	November 2021-March 2022	Kelly	Complete
1,2,4,6,8	1,6,7	Pre-K and elementary buildings will collaborate and build plans around PLC structure expectations for the upcoming school year.	April, 2022	Hite	Completed 4-18-22
1,2,4,6,8	1,6,7	Provide secondary certified staff and administration with PLC follow-up workshop.	April 2022	Kelly	Complete
1,2,4,6,8	1,6,7	Provide administrator work session to collaborate and prepare for PLC work in the upcoming school year.	May 2022	Kelly, Hite	Completed for 21-22 on 5-27-22 and ongoing for new cycle

**USD 232 Board of Education
District Action Steps for 2021-2022**

Buildings & Budgets

Maximize district resources and provide high quality facilities to enhance educational programs.
Objective B1: Completion of 2018 Bond Project by 2023.
Objective B2: Implementation of Multi-Year General Fund Budget Process through 2023.

Strategy #4 2018 Bond projects fully implemented by August of 2022.			
Action steps	Timeline	Staff	Progress
DHS Performing Arts Center and Renovations	March 2021 – August 2022	Deghand	Continuing and on schedule.
Starside Cafeteria Expansion, DHS/MVHS Fieldhouses and The Bridge renovation	August 2020	Deghand	Complete
DHS Stadium and Soccer Projects, DHS and MVHS Baseball and Softball	November 2020-September 2021	Deghand	Complete
2018 Bond Summary and Additional Planning	Throughout 2021-22	Deghand	Current projects are nearing completion. Planning for final projects in 2022-23.
Provide information to keep the community up to date on the progress of the 2018 Bond	Throughout 2021-22	Cater	Ongoing; will update webpages with refresh in fall 2022

Strategy #5 Budgets plans based on the Kansas Legislatures school funding plan through the 2022-23 school year.			
Action steps	Timeline	Staff	Progress
Monitor the use of ESSER funds	Throughout 2021-22	Stucky	All 2021-22 application and reporting is complete.
Use projected enrollment to estimate future General Fund Resources	November 2021	Stucky	Presentation to BOE Oct. 4, 2021
Monitor state revenue shortfalls related to COVID-19 and plan for impacts to the USD 232 budget.	Throughout 2021-22	Stucky	Continued funding of the Gannon court decision.
Plan for school funding at the conclusion of the Gannon and ESSER funding	Throughout 2021-22	Stucky	Specific planning during the 2022-23 budget year.
Present recommendations to the board as appropriate	TBD		

**USD 232 Board of Education
District Action Steps for 2021-2022**

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. (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Engage with the community to gather input regarding the creation of new District Goals for the next accreditation cycle.	Throughout 2021-22	Cater, Hite	Completed with District Improvement Team and District Site Council, April 7, 2022
2,4		Continue the Student Well-Being Series providing opportunities for parents to learn more about issues facing their students.	Throughout 2021-22	Cater	October 2021 – Prepped & Ready, January 2022 Angst
2,4		Expand the involvement of the newly formed USD 232 Education Foundation.	Throughout 2021-22	Cater	Making-a-Difference Award monthly, Breakfast – October, Spotlight Grants and Giving Circle

Strategy #7 Improve diversity and engagement, including racial and ethnic, throughout the district. (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Continue district diversity, equity, and inclusion (DEI) cross-functional team professional development process.	Throughout 2021-22	Cater	Staff cross-functional team and parent group continue to meet.
2, 4		Analyze data to identify DEI-related achievement and opportunity gaps.	November 2021	Cater, Kelly	Report to BOE February 2022
2,4		Begin diversity and engagement three-year professional development planning, upon completion of cohort work with the Kauffman Foundation. Identify professional learning opportunities for staff to increase their knowledge of inequities and biases in schools.	Throughout 2021-22	Cater, Kelly	Completed cohort with Kauffman Foundation in 2022. Next step will be a series of listening sessions with stakeholders during 22-23 school year. Feedback will inform planning.
2, 4		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 2021-22	Cater	Parent committee met three times during school year. At last meeting in April the group reviewed student achievement data and discussed stakeholder listening sessions; staff



Unified School District 232

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

Julie Stucky
Director of Business & Operations

TO: Mr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education Members
FROM: Julie Stucky, Director of Business & Operations
DATE: July 6, 2022
SUBJECT: Unencumbered Cash Balance's – (FYI REPORT)

KSA 72-6460 requires the Superintendent to report the unencumbered cash balance of specific funds each year to the local board of education during its July meeting, and to the State Board of Education by no later than July 11. The report on the unencumbered cash balance of specific funds required by the statute was submitted to the Kansas Department of Education on July 6, 2022. This report is attached as Attachment 1.

Please note that line 1, Fund 06, shows a negative balance of \$1,941,253.00. This is the amount due USD 232 for the balance of its June General State Aid, which is to be paid July 8, 2022. The State requires us to record this amount as a June 30 payment, which we carry as a "deposit in transit" so after this amount is recorded Fund 06 will show a zero (0) balance which is what it should show as no carryover is allowed in Fund 06.

Also, please note that line 2, Fund 08, shows a balance of \$431,729.92. USD 232 is due \$406,945.00 for the balance of its June Supplemental General Fund (LOB) State Aid which is to be paid July 8, 2022. The State requires us to record this amount as a June 30 payment, which we carry as a "deposit in transit", so after this amount is recorded Fund 08 will show a carryover balance of \$838,674.92.

Please call me with any questions you might have.

KANSAS STATE DEPARTMENT OF EDUCATION**Unencumbered Cash Balances as of July 1, 2022**

USD Name: De Soto

USD Number: 232

Superintendent: Mr. Frank Harwood

Contact Name: Julie Stucky

Contact Phone: 913-667-6200

Fund Number	Fund Name	Unencumb. Cash Balance on July 1, 2022
06	General Fund	-1,941,253
08	Supplemental General Fund	431,730
10	Adult Education	0
11	At Risk (4 Year Old)	10,000
12	Adult Supplemental Education	0
13	At Risk (K-12)	126,357
14	Bilingual Education	30,000
15	Virtual Education	41,262
16	Capital Outlay	18,006,398
18	Driver Education	18,374
19	Declining Enrollment	0
22	Extraordinary Schools	0
24	Food Service	1,763,622
26	Professional Development	115,263
28	Parent Education Program	16,093
29	Summer School	0
30	Special Education	1,001,138
33	Cost of Living	59,368
34	Vocational Education	150,000
35	Gifts and Grants	129,295
42	Special Liability	0
44	School Retirement	0
45	Extraordinary Growth (Ancillary)	0
47	Special Reserve	1,951,588
53	Contingency Reserve Fund	2,800,000
55	Textbook & Student Material Revolving	1,402,300
56	District Activities	83,815
57	Tuition Reimbursement	0
67	Special Assessment	49,311
78	Special Education Coop	0
TOTAL		\$26,244,661

Print date: 7/5/2022