



# 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 Office** (35200 West 91<sup>st</sup> Street, De Soto, Kansas)

**May 2, 2022**

*In-person attendance will be limited to available seating.*

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

**6:00 P.M.**

**I. REGULAR MEETING OPENING.**

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

**II. GOOD NEWS.**

- A. Staff Member Recognition.

**III. PATRON INPUT.**

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

**IV. CONSENT AGENDA.**

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

- A. Approve minutes of the April 4<sup>th</sup> regular meeting.
- B. Approve payment of bills and transfer of funds (if appropriate).
- C. Approve employment recommendations made on April 27, 2022.
- D. Approve employment recommendations made on May 2, 2022.
- E. Accept a bid from Contract Paper Group, Inc. in the amount of \$69,720.00 for two full truckloads (840 cartons each) of Natural Choice copy paper.
- F. Approve waiver of Facility Use Fee to the cities of De Soto and Shawnee during the 2022-2023 school year.
- G. Approve revised Facility Use Fee Schedule.
- H. Approve maintaining the Johnson County Park & Recreation Department (JCPRD) facility use fee at \$8.00 per space/per hour for the 2022-23 school year.
- I. Accept the low bids from Interior Landscapes and United Office for furniture totaling \$340,531.04.

- J. Authorize the Board President to sign an Agreement between USD 232 and WaterOne regarding water pressure at Riverview Elementary School.
- K. Approve purchase of three (3) Combination Ovens (one for Lexington Trails Middle School and two for Starside Elementary School) from Sunflower Restaurant Supply, Inc. in the amount of \$63,374.00.
- L. Approve purchase of a 3-year license and installation of Milestone XProtect software from Kenton Brothers in the amount of \$58,294.85.
- M. Approve the 2022-23 Cedar Trails Exploration Center/CAPS Student Associate Handbook.
- N. Accept a donation in the amount of \$500.00 from Krudwig Structural Engineers to the De Soto High School Track & Field Program.
- O. Accept a donation in the amount of \$1,000.00 from Signature Mortgage Group LLC to the De Soto High School Track & Field Program.
- P. Accept a donation in the amount of \$1,000.00 from Eric and Sarah Sheerin to the De Soto High School Track & Field Program.
- Q. Accept a donation in the amount of \$1,000.00 from a Fidelity Charitable Donor/Advised Fund (Mater Giving Grant) to the De Soto High School Band Program.
- R. Accept a donation in the amount of \$1,000.00 from EPR Properties to the De Soto High School Band Program.
- S. Accept a donation in the amount of \$500.00 from Donna Lynn to the De Soto High School Band Program.
- T. Accept a donation in the amount of \$500.00 from Ray Cooper to the Mill Valley High School Jaguar Leadership Program.

**V. ACTION ITEM.**

- A. Social Studies Materials Adoption. [Dr. Joe Kelly & Michelle Hite]

**VI. DISCUSSION ITEM.**

- A. Legislative Update. [Dr. Frank Harwood]

**VII. ALERT.**

- A. 2022 Technology Managed Services Renewal.

**VIII. FYI REPORT.**

- A. Annual School Site Council Reports.

**IX. EXECUTIVE SESSION.**

- A. Negotiations.
- B. Non-Elected Personnel.

**X. ADJOURNMENT.**

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# Unified School District 232

De Soto – Shawnee – Lenexa – Olathe

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

## USD 232 BOARD OF EDUCATION

### OFFICIAL MINUTES --REGULAR MEETING

**Administrative Office (35200 West 91<sup>st</sup> Street, De Soto, Kansas) April 4, 2022**

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

The meeting was called to order at 6:00 p.m. by the Board President, Danielle Heikes. 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  
Toni Bradley, Special Services Coordinator  
Alvie Cater, Assistant Superintendent of Administration & Communications  
Steve Deghand, Assistant Superintendent of Facilities & Operations  
Carrie Handy, Executive Director of Elementary Education  
Lee Hanson, Director of Special Education  
Dr. Frank Harwood, Superintendent of Schools  
Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation  
Abby Huggins, School Improvement Specialist, De Soto High School  
Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Title Programs  
Rob Moser, Coordinator of Safety & Transportation  
Brandon Riffel, Director of Technology  
Sam Ruff, Principal, De Soto High School  
Brian Schwanz, Executive Director of Secondary Education

Alvie Cater led attendees in reciting the Pledge of Allegiance.

Mr. Cater then briefly explained how the meeting will progress from one agenda item to the next.

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

Bill Fletcher asked to add "Naming of DHS Softball Field" to Discussion Items.

*Mrs. Danielle Heikes moved to adopt the Agenda as amended.*

*Mr. Rick Amos seconded.*

*Carried 7/0.*

#### GOOD NEWS.

**Staff Member Recognition.** De Soto High School staff members Dr. Johnny Lewis, Connections B Special Education Teacher, Brian King, Physical Education Teacher and Head Football Coach, and Anne Lightcap, School Nurse; along with The Bridge staff member Ashley Kostus, Special Education Teacher, were recognized for outstanding service in their district roles.

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

Sandra Brashears, Olathe, said that in order to buy tickets for De Soto High School games you have to order them in advance online and then show the ticket on your cell phone at the gate. She said she recently went to a baseball game in another district and was able to purchase her ticket with a credit card at the gate. She asked if district high schools could provide an option for purchase of tickets at the gate.

CONSENT AGENDA. President Heikes asked if there were any changes for the Consent Agenda. No changes were made.

Referring to Consent Agenda Item "H. Accept a bid from Campione/Country Carpet in the amount of \$229,800.00 for new carpeting at Horizon Elementary School", Ashley Spaulding asked what the process is when the district only receives one bid on a project. Steve Deghand, Assistant Superintendent of Facilities & Operations, explained that following an advertisement requesting bids the district typically receives at least three bids for carpeting projects. He said one of the companies purchased the other company and did submit a bid. He said the third company attended the required pre-bid meeting, but later said it could not submit a bid because it would not have sufficient staff for the project if it were to be awarded the work. A primary reason, that company cited, was the challenges associated with hiring employees. Superintendent Harwood said since the one bid came in at less than project estimates, the administration believes it is fine to move forward.

Bill Fletcher referred to Consent Agenda Item "F. Approve purchase of eight (8) each Hammer Strength – HD Athletic Power Racks, Adjustable Benches, 42" Xmember Bars and Xmember Multi Grip Bars (including freight, delivery and installation) for the De Soto High School weight room from Advanced Exercise in the amount of \$39,249.79". He said the district purchased 13 weight racks for Mill Valley and suggested De Soto High School should receive the same amount since it is similar in size. Steve Deghand, Assistant Superintendent of Facilities & Operations, explained that De Soto High School requested eight new racks to match four existing racks which would give the school a total of 12.

*Mrs. Brandi Jonasson moved to approve the Consent Agenda.*

*Mrs. Ashley Spaulding seconded.*

*Carried 7/0.*

The following Consent Agenda items were approved:

1. Minutes of the March 7<sup>th</sup> regular meeting.
2. Payment of bills and issuance of checks numbered 57939 – 57996, 57998 – 58082 and 58087 – 58182.
3. Transfer of funds as follows:
  - a. \$1,069,775.97 from General (Fund 06) to Special Education (Fund 30).
  - b. \$6,370.59 from Local Option Budget (Fund 08) to State Pre-K (Fund 11).
  - c. \$222,038.51 from Local Option Budget (Fund 08) to At-Risk (Fund 13).
  - d. \$38,943.54 from Local Option Budget (Fund 08) to Bi-Lingual (Fund 14).
  - e. \$170,413.03 from Local Option Budget (Fund 08) to Vocational Education (Fund 34).

4. Personnel recommendations as follows:

Resignations – Classified

McKenna Agan, Student Nutrition Assistant, CCE  
Candace Bell, Paraprofessional, MTMS  
Courtney Bova, Early Childhood Lead Teacher, CTEC  
Amy Carver, Registrar, DHS  
Denise Clapp, Student Nutrition Assistant, MTMS  
Leslie Fair, SLP Aide, PRE  
Christine Green, Lunchroom Aide, SE  
Sherri Goode, Early Childhood Lead Teacher, CTEC  
Brittney Lang, Rule 10 Assistant Volleyball Coach, MVHS  
Jessica Robinson, Substitute Paraprofessional, Districtwide  
Rebecca Williams, Reading Aide, ME

Retirement - Classified

Jackie Johnson, Lead Secretary, SE (*This is a correction. Originally listed as a resignation on 12/6/21.*)

Employment – Classified

Jean Bernhardt, Substitute Paraprofessional, ME  
Lacey Fisher-Hurd, Lunchroom Aide, SE  
Julie Hudson, Early Childhood Lead Teacher, CTEC  
Laura Klima-Fehr, Lunchroom Aide, SE  
Madeline Roach, Center Based Paraprofessional, The Bridge  
Taylor Rogers, Rule 10 Assistant Girls Soccer Coach, DHS  
Elizabeth Stratton, Substitute Paraprofessional, Districtwide  
Whitney Sweatt, Rule 10 Head Color Guard Coach, DHS

Trudy Tilton, Early Childhood Lead Teacher, CTEC  
Lisa VanMeerhaeghe, Custodial Substitute, Districtwide  
Joseph Ward, Custodian, DHS  
Diane Yadrich, Paraprofessional Substitute, CTEC

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

Taylor Cannon, 4<sup>th</sup> Grade Teacher, BE  
Emma Creger, Kindergarten Teacher, RE  
Erika Cooper, 3<sup>rd</sup> Grade Teacher, ME  
Alexis Eberth, English Teacher, DHS  
Anna Meissbach, 6<sup>th</sup> Grade Pathways Teacher, MTMS  
Sierra Muellner, Special Education Resource Teacher, ME  
Kaitlin Peak, 1<sup>st</sup> Grade Teacher, BE  
Allison Ryburn, Occupational Therapist, CTEC

Retirement – Certified (*Effective at the conclusion of the 2021-2022 school year.*)

Cheron Tiffany, French Teacher, DHS

Employment – Certified

Emily Bailie, Special Education Resource Teacher, PRE and RE  
Preston Braun, 5<sup>th</sup> Grade Teacher, SE  
Megan Davis, Special Education Resource Teacher, HE  
Shelly Domnanish, Special Education Resource Teacher, MVHS  
Mikendra Gotham, Art Teacher, DHS  
Abbey Heller, Counselor, DHS  
Molly Huggins, 5<sup>th</sup> Grade Teacher, BE  
Reece Petty, Social Studies Teacher, MVHS  
Lauren Schath, 3<sup>rd</sup> Grade Teacher, ME

5. KASB membership renewal in the amount of \$14,889.81 (including the season pass) and KASB Adoption Agreement and Legal Assistance Fund Contract in the amount of \$2,300.00.
6. Purchase of eight (8) each Hammer Strength – HD Athletic Power Racks, Adjustable Benches, 42” Xmember Bars and Xmember Multi Grip Bars (including freight, delivery and installation) for the De Soto High School weight room from Advanced Exercise in the amount of \$39,249.79.
7. Acceptance of the following bids:
  - Theno Construction in the amount of \$168,445.00 for district-wide concrete repairs to be made during the summer months.
  - Campione/Country Carpet in the amount of \$229,800.00 for new carpeting at Horizon Elementary School.
8. 2022-2023 Local Education Agency (LEA) Assurances for the *Individuals with Disabilities Education Act* (IDEA) Part B Funds.
9. One-year renewal of the following contracts for the 2022-2023 school year:
  - Bread Vendor – Roma Bread

- Milk Vendor – Hiland Dairy
- Prime Vendor – US Foods

10. Declaration of the following items as surplus:

- One (1) Hobart Dishwasher, Model #C-44A
- One (1) Hobart Dishwasher, Model #C-54A

11. Purchase of two (2) dish machines from Douglas Food Stores in the amount of \$85,506.95.

12. Renewal of licensing for Mosyle Manager software in the amount of \$57,750.00 annually.

13. 2022 E-Rate Internet Services Process for eligible discounts for internet services and managed internal broadband services provided by K12itc.

14. Acceptance of the following donations:

- \$500.00 from Don Reith to the De Soto High School Baseball program.
- \$5,600.00 from Nick and Maria Guess to the Mill Valley High School Baseball program.

15. The following extended day trips:

- Mill Valley High School Science Olympiad, Grades 9-12, participate in the Science Olympiad State Competition, Wichita State University, Wichita, KS, April 1-2, 2022.
- Lexington Trails Middle School 8<sup>th</sup> Graders, Worlds of Fun, Kansas City, MO, May 12, 2022.
- Mill Creek Middle School 8<sup>th</sup> Graders, Worlds of Fun, Kansas City, MO, May 13, 2022.
- Monticello Trails Middle School 8<sup>th</sup> Graders, Worlds of Fun, Kansas City, MO, May 13, 2022.
- Monticello Trails Middle School Band, Grades 7 & 8, participate in the Worlds of Fun Festival of Music, Kansas City, MO, May 13, 2022.

ACTION ITEMS.

**Auditor RFP.** Julie Stucky, Director of Finance, said after publishing the Request for Proposals in The Legal Record two audit firms placed a bid. She said the firm that placed the lowest bid had conducted the district's audit last fall.

*Mrs. Ashley Spaulding moved to accept a proposal from Varney & Associates for conducting the fiscal audit of USD 232 in the amount of \$15,900.00 per year for three years.*

*Mrs. Stephanie Makalous seconded.*

President Heikes asked if there was room for negotiation on the proposed fee. Mrs. Stucky explained that Varney & Associates did the district a service and matched the price of the district's previous auditor last year. She said if the district had gone out to bid for an auditor last year the pricing would have come in at about the same rate.

*Carried 7/0.*

**Land Purchase.** Steve Deghand, Assistant Superintendent of Facilities & Operations, told the Board that in 2018 district patrons passed a bond issue that included 39 projects. He said at this point, the district is just about finished with all of the projects. Mr. Deghand then explained that \$5 million in bond funds were set aside for the purchase of land for future schools. He shared the process the administration uses to identify where the district needed to look for land. He then presented the Board with an offer to purchase approximately 150 acres near 127<sup>th</sup> and Waverly Road in Olathe and said the estimated purchase price is \$1.65 million, just under \$11,000 per acre. Superintendent Harwood explained that the land was advertised as 150.76 acres, but until it is surveyed, the exact size of the property is not known. Mr. Deghand said the administration is considering 40 acres in western Lenexa for a future elementary site.

Superintendent Harwood noted that the Board is asked to approve the Olathe property and purchase price this evening and said the administration is still working on final contract issues mostly involving a lease for farming on the property that could continue until the property is developed.

In response to a question from President Heikes, Mr. Deghand said \$5 million was included in the bond proposal as a placeholder for land purchase. Superintendent Harwood said the reason the land purchase did not take place earlier is that construction projects could have come in over budget. He said to date the district is on time and under budget on construction projects. Once the land purchases are completed, he said the administration would go back to the 2017 Facilities Focus Group study to look at other projects to see what else might be done and bring information to the Board to decide how to spend remaining bond funds.

President Heikes asked what the acreage was at Mill Valley High School, Monticello Trails Middle School and Prairie Ridge Elementary School. Mr. Deghand said it was about 80 acres. Superintendent Harwood said the De Soto High School, Lexington Trails Middle School, Administrative Office and Starside Elementary School site is about 127 acres.

*Mrs. Danielle Heikes moved to approve a contract with B & C Land and Cattle Company, LLC for the purchase of approximately 150 acres at 30400 W. 127<sup>th</sup> Street, Olathe in the amount of \$10,951.22 per acre.*

*Mr. Rick Amos seconded.*

*Carried 7/0.*

**Construction Management Contract Reassignment.** Steve Deghand said the district started with Manning Construction in 2012 and has a good working relationship up to this point. He said last week Tom Manning, owner of Manning Construction, notified the district he is considering retirement and decided to sell his company to the Russell Group out of Iowa. Mr. Manning is seeking board approval to reassign the current construction management contract. Mr. Deghand said there will not be any change in project manager or site superintendent, and the commitment to finishing the current projects will remain the same. He said the only change will be the ownership of the company.



Bill Fletcher asked about length of time for the current construction management contract. Superintendent Harwood said the agreement will go through completion of the current bond projects. Steve Deghand explained that when a project is completed there will be a walk-through with a punch list of items created that need to be addressed. He said eleven months later there is another walk-through with a final punch list of items to address.

In response to a question from Bill Fletcher, Mr. Deghand said the 2018 bond was \$85 million total and the construction management RFP was for \$51 million in related construction projects. He said projects included in the \$51 million were at Mill Valley (the Performing Arts Center, the Competition Gymnasium and the south Fieldhouse with renovations), the new Career Tech Ed Center and District Warehouse and the Performing Arts Center at De Soto High School. Mr. Deghand said other projects were managed in-house with the hiring of architects to assist.

*Mr. Rick Amos moved to give Manning Construction consent to assign the current Construction Management Agreement to the Russell Group, Inc. of Davenport, Iowa.*

*Mrs. Calley Malloy seconded.*

*Carried 7/0.*

#### DISCUSSION ITEMS.

**Social Studies Materials.** Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation, gave the board a presentation on the elementary social studies adoption process. She talked about how principals were asked to nominate a teacher for participation in the resource pilot process (with each building choosing a representative from a different grade level), explained how vendors were vetted with certain considerations (Research-based; must provide vetted, safe video and online options; provide opportunities for cross-content instruction and learning; must meet essential state standards, competencies, and district-established scope and sequence documents; address the concept of “belonging”, inclusion and balanced representation in the social studies selection process; offer age-appropriate resources; and, meet the Goldilocks Ratio of “Just Right”) and walked board members through the adoption process schedule: Pilot teachers received professional development on the resources for McGraw Hill Impact Social Studies and Discovery Education on February 24, 2022; sample materials for each grade level are moving through all elementary buildings for review by staff who are not participating in the pilot (the materials tour occurs February 28<sup>th</sup> through April 22<sup>nd</sup>); the Elementary Social Studies Pilot Committee will meet at the conclusion of the pilot and make a selection. To assist the team in acquiring a numeric result, they will utilize the USD 232 Resource Adoption Materials Review Form. This rating system asks the team, based on their pilot experience, to rate each resource on multiple sub-categories of detail in the following overarching areas: Curriculum Alignment and Content, Problem Organization and Instructional Planning, Assessment, Universal Access, Teacher Support and a Digital Component. Scores are then averaged and collective consensus is reached. Another resource under consideration is Scholastic Magazine’s Time for Kids which is already in use as a supplemental resource in some district schools. Mrs. Hite said the committee may decide that current materials address cross-content

needs and not recommend a purchase. She then concluded her presentation by showing board members helpful links on the district's website that are to assist parents in understanding History, Government and Social Studies skills and knowledge students develop as they progress through the school year.

Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Grants, said the secondary process is very similar to the elementary process; however all Social Studies teachers at each secondary building have an opportunity to participate in the adoption process. Dr. Kelly explained that secondary resources were chosen with the following considerations: Research-based, must provide vetted print and/or online options, support Kansas State HGSS Standards and district-established scope & sequence documents, address the concept of "Belonging", inclusion and balanced representation in the social studies selection process and age-appropriate resources. He then said each resource should address the USD 232 identified Critical Thinking Skills: Historical Causation, Continuity and Change Over Time, Periodization, Data Analysis, Source Analysis, Comparison, Contextualization, Appropriate Use of Relevant Evidence, Argumentation, Interpretation and Synthesis. Dr. Kelly said secondary teachers are in the process of piloting possible resources in the classroom and at the end of each pilot they will complete a scoring guide, which will inform decisions related to a final resource in each course. He walked board members through the adoption process schedule which began in August 2021 and will conclude in January 2023, shared a list of possible middle school and high school resources and showed board members helpful links on the district's website for parents of secondary students.

Bill Fletcher suggested the administration hold a public forum to give patrons a chance to ask questions about the social studies materials. Dr. Kelly said patron inquiries are welcome. President Heikes said the administration did share access to detail on the resources via the What's New email recently sent out. Mrs. Hite said at the elementary level parents will see samples and reading excerpts that kids will be exposed to in the classroom. Dr. Kelly said he would encourage any community member to explore the information online and reach out if there are questions.

President Heikes said if the district is able to hold a forum she suggested the district might want to consider having laptops available for parents to view the materials online. Superintendent Harwood said the administration could display sites for parents and demonstrate how to access the information.

**Kansas Education Systems Accreditation/Outside Visiting Team Update.** Michelle Hite shared the Kansas Education Systems Accreditation (KESA) End of Cycle Report. She said the Outside Visiting Team (OVT) visited the district on February 10<sup>th</sup> and showed their agenda for the day. She read eight commendations given by the OVT: 1. The district has strong investment from stakeholder groups – it has become embedded in district culture; 2. There is a desire to develop Social/Emotional Learning which has morphed into deeper programs and processes (Relationships Goal); 3. Pathways Program; 4. Strong infrastructure with leadership systems; 5. Postsecondary Options – Awareness of all opportunities beyond high school, student choice moving forward; 6. Real World Learning – significant progress; 7. Commitment to the School Improvement Process – Stakeholder groups; and, 8. Structured Literacy – LETRS, coaching teachers, resources (Relevancy Goal).

Mrs. Hite then shared recommendations from the OVT: 1. Diversity, Equity & Inclusion (DEI) – Next steps and integration on all levels, 2. Career Technical Education Center (CTEC) – Integrate new facility into all buildings, transitions, and increase enrollment, 3. Professional Learning Community (PLC) Reset – Data, purpose and communication continuance; and, 4. Multi-Tiered Systems of Support (MTSS) – Continue with data-led collaborative teams. She said the most important initial take-away was the OVT’s recommendation for the upcoming cycle, which begins in the 2022-2023 school year. The OVT said, “The district is on a solid trajectory for the next cycle. Don’t make major goal changes; continue to dive deeper on the goals currently in place.”

Mrs. Hite concluded her report by highlighting next steps: 1. Transition to Foundational Structures from “The Rs”; 2. Disaggregation of Needs Assessment Data District & Schools; 3. District Improvement Team and District Site Council provide suggestions for next cycle; and, 4. Leadership Summit, May 27<sup>th</sup>. She said that last week she and Dr. Harwood received notice that the district will receive the accreditation once approved by the State Board of Education.

President Heikes declared a five-minute break at 7:12 p.m.

The Board returned to open session and President Heikes called the meeting back to order at 7:17 p.m.

**Legislative Update.** Superintendent Harwood shared information on the following Senate Bills (SB) that have been passed by the Kansas Legislature:

**Senate Bill 215** – Drivers Education Programs: Senate Vote 39-0; House Vote 117-0

- Transfers authority of driver’s training programs to the Department of Revenue.

**Senate Bill 62** – Vision Screening and Deaf or Hard of Hearing Services: Senate Vote 34-5; House Vote 121-3

- Updates regulation for vision screenings and services for the hearing impaired.

**Senate Bill 160** – Fairness in Women’s Sports Act: Senate Vote 25-13; House Vote 74-39

- Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.

**Senate Bill 58** – Parents’ Bill of Rights: Senate Vote 23-15; House Vote 67-46

- Lists 12 rights given to parents.
- Requires districts to adopt policy in four areas.
- Does not require an online transparency portal.

Superintendent Harwood then shared an update on the status of School Finance in the legislature:

#### K-12 Budget

- Funding for FY 2023 has been appropriated.
- Support for the Governor Laura Kelley’s recommended budget – amendments possible.

- No action has been taken on a budget.

#### Sticking Points

- Required Open Enrollment
- Math Nation
- Kansas Promise Scholarship Program

#### Additional Topics

- District Needs Assessment
- Virtual School Funding

Superintendent Harwood said the legislature will reconvene on April 25<sup>th</sup>.

**Naming of De Soto High School Softball Field.** Bill Fletcher said he went to the first game on the new softball field at De Soto High School last week and the sister of former De Soto High School softball coach, Margo Fairchild, threw out the first pitch. He said more than 30 years ago it was Margo Fairchild that started the softball program at De Soto High School and during her coaching tenure lead the team to its first state title. He asked that the board look over her accomplishments and consider naming the field after Ms. Fairchild at the next meeting. Superintendent Harwood said there is a board policy about naming facilities. He said it starts with a recommendation from the superintendent. He said up to this point the district doesn't have a facility, to his knowledge, named after an individual and noted that once it is started more requests could be brought up. He said he would reach out to De Soto High School and start the process of putting information together for the Board.

**ALERT.** The following report was included in the packet for this board meeting with notice that it will require future action by the Board of Education: 1. 2022-2023 Ala Carte Pizza.

**FYI REPORT.** The following informational report was included in the packet for this board meeting: 1. 2022-2023 Student Nutrition Ala Carte Beverages.

#### EXECUTIVE SESSION.

##### **Negotiations.**

*Mrs. Danielle Heikes moved to go into executive session at 7:33 p.m. for a period of twenty minutes with Sam Ruff, 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 7:53 p.m. at this location.*

*Mrs. Ashley Spaulding seconded.*

*Carried 7/0.*

The Board returned to open session and President Heikes called the meeting back to order at 7:53 p.m.

*President Heikes adjourned the meeting at 7:53 p.m.*

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**Date Approved**

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**Clerk, Board of Education**

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**President, Board of Education**



# Unified School District 232

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

**JULIE STUCKY**  
Director of Finance

TO: Dr. Frank Harwood, Superintendent of Schools  
USD 232 Board of Education  
FROM: Julie Stucky, Director of Finance  
DATE: April 27, 2022  
SUBJECT: Treasurer's Report (Consent Agenda Item)

**Approve Checks 58087– 58436 with Following Exceptions:**

Payroll & Payroll Vendor Checks  
58246- Blue Cross Blue Shield KC March 222  
58247- 1<sup>st</sup> April Payroll Vendor Checks, Period 3-16/3-31-22, Pay Date 4-15-22  
58323 – 58327 - 2<sup>nd</sup> April Payroll Vendor Checks, Period 4-01/4-15-22, Pay Date 4-30-22

**Approve the following transfers for month ending April, 2022**

\$ 791,950.86 From Gen Fund (06) to Sped (30)  
\$ 8,856.31 From Supp Gen Fund (08) to State Pre-K (Fund 11)  
\$ 224,579.82 From Supp Gen Fund (08) to At-Risk (Fund 13)  
\$ 40,398.30 From Supp Gen Fund (08) to Bi-Lingual (Fund 14)  
\$ 4,144.20 From Supp Gen Fund (08) to Parents as Teachers (Fund 28)  
\$ 170,101.66 From Supp Gen Fund (08) to Voc Ed (Fund 34)

**Check Journal - 04/08/22**

Check Number	Check Date	Payee	Reason	Amount
58183	04/08/22	24-7 Fire Protection LLC	Additional Fire Sprinklers Drama Storage	\$980.00
58184	04/08/22	Advanced Turf Solutions Inc	Fertilizer for MCMS Athletic Fields	\$352.60
58185	04/08/22	Aidex Corporation	CAPS- Makerspace	\$14.13
58186-58189	04/08/22	Amazon Capital Services	Teaching/Office Supplies	\$9,928.79
58190	04/08/22	Apple Inc.	Supplies	\$448.99
58191	04/08/22	Baker University	Baker University - Orff-Schulwerk Teacher EdCourse	\$1,800.00
58192	04/08/22	Belt Survey, LLC	Survey MVHS Baseball/Softball	\$2,000.00
58193	04/08/22	Blazer LLC	MCMS - Athletic Purchase	\$396.80
58194	04/08/22	Bureau Of Edu & Research	Cutting-Edge, Best Strategies for 2nd Grade Kelly Russell	\$279.00
58195	04/08/22	CFS Engineers, P.A.	Special Inspection DHS PAC	\$507.00
58196	04/08/22	Control Service Co., Inc.	Service Agreement	\$1,981.00
58197	04/08/22	Cosentino Enterprise, Inc.	CTEC Purchase	\$33.54
			WWW Prize for RE	\$505.00
58198	04/08/22	De Soto High School	Workshop for coaches during state competitions.	\$265.00
			reimburse DHS for entry fees paid	\$406.20
58199	04/08/22	Dey Appliance Service	Maintenance Supplies	\$15.11
58200	04/08/22	Evergy	Construction Meter DHS PAC	\$361.09
58201	04/08/22	Flinn Scientific Inc.	Science Labs 7th NP	\$93.95
58202	04/08/22	Frey Scientific Co.	Dissection Supplies	\$710.20
58203	04/08/22	General Parts LLC	Maintenance Supplies	\$538.05
58204	04/08/22	Henry Schein, Inc	DHS Trainers Equipment	\$342.35
58205	04/08/22	Holliday Sand & Gravel Company	Sand for Track Pits	\$61.89
58206	04/08/22	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$425.85
58207	04/08/22	J.W. Pepper & Son, Inc.	Music	\$1,207.49
58208	04/08/22	k12 ITC, Inc.	Contracted Services	\$167,056.29
58209	04/08/22	Kansas Land Management, LLC	25.97 tons bulk deicing salt	\$1,620.53
58210	04/08/22	Kansas One-Call System, Inc.	Locate Charges	\$132.00
58211	04/08/22	Kansas Assn Of School Boards	KASB 2022-23 Membership Renewal	\$14,889.81
			KASB 2022-23 Legal Assistance Fund Contract Renewal	\$2,300.00
58212	04/08/22	K.C. Bobcat	Grounds Bobcat Parts	\$146.33
58213	04/08/22	Kennyco Industries, Inc.	Fire Alarm Service Calls	\$1,260.00
58214	04/08/22	Key Refrigeration Supply L.L.C.	VAV Motors & Water Filters - JH	\$1,422.81
58215	04/08/22	Lakeshore Learning Materials	Teacher materials	\$902.78
58216	04/08/22	Lowe's	Custodial/Grounds/Maint. Supplies	\$1,620.44
58217	04/08/22	Luis Alfonso Murillo Porras	Interpreting Services 2/16/22 - Starside Conferences	\$54.75
58218	04/08/22	McCormick's Group, LLC	DHS - Band- M. Bradford	\$3,174.99

**Check Journal - 04/08/22**

Check Number	Check Date	Payee	Reason	Amount
58219	04/08/22	McGraw-Hill School Education Holdings	McGraw Number Worlds Student Workbooks	\$827.07
58220	04/08/22	Mill Valley High School	Deca Nationals-Registration & Housing	\$3,010.12
58221	04/08/22	Minsky's Pizza	Student Nutrition Dept.	\$10,993.50
58222	04/08/22	Bobbi Hunt	Student Nutrition Dept.	\$88.25
58223	04/08/22	Mosyle Corporation	Annual renewal - MDM	\$57,750.00
58224	04/08/22	N2y	Subscription renewal	\$4,062.41
58225	04/08/22	Nasco	art supplies	\$883.35
58226	04/08/22	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$2,392.00
58227	04/08/22	Office Depot	Teaching/Office Supplies	\$480.50
58228	04/08/22	Pearson Assessments	SPED Testing Protocols	\$322.13
58229	04/08/22	Performance Glass, Inc.	Pivot Hinge @ PRE - MJ	\$354.32
58230	04/08/22	Phillips Media Group, LLC	Feb. and March - green pride publication	\$1,680.00
58231	04/08/22	Pro-Ed	SPED Testing Protocols	\$156.20
58232	04/08/22	ProQuest LLC	SIRS Discoverer Renewal	\$5,307.04
58233	04/08/22	Riverside Insights	SPED Testing Protocols	\$356.40
58234	04/08/22	School Specialty, LLC	Teaching/Office Supplies	\$787.08
58235	04/08/22	STAPLES Advantage	Teaching/Office Supplies	\$148.42
58236	04/08/22	Super Duper Publications	Teacher materials	\$75.90
58237	04/08/22	Uline	Plastic platform truck	\$699.20
58238	04/08/22	Unemployment Insurance Srvcs	Quarterly Service Charges	\$478.00
58239	04/08/22	Validity Screening Solutions	Employee background checks	\$398.00
58240	04/08/22	Varsity Spirit	MVHS - Silver Stars Dance Poms-Needs List	\$903.00
58241	04/08/22	Voyager Sopris Learning	Acadience Reading K-6 ADM for 2022-23 School Year	\$150.00
58242	04/08/22	Waste Management	Trash/Recycle -March 2022	\$6,081.59
58243	04/08/22	West Music Company	Music supplies - Maria Pradhan	\$89.50
58244	04/08/22	Wiese USA	PM Labor on Warehouse Pallet Jacks	\$137.22
58245	04/08/22	Security 1st Title, LLC	Earnest Money for Land Acquisiton	\$5,000.00
				<b>\$321,845.96</b>



**Check Journal - 04/15/2022**

Check Number	Check Date	Payee	Reason	Amount
58248-58250	04/15/22	Amazon Capital Services	Classroom supplies	\$9,423.84
58251	04/15/22	Amy R Nelson	2022-23 Speaker	\$350.00
58252	04/15/22	Apple Inc.	Supplies	\$598.99
58253	04/15/22	Avant Assessment, LLC	Avant STAMP 45	\$1,094.50
58254	04/15/22	B & H Photo Video Pro Audio	Digital Cameras & Supplies for MVHS	\$2,129.05
58255	04/15/22	B.E. Publishing	Supplies- Tom Byers	\$209.95
58256	04/15/22	Baldwin High School	Girls Tennis entry fee- 9/23/21	\$40.00
58257	04/15/22	Barts Electric	Equipment	\$1,217.00
58258	04/15/22	Blick Art Materials	Art supplies	\$504.27
58259	04/15/22	BSN Sports, LLC	Sports Equipment	\$867.28
58260	04/15/22	Buck Institute For Education	PBL Conference June 2022	\$7,800.00
58261	04/15/22	Carolina Biological Supply Co	CAPS- M.Laughlin	\$6,193.94
58262	04/15/22	Concentra Medical Centers	Fund Work Comp Concentra 2021-2022	\$84.00
58263	04/15/22	De Soto High School	Reimbursements for entry fees and state entry fees	\$1,402.97
58264	04/15/22	Encore Energy Services, Inc.	Heating Bill - East Side	\$2,537.80
58265	04/15/22	Evergy	Electricity MVHS fields	\$998.48
58266	04/15/22	Explain My Benefits, LLC	April - June 2022 Fee	\$3,616.00
58267	04/15/22	Fastenal Company	Grounds Materials	\$313.93
58268	04/15/22	Flagsource Unlimited	Supplies	\$225.80
58269	04/15/22	Flinn Scientific Inc.	Lab Supplies	\$134.48
58270	04/15/22	Heinemann	AR Supplies	\$74.00
58271	04/15/22	Integrity Locating Services, LLC	Locate Charges	\$324.00
58272	04/15/22	Johnson County Treasurer	2nd 1/2 of Real Estate Taxes	\$73,023.47
58273	04/15/22	Jostens	Reorder Bridge Diplomas	\$72.96
58274	04/15/22	Junction City High School	Wrestling entry fee- 1/29/22	\$125.00
58275	04/15/22	Keller Craig & Associates, LLC	Land Appraisal for Countryside Property	\$2,500.00
58276	04/15/22	KPATA	4 KPATA Virtual Conference	\$120.00
58277	04/15/22	Lakeshore Learning Materials	Classroom Supplies	\$166.93
58278	04/15/22	Learning Tree Institute	Greenbush Medicaid fee	\$450.22
58279	04/15/22	M F Athletic/Perform Better	Track Athletic Needs 2021-2022	\$1,270.00
58280	04/15/22	Milburn Civil Engineering, LLC	Civil Engineering for MVHS Baseball	\$4,788.00
58281	04/15/22	Mill Valley High School	Reimb MVHS	\$3,493.00
58282	04/15/22	Minsky's Pizza	Student Nutrition Dept..	\$10,333.00
58283	04/15/22	Morgan Hunter Companies	Teacher Sub Pay	\$74,600.19
58284	04/15/22	Office Depot	math Supplies	\$587.37
58285	04/15/22	Porta Phone Co.	DHS - Football- B. King	\$4,500.00

**Check Journal - 04/15/2022**

Check Number	Check Date	Payee	Reason	Amount
58286	04/15/22	Predator Termite & Pest	April Pest Control	\$2,746.00
58287	04/15/22	Procure Therapy	Contracted Nurse services	\$2,299.50
58288	04/15/22	Propio LS, LLC	Interpreting services	\$98.00
58289	04/15/22	Roberts Dairy	Student Nutrition Dept.	\$25,001.08
58290	04/15/22	Royal Metal Industries Inc.	Skid Steer Attachment Fabrication	\$274.00
58291	04/15/22	School Specialty, LLC	world language supplies	\$211.02
58292	04/15/22	Smallwood Lock Supply	Maintenance Supplies	\$30.34
58293	04/15/22	Summit Behavioral Services	Contracted student services	\$7,782.50
58294	04/15/22	The Legal Record	Legal Ad	\$27.44
58295	04/15/22	Time Warner Cable	Cable TV/internet	\$109.98
58296	04/15/22	U.S. Engineering Company	Dehydration Process BE Chiller	\$3,473.50
58297	04/15/22	ULine	Slip Guard Drainage mat	\$179.51
58298	04/15/22	United Office Products, Inc.	Lamination	\$339.90
58299	04/15/22	Waste Management	Grounds Roll Off Dumpster	\$268.70
58300	04/15/22	World Fuel Services, Inc.	Diesel Fuel for East Transportation	\$28,207.81
58301	04/15/22	Wyebot, Inc.	License	\$6,600.00
58302	04/15/22	zTrip	Foster Student Transportation	\$1,125.00
				<b>\$294,944.70</b>

**Check Journal - 4/19/2022**

Check Number	Check Date	Payee	Reason	Amount
58303	04/19/22	Amazon Capital Services	Maintenance Uniform Work Jeans - WM	\$2,980.75
58304	04/19/22	Arvest Bank	Core Communications - Equipment	\$24,990.00
58305	04/19/22	Atmos Energy	Gas Service-Bridge & DHS for March 2022	\$376.77
58306	04/19/22	Barts Electric	Equipment	\$3,720.00
58307	04/19/22	CDW Government	CAPS- D.Proctor	\$2,796.00
58308	04/19/22	Cosentino Enterprise, Inc.	Student Nutrition Dept.	\$77.34
58309	04/19/22	Discount School Supply	Teaching Supplies	\$549.75
58310	04/19/22	Heartland Coca Cola Bottling Co	Student Nutrition Dept.	\$996.29
58311	04/19/22	J.W. Pepper & Son, Inc.	Classroom supplies	\$186.95
58312	04/19/22	K & W Underground, Inc.	Repair	\$3,300.50
58313	04/19/22	Kansas Gas Service	Gas Service-MT, MV, PRE, BE, HE, RE, and TP. March 2022	\$1,999.43
58314	04/19/22	Lakeshore Learning Materials	Classroom supplies	\$29.99
58315	04/19/22	Mathematical Olympiads	Classroom supplies	\$109.00
58316	04/19/22	Mid America Laminating, Inc.	Laminating film	\$228.00
58317	04/19/22	Mill Valley High School	Postage added to machine	\$652.50
58318	04/19/22	Nasco	fine art - visual art supplies	\$176.39
58319	04/19/22	Office Depot	Supplies	\$57.34
58320	04/19/22	The Bulk Book Store	MC 7th Grade Novels	\$334.50
58321	04/19/22	U.S. Foodservice, Inc	Student Nutrition Dept.	\$120,433.72
58322	04/19/22	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$612.15
				<b>\$164,607.37</b>

**Check Journal - 04/28/22**

Check Number	Check Date	Payee	Reason	Amount
58328	04/28/22	A. L. Huber, Inc.	Construction Manager for DHS Stadium Renovation	\$397,736.97
58329	04/28/22	Aidex Corporation	Materials and Supplies for CTEC	\$1,312.96
58330-58335	04/28/22	Amazon Capital Services	Teaching/Office Supplies	\$23,255.08
58336	04/28/22	Apple Inc.	Equipment	\$55,336.04
58337	04/28/22	Applied Maintenance Supplies & Solutions	Primer, Paint, surface disc, flap disc, caution tape	\$418.49
58338-58341	04/28/22	Arvest Bank	April 14, 2022 Credit Card Stmt	\$61,716.59
58342	04/28/22	Athco, L.L.C.	UP/DOWN Switches - MJ	\$122.40
58343	04/28/22	Atmos Energy	Heat-MC, CLC, DSC, DHS, LT, ME, CTE -March 2022	\$2,658.25
58344	04/28/22	B & H Photo Video Pro Audio	Equipment	\$4,471.54
58345	04/28/22	Barts Electric	Other Construction Service DHS PAC BOE App 2/1/21	\$26,727.30
58346	04/28/22	Border States Industries Inc	Exterior Light DHS PAC	\$1,238.70
58347	04/28/22	Bradley Debrick	8 Story Time events during program year 2022-23	\$400.00
58348	04/28/22	BSN Sports, LLC	MTMS - Football Uniforms and pants	\$3,224.00
			MVHS -Girls Basketball	\$627.00
			MVHS-Baseball-Needs List	\$1,900.01
			DHS - Wrestling- D. Hurt	\$546.70
			DHS - Softball- J. Woolery	\$1,408.69
			LTMS - 2022-2023 Athletic supplies/equipment/uniforms	\$565.00
			LTMS - 2022-2023 Athletic supplies/equipment/uniforms	\$565.00
58349	04/28/22	Cates Service Company	Cates Service Agreement	\$8,317.25
58350	04/28/22	Clayton Paper & Distribution, Inc.	Custodial Supplies 2021-2022	\$10,154.62
58351	04/28/22	Combes Construction LLC	Other Construction Services DHS PAC	\$163,635.30
58352	04/28/22	Concentra Medical Centers	Agility Test - Ward	\$84.00
58353	04/28/22	Cornerstones Of Care	Services for student	\$2,640.00
58354	04/28/22	Cosentino Enterprise, Inc.	Grocery supplies for MVHS	\$85.21
58355	04/28/22	CS Auto Repair	Vehicle Maintenance Service	\$127.52
58356	04/28/22	Dahmer Contracting Group	Other Construction Services DHS PAC	\$30,215.33
58357	04/28/22	De Soto High School	Reimbursement for STUCO credit from Visa Statement	\$119.04
			DHS-Youth Risk Behavior Survey payment	\$1,500.00
58358	04/28/22	Discount School Supply	AR supplies	\$76.87
58359	04/28/22	Drexel Technologies, Inc.	Prints for CTEC	\$250.32
58360	04/28/22	Encore Energy Services, Inc.	Heating Bill - West Side	\$5,635.94
58361	04/28/22	Extra Duty Solutions	MVHS Security	\$234.00
58362	04/28/22	Fastenal Company	Grounds Supplies	\$279.01
58363	04/28/22	Feiner Supply	Teacher materials	\$486.00
58364	04/28/22	First Student, Inc.	Student Transportation - April 2022	\$385,917.29

**Check Journal - 04/28/22**

Check Number	Check Date	Payee	Reason	Amount
58365	04/28/22	Flex Made Easy	FME Fee - April 2022	\$770.00
58366	04/28/22	Flyleaf Publishing, LLC	Reading class room sets - ESSER	\$4,477.39
58367	04/28/22	Foster Bros Wood Prod., Inc.	Mulch for east side of district	\$1,836.00
58368	04/28/22	Gill Athletics, Inc.	MVHS-Soccer-Needs List	\$1,066.16
58369	04/28/22	Global Equipment Company	Picnic table	\$1,437.31
58370	04/28/22	GoTrack Inc.	Vehicle GPS	\$3,200.00
58371	04/28/22	Grainger	Trash Can Inserts (2)	\$260.96
			Batteries for toilets and sinks	\$118.61
			Nurse's Window MTMS App by BOE 12/5/21	\$40.35
			Water Heater Replacement MVHS	\$3,907.52
			Walk Off Mats The Bridge	\$353.04
58372	04/28/22	Harp's Food Stores, Inc.	Supplies for Bridge program	\$14.13
58373	04/28/22	Harvest AV Solutions, LLC	Other Construction Services DHS PAC	\$225,022.06
58374	04/28/22	Heartland Seating, Inc.	Other Construction Service DHS PAC BOE App 2/1/21	\$15,821.10
58375	04/28/22	Horst, Terrill & Karst Architects, P.A.	Architectural Services DHS PAC	\$2,281.72
58376	04/28/22	Icon Structures, Inc	Other Construction Service DHS PAC	\$17,595.76
58377	04/28/22	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$199.59
58378	04/28/22	J.W. Pepper & Son, Inc.	Music	\$323.34
58379	04/28/22	Jennifer Kerr	JK Fitness Fee - May 2022	\$300.00
58380	04/28/22	Johnson Co Sheriff's Office	DHS Security 3.6.22-4.2.22	\$318.75
58381	04/28/22	K & W Underground, Inc.	Repair	\$1,650.25
58382	04/28/22	Kansas City Audio-Visual	Equipment	\$3,257.00
58383	04/28/22	Kansas City Behavioral Health	Student Services	\$14,626.25
58384-58385	04/28/22	Keller Fire & Safety, Inc.	Bi-Annual Inspection District Wide	\$3,048.09
58386	04/28/22	Kennyco Industries, Inc.	Service call - new pull station MTMS	\$336.50
			Fire Alarm monitoring MVHS Press Box 5/1/22-10/31/22	\$234.00
58387	04/28/22	Kenton Brothers Inc.	Security Camera Equipment/Maint.	\$1,188.75
58388	04/28/22	Key Refrigeration Supply L.L.C.	Kitchen Supplies	\$7.39
			Filters for Air Handler Unit 5 - Mize	\$100.80
58389	04/28/22	KPATA	KPATA Training passes for 2022-23	\$90.00
58390	04/28/22	Kristin Cooper	Second 1/2 of Winter/Spring Yoga	\$1,137.50
58391	04/28/22	Lakeshore Learning Materials	Teacher materials	\$179.96
58392	04/28/22	Leading Edge Laminating	Laminate	\$398.20
58393	04/28/22	Learning Without Tears	Sound Around Box-ESSER III	\$116.55
			Pre-K and Elementary Handwriting	\$24,255.00
58394	04/28/22	Linde Gas & Equipment Inc.	CAPS- Linde- S.McLeod	\$2,992.48

**Check Journal - 04/28/22**

Check Number	Check Date	Payee	Reason	Amount
58395	04/28/22	Lulzbot	CAPS- Brian and Nancy's class	\$131.83
58396	04/28/22	Manning Construction Company, Inc.	Construction Management DHS PAC -	\$28,444.53
58397	04/28/22	Mediatechnologies	Circulation Desk LTMS	\$16,723.65
58398	04/28/22	Mill Valley High School	State Solo Ensemble/Band Meals	\$1,394.00
			Youth Risk Behavior Survey-MV	\$1,500.00
58399	04/28/22	Minsky's Lawrence	Student Nutrition Dept.	\$6,730.50
58400	04/28/22	Matt Lewis	Student Nutrition Dept.	\$37.30
58401	04/28/22	MobyMax, LLC	Teacher Subscription for Kim Welsh	\$159.00
58402	04/28/22	Morgan Hunter Companies	Teacher Sub Pay	\$80,352.06
58403	04/28/22	Nasco	Book- SPED- Janet Morgenstern	\$53.70
58404	04/28/22	National Sign Company, Inc.	DHS traffic and parking signs	\$323.40
58405	04/28/22	Navrat's Office Products	Building Envelopes & Checks	\$646.76
58406	04/28/22	Office Depot	Supplies	\$697.49
58407	04/28/22	Olathe USD #233 Facility Usage	DHS & MVHS Swim Practices- 3/1/22 thru 3/31/22	\$1,705.00
58408	04/28/22	Olathe T-Shirt & Trophy Inc.	Uniforms- 3 pairs pants for SE	\$94.50
58409	04/28/22	Oriental Trading Co., Inc.	4th ETC - PTO	\$185.85
58410	04/28/22	Pinnacle Gymnastics, LLC	2- 45 Open Gym Times during program year 2022-23.	\$200.00
58411	04/28/22	Pitney Bowes	Lease invoice for the Pitney bowes mail machine	\$61.90
58412	04/28/22	Plumbmaster, Inc.	Toilet Parts	\$668.10
58413	04/28/22	Procure Therapy	Contracted Nurse services	\$6,977.25
58414	04/28/22	Pur-0-Zone, Inc	Custodial Equipment DHS Stadium	\$4,077.00
			Custodial Supplies- 2021-2022	\$11,011.77
58415	04/28/22	Quench USA, Inc.	2 month rental May/June 2022	\$251.88
58416	04/28/22	rSchoolToday	Facilities/Activities Scheduler Renewal (7/1/22 - 6/30/23)	\$6,180.00
58417	04/28/22	Rydin Decal	Hanging parking permits for 2022-23 school year	\$738.00
58418	04/28/22	Safelite Fulfillment, Inc.	Replace Windshield on Van 15	\$429.97
58419	04/28/22	Saladino Mechanical Co.	Other Construction Service DHS PAC BOE App 2/1/21	\$4,320.00
58420	04/28/22	Scholastic Magazines	Scholastic Magazine Renewal 2022-23 for Starside ELL	\$420.65
			SCOPE Classroom Magazines (digital & print)	\$219.78
58421	04/28/22	Scholastic, Inc.	Next Step Guided Reading Assessment - K-2	\$626.75
58422	04/28/22	School Specialty, LLC	Teaching/Office Supplies	\$2,233.36
58423	04/28/22	Shawnee Copy Center, Inc.	Foundational Structures Reflection Rubrics posters	\$446.66
58424	04/28/22	Smallwood Lock Supply	Maintenance Supplies	\$435.48
58425	04/28/22	Social Studies School Serv	The Nystrom Desk Atlas	\$62.00
58426	04/28/22	Think Social Publishing, Inc	classroom supplies	\$764.94
58427	04/28/22	Tire Hub	Vehicle Supplies	\$203.98

**Check Journal - 04/28/22**

Check Number	Check Date	Payee	Reason	Amount
58428-58429	04/28/22	Tormach, Inc.	Plasma Cutter 1300PL - Check Reissue	\$19,953.85
			CNC Mill 1100 ML Premium Pkg - Check Reissue	\$18,904.75
58430	04/28/22	Triangle Sales Inc.	Heating coil MTMS	\$315.00
58431	04/28/22	Turnitin, LLC	Renew subscription	\$2,000.00
58432	04/28/22	United Office Products, Inc.	Chairs for Secretaries	\$2,579.65
			Stand Up Desks MTMS	\$3,599.40
58433	04/28/22	Valley Offset Printing, Inc.	JagWire printing Issue 5	\$673.53
58434	04/28/22	Voyager Sopris Learning	Literacy Materials - ESSER III	\$108.90
58435	04/28/22	Wells Fargo Vendor Fin Serv	Equipment Lease	\$814.66
58436	04/28/22	zTrip	Foster Student Transportation	\$1,125.00
				\$1,756,534.71

Credit Card Statement  
04.14.22

Date	Cardholder Name	Merchant	Merchant Location	Original Amount
3/28/2022	BELMONT ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.99
3/28/2022	BELMONT ELEMENTARY	PIXTON EDU@PIXTON.COM	QUALICUM BEAC, BC 009170000	\$ 99.00
4/4/2022	BELMONT ELEMENTARY	BREAKOUT	HTTPSBREAKOUT, NY 118040000	\$ 99.00
	<b>BELMONT ELEMENTARY Total</b>			<b>\$ 198.99</b>
3/25/2022	CLEAR CREEK ELEMENTARY	DOLLAR TREE, INC.	877-530-8733, VA 233200000	\$ 331.15
3/27/2022	CLEAR CREEK ELEMENTARY	DOLLAR TREE, INC.	877-530-8733, VA 233200000	\$ 110.39
3/26/2022	CLEAR CREEK ELEMENTARY	SAMSClub #8208	LENEXA, KS 662150000	\$ 18.96
3/28/2022	CLEAR CREEK ELEMENTARY	DOLLAR TREE, INC.	877-530-8733, VA 233200000	\$ 110.39
4/1/2022	CLEAR CREEK ELEMENTARY	DOLLAR TREE ECOMM	CHESAPEAKE, VA 233200000	\$ (5.36)
4/1/2022	CLEAR CREEK ELEMENTARY	DOLLAR TREE ECOMM	CHESAPEAKE, VA 233200000	\$ (1.79)
4/1/2022	CLEAR CREEK ELEMENTARY	DOLLAR TREE ECOMM	CHESAPEAKE, VA 233200000	\$ (1.79)
4/1/2022	CLEAR CREEK ELEMENTARY	THE HOME DEPOT 2213	SHAWNEE, KS 662170000	\$ 87.78
4/5/2022	CLEAR CREEK ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.99
4/5/2022	CLEAR CREEK ELEMENTARY	PIXTON EDU@PIXTON.COM	QUALICUM BEAC, BC 009170000	\$ 99.00
4/5/2022	CLEAR CREEK ELEMENTARY	SAMS CLUB #8208	LENEXA, KS 662150000	\$ 101.31
4/13/2022	CLEAR CREEK ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 26.20
	<b>CLEAR CREEK ELEMENTARY Total</b>			<b>\$ 877.23</b>
3/23/2022	DESOTO HIGH SCHOOL	WM SUPERCENTER #5219	LAWRENCE, KS 660490000	\$ 121.08
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (12.58)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (12.24)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.27)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.12)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.12)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.12)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.12)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.12)
3/25/2022	DESOTO HIGH SCHOOL	COMFORT INN & SUITES KS2	6203419393, KS 668010000	\$ (10.12)
3/30/2022	DESOTO HIGH SCHOOL	PITNEY BOWES PBP	844-256-6444, CT 069260000	\$ 138.50
3/31/2022	DESOTO HIGH SCHOOL	NOTARY PUBLIC FL-ONLINE	850-656-3028, FL 323110000	\$ 116.00
4/7/2022	DESOTO HIGH SCHOOL	VESTA AT&T PREPAID	866-608-3007, OR 970350000	\$ 335.36
4/7/2022	DESOTO HIGH SCHOOL	AT&T COR DF	800-331-0500, TX 752020000	\$ 1.09
4/6/2022	DESOTO HIGH SCHOOL	DOLLAR-GENERAL #7565	DE SOTO, KS 660180000	\$ 19.39
4/6/2022	DESOTO HIGH SCHOOL	E GROUP INC	703-674-5455, VA 201910000	\$ 26.00
4/7/2022	DESOTO HIGH SCHOOL	NATIONAL SPEECH DEBATE A	920-7486206, IA 502650000	\$ 96.80
4/7/2022	DESOTO HIGH SCHOOL	NATIONAL SPEECH DEBATE A	920-7486206, IA 502650000	\$ 549.00
4/7/2022	DESOTO HIGH SCHOOL	HOMEDPOT.COM	800-430-3376, GA 303390000	\$ 254.00
4/8/2022	DESOTO HIGH SCHOOL	HOMEDPOT.COM	800-430-3376, GA 303390000	\$ 598.99
4/8/2022	DESOTO HIGH SCHOOL	LA QUINTA INN INDIANAP	INDIANAPOLIS, IN 462190000	\$ 93.37
4/7/2022	DESOTO HIGH SCHOOL	THE HOME DEPOT #2213	SHAWNEE, KS 662170000	\$ 587.00
4/7/2022	DESOTO HIGH SCHOOL	THE HOME DEPOT #2213	SHAWNEE, KS 662170000	\$ 644.09
4/7/2022	DESOTO HIGH SCHOOL	THE HOME DEPOT 2213	SHAWNEE, KS 662170000	\$ (644.09)
4/6/2022	DESOTO HIGH SCHOOL	ADCENTIVES WEST	S SALT LAKE, UT 841150000	\$ (119.04)
	<b>DESOTO HIGH SCHOOL Total</b>			<b>\$ 2,721.73</b>
3/21/2022	DHS TRAVEL 1	TROPHY DEPOT	800-2867096, NY 117880000	\$ 149.77
3/21/2022	DHS TRAVEL 1	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 106.57
	<b>DHS TRAVEL 1 Total</b>			<b>\$ 256.34</b>
3/21/2022	DHS TRAVEL 2	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 13.47
3/23/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ (8.62)
3/23/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ (8.62)
3/23/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ (8.62)
3/23/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ (8.62)
3/23/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ (8.62)
3/23/2022	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$ (8.62)
3/24/2022	DHS TRAVEL 2	SWIMNERD	HTTPSSWIMNERD, VA 234550000	\$ 673.70
3/28/2022	DHS TRAVEL 2	HAMPTON INNS	316-5243777, KS 671100000	\$ 315.00
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 102.23
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 102.23
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 102.23
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 102.23
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 102.23
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 102.23
4/3/2022	DHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 107.18
4/7/2022	DHS TRAVEL 2	AVID CENTER	858-380-4800, CA 921230000	\$ 7,000.00
4/13/2022	DHS TRAVEL 2	PAYPAL RECONNECTIN	402-935-7733, WA 982750000	\$ 1,500.00



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Date	Cardholder Name	Merchant	Merchant Location	Original Amount
	<b>DHS TRAVEL 2 Total</b>			<b>\$ 10,171.01</b>
4/2/2022	DR CINDY SWARTZ	FEDEX 99471754	800-4633339, TN 381160000	\$ 42.97
4/1/2022	DR CINDY SWARTZ	GOODCENTS SUBS - 0174 - S	SHAWNEE, KS 662260000	\$ 37.99
4/1/2022	DR CINDY SWARTZ	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 38.82
4/4/2022	DR CINDY SWARTZ	EB 2022 CAPS NETWORK	801-413-7200, CA 941050000	\$ 807.00
4/11/2022	DR CINDY SWARTZ	ANEJO - OLATHE	913-7383401, KS 660610000	\$ 56.19
	<b>DR CINDY SWARTZ Total</b>			<b>\$ 982.97</b>
4/5/2022	EARLY CHILDHOOD LEARNING	KS SOS.ORG.STORE	785-296-6187, KS 666120000	\$ 85.00
	<b>EARLY CHILDHOOD LEARNING Total</b>			<b>\$ 85.00</b>
4/8/2022	ERIC ROBERTS	EBERL IRON WORKS, INC	716-8547633, NY 142040000	\$ 93.21
	<b>ERIC ROBERTS Total</b>			<b>\$ 93.21</b>
3/24/2022	FACILITIES OFFICE STAFF	WPY KANSAS STATE UNIVERSI	855-469-3729, KS 660610000	\$ 10.00
4/13/2022	FACILITIES OFFICE STAFF	USPS PO 1924860025	DE SOTO, KS 660180000	\$ 14.10
	<b>FACILITIES OFFICE STAFF Total</b>			<b>\$ 24.10</b>
4/6/2022	GABRIELLA PHILBROOK	PRICE CHOPPER #249	SHAWNEE MISSI, KS 662260000	\$ 7.65
4/6/2022	GABRIELLA PHILBROOK	DOMINO'S 6341	636-385-0398, KS 662050000	\$ 145.93
	<b>GABRIELLA PHILBROOK Total</b>			<b>\$ 153.58</b>
3/31/2022	HORIZON ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.99
3/31/2022	HORIZON ELEMENTARY	PIXTON EDU@PIXTON.COM	QUALICUM BEAC, BC 009170000	\$ 99.00
4/6/2022	HORIZON ELEMENTARY	CASEYS PIZZA 2875	913-441-1530, KS 662180000	\$ 69.89
	<b>HORIZON ELEMENTARY Total</b>			<b>\$ 169.88</b>
3/17/2022	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 119.92
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/21/2022	JANET HOPKINS	KASP	316-6505955, KS 674600000	\$ 50.00
3/22/2022	JANET HOPKINS	WICHITA AIRPORT DOUBLETRE	WICHITA, KS 672090000	\$ (9.38)
3/28/2022	JANET HOPKINS	ART OF PROBLEM SOLVING	858-675-4555, CA 921280000	\$ 53.00
3/28/2022	JANET HOPKINS	USA KANSAS	785-2326566, KS 666140000	\$ 240.00
4/1/2022	JANET HOPKINS	CE YOU LLC	HTTPSCEYOUPLU, MD 212080000	\$ 99.99
4/8/2022	JANET HOPKINS	TARGET 00018424	OVERLAND PARK, KS 662230000	\$ 41.99
	<b>JANET HOPKINS Total</b>			<b>\$ 895.52</b>
3/15/2022	JODIE SAULTZ	KANSAS TURNPIKE AUTHORIT	316-682-4537, KS 672070000	\$ 111.25
3/17/2022	JODIE SAULTZ	HAMPTON INNS	MULVANE, KS 671100000	\$ 111.38
3/24/2022	JODIE SAULTZ	HAMPTON INNS	316-5243777, KS 671100000	\$ (7.43)
3/30/2022	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 1,847.39
3/30/2022	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$ 13,684.00
3/31/2022	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$ 1,697.00
3/31/2022	JODIE SAULTZ	KASBO	785-6404143, KS 660710000	\$ 175.00
3/31/2022	JODIE SAULTZ	KASBO	785-6404143, KS 660710000	\$ 175.00
4/6/2022	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 80.12
4/11/2022	JODIE SAULTZ	BTS REEVESWIEDEMAN	816-960-6400, MO 641110000	\$ 187.13
	<b>JODIE SAULTZ Total</b>			<b>\$ 18,060.84</b>
4/1/2022	JULIE MAURER	THE UPS STORE 5094	913-6205271, KS 662260000	\$ 13.36
4/4/2022	JULIE MAURER	THE UPS STORE 5094	913-6205271, KS 662260000	\$ 125.70
4/6/2022	JULIE MAURER	GOOGLE PLAY	G.CO/HELPPAY#, CA 940430000	\$ 25.00
4/7/2022	JULIE MAURER	MOSYLE COR MOSYLE_MAN	HTTPSMANAGER., FL 327890000	\$ 0.92
4/7/2022	JULIE MAURER	MOSYLE COR MOSYLE_MAN	HTTPSMANAGER., FL 327890000	\$ 4.13
4/8/2022	JULIE MAURER	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.34
4/8/2022	JULIE MAURER	QUSTODIO	BARCELONA, 080130000	\$ 34.95
	<b>JULIE MAURER Total</b>			<b>\$ 204.40</b>
3/25/2022	KENT RIGDON	WESTLAKE HARDWARE #045	LENEXA, KS 662190000	\$ 6.80
4/7/2022	KENT RIGDON	WESTLAKE HARDWARE #045	LENEXA, KS 662190000	\$ 11.82
	<b>KENT RIGDON Total</b>			<b>\$ 18.62</b>
4/4/2022	LEE HANSON	BRIGHT&QUIRKY	HTTPSBRIGHTAN, WA 980270000	\$ 149.00
	<b>LEE HANSON Total</b>			<b>\$ 149.00</b>
3/15/2022	LEXINGTON TRAILS MS	4IMPRINT, INC	4IMPRINT.COM, WI 549010000	\$ 419.35
4/13/2022	LEXINGTON TRAILS MS	PITNEY BOWES PI	844-256-6444, CT 069260000	\$ 71.25
	<b>LEXINGTON TRAILS MS Total</b>			<b>\$ 490.60</b>
4/8/2022	MARGARET DIECKHOFF	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 64.20
	<b>MARGARET DIECKHOFF Total</b>			<b>\$ 64.20</b>

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Date	Cardholder Name	Merchant	Merchant Location	Original Amount
4/6/2022	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 90.16
4/9/2022	MARY CAROLINE FRIDAY	HOBBY-LOBBY #0111	OVERLAND PARK, KS 662140000	\$ 216.74
4/9/2022	MARY CAROLINE FRIDAY	MICHAELS STORES 7819	OLATHE, KS 660620000	\$ 182.51
4/12/2022	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 160.76
	<b>MARY CAROLINE FRIDAY Total</b>			<b>\$ 650.17</b>
3/21/2022	MELISSA MILLER	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 23.76
3/26/2022	MELISSA MILLER	THE WEBSTAIRANT STORE INC	717-392-7472, PA 176020000	\$ 786.59
	<b>MELISSA MILLER Total</b>			<b>\$ 810.35</b>
3/25/2022	MIKE JEROME	WESTLAKE HARDWARE #155	LENEXA, KS 662200000	\$ 13.17
4/13/2022	MIKE JEROME	SP WATERHEATERDIST	HTTPSWHD2.MYS, PA 152010000	\$ 1,125.44
	<b>MIKE JEROME Total</b>			<b>\$ 1,138.61</b>
3/30/2022	MILL CREEK MIDDLE SCHOOL	WALMART.COM AA	800-966-6546, AR 727160000	\$ 179.18
3/30/2022	MILL CREEK MIDDLE SCHOOL	SAMSLUB.COM	888-746-7726, AR 727120000	\$ 21.12
3/30/2022	MILL CREEK MIDDLE SCHOOL	SAMSLUB.COM	888-746-7726, AR 727120000	\$ 380.76
4/4/2022	MILL CREEK MIDDLE SCHOOL	KS ASSN OF MASTER PSY	WWW.KAMPKS.OR, KS 671470000	\$ 75.00
	<b>MILL CREEK MIDDLE SCHOOL Total</b>			<b>\$ 656.06</b>
3/22/2022	MILL VALLEY HIGH SCHOOL	BACTRACK	877-334-6876, CA 941330000	\$ 144.98
3/23/2022	MILL VALLEY HIGH SCHOOL	ACADEMY SPORTS# 187	OVERLAND PARK, KS 662140000	\$ 49.99
3/24/2022	MILL VALLEY HIGH SCHOOL	MICHAELS STORES 7819	OLATHE, KS 660620000	\$ 56.81
3/25/2022	MILL VALLEY HIGH SCHOOL	AT HOME STORE #110	LEE'S SUMMIT, MO 640860000	\$ 220.06
3/25/2022	MILL VALLEY HIGH SCHOOL	PRESIDENTS VOL SRV AWARD	404-979-2900, GA 303180000	\$ 97.83
3/28/2022	MILL VALLEY HIGH SCHOOL	IN REWIND FITNESS	913-2202376, KS 662230000	\$ 335.00
3/29/2022	MILL VALLEY HIGH SCHOOL	CUSTOMINK LLC	800-293-4232, VA 220310000	\$ 451.20
3/29/2022	MILL VALLEY HIGH SCHOOL	THE HOME DEPOT 2213	SHAWNEE, KS 662170000	\$ 349.00
4/4/2022	MILL VALLEY HIGH SCHOOL	DOLLARTREE	SHAWNEE, KS 662260000	\$ 10.00
4/6/2022	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$ 4.53
4/10/2022	MILL VALLEY HIGH SCHOOL	QUIA WEB SUBSCRIPT	650-372-4040, CA 944040000	\$ 790.00
4/13/2022	MILL VALLEY HIGH SCHOOL	NATIONAL AWARDS	601-3660800, MS 392060000	\$ 168.00
	<b>MILL VALLEY HIGH SCHOOL Total</b>			<b>\$ 2,677.40</b>
3/21/2022	MIZE ELEMENTARY	USPS KIOSK 1983629550	SHAWNEE MISSI, KS 662260000	\$ 23.20
4/12/2022	MIZE ELEMENTARY	DOLLARTREE	SHAWNEE, KS 662260000	\$ 15.00
4/12/2022	MIZE ELEMENTARY	DOLLARTREE	SHAWNEE, KS 662260000	\$ 23.75
4/12/2022	MIZE ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 11.33
	<b>MIZE ELEMENTARY Total</b>			<b>\$ 73.28</b>
3/17/2022	MONTICELLO TRAILS MS	GOOGLE GOOGLE STORAGE	855-836-3987, CA 940430000	\$ 2.99
3/19/2022	MONTICELLO TRAILS MS	CRICUT	WWW.CRUCUT.CO, UT 840950000	\$ 105.20
3/19/2022	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 11.50
3/20/2022	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 12.50
3/22/2022	MONTICELLO TRAILS MS	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 60.78
4/5/2022	MONTICELLO TRAILS MS	J.W. PEPPER	800-345-6296, PA 193410000	\$ 204.99
4/6/2022	MONTICELLO TRAILS MS	J.W. PEPPER	800-345-6296, PA 193410000	\$ 40.00
4/9/2022	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$ 11.50
4/8/2022	MONTICELLO TRAILS MS	PAYPAL LUSHBANNERS	402-935-7733, TX 774060000	\$ 378.00
4/11/2022	MONTICELLO TRAILS MS	CRICUT	WWW.CRUCUT.CO, UT 840950000	\$ (9.32)
	<b>MONTICELLO TRAILS MS Total</b>			<b>\$ 818.14</b>
3/28/2022	MVHS TRAVEL 1	HAMPTON INNS	MULVANE, KS 671100000	\$ 485.07
4/6/2022	MVHS TRAVEL 1	THEPARKINGSPOT-ECW225	312-453-1700, MO 641530000	\$ 69.28
4/6/2022	MVHS TRAVEL 1	TIMBERLINE GRILL	DENVER, CO 802490000	\$ 23.44
4/6/2022	MVHS TRAVEL 1	TWIST AND GRILL	LOS ANGELES, CA 900650000	\$ 13.13
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	COMFORT INNS	SHAWNEE, KS 662170000	\$ 161.00
4/9/2022	MVHS TRAVEL 1	JOSE CUERVO C LAS	LAS VEGAS, NV 891110000	\$ 36.64
4/9/2022	MVHS TRAVEL 1	LAX AIRP URTH CAFFE T 1	LOS ANGELES, CA 900450000	\$ 4.61
4/8/2022	MVHS TRAVEL 1	MENDOCINO FARMS 2	LOS ANGELES, CA 900710000	\$ 27.51
4/10/2022	MVHS TRAVEL 1	WESTIN HOTEL BONAVENTURE	LOS ANGELES, CA 900710000	\$ 864.99
4/10/2022	MVHS TRAVEL 1	WESTIN HOTEL BONAVENTURE	LOS ANGELES, CA 900710000	\$ 864.99
4/10/2022	MVHS TRAVEL 1	WESTIN HOTEL BONAVENTURE	LOS ANGELES, CA 900710000	\$ 864.99
4/10/2022	MVHS TRAVEL 1	WESTIN HOTEL BONAVENTURE	LOS ANGELES, CA 900710000	\$ 864.99

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4/7/2022	MVHS TRAVEL 1	WESTIN LAKEVIEW BISTRO	LOS ANGELES, CA 900710000	\$ 42.04
4/8/2022	MVHS TRAVEL 1	WESTIN LAKEVIEW BISTRO	LOS ANGELES, CA 900710000	\$ 80.08
4/9/2022	MVHS TRAVEL 1	WESTIN LAKEVIEW BISTRO	LOS ANGELES, CA 900710000	\$ 42.04
	<b>MVHS TRAVEL 1 Total</b>			<b>\$ 5,571.80</b>
3/18/2022	MVHS TRAVEL 2	AVIS.COM PREPAY	8003527900, VA 234620000	\$ 765.39
3/21/2022	MVHS TRAVEL 2	SQ DECA INC.	GOSQ.COM, VA 201910000	\$ 1,323.00
3/22/2022	MVHS TRAVEL 2	OFFICEMAX/DEPOT 6374	OLATHE, KS 660620000	\$ (65.37)
3/24/2022	MVHS TRAVEL 2	THE BLACK BOOK DEPOT	248-8253376, MA 026570000	\$ 228.96
4/2/2022	MVHS TRAVEL 2	301 BRAUMS STORE	WICHITA, KS 672080000	\$ 25.26
4/2/2022	MVHS TRAVEL 2	301 BRAUMS STORE	WICHITA, KS 672080000	\$ 91.45
4/1/2022	MVHS TRAVEL 2	DILLONS #0066	WICHITA, KS 672260000	\$ 246.39
4/1/2022	MVHS TRAVEL 2	PANDA EXPRESS CAFE	WICHITA, KS 672600000	\$ 146.06
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/3/2022	MVHS TRAVEL 2	TOWNEPLACE SUITES BY M	WICHITA, KS 672260000	\$ 96.79
4/1/2022	MVHS TRAVEL 2	WSU CHIC-FIL-A CAFE	WICHITA, KS 672600000	\$ 9.69
4/2/2022	MVHS TRAVEL 2	WSU CHIC-FIL-A CAFE	WICHITA, KS 672600000	\$ 15.44
4/2/2022	MVHS TRAVEL 2	WSU FREDDY'S CAFE	WICHITA, KS 672600000	\$ 7.19
4/5/2022	MVHS TRAVEL 2	GLF DUBSDREADGC	KANSAS CITY, KS 661090000	\$ 150.00
4/6/2022	MVHS TRAVEL 2	THE JAYHAWK CLUB	LAWRENCE, KS 660440000	\$ 150.00
4/7/2022	MVHS TRAVEL 2	WAMEGO COUNTRY CLUB	WAMEGO, KS 665470000	\$ 125.00
4/11/2022	MVHS TRAVEL 2	FALCON RIDGE GOLF COURSE	LENEXA, KS 662200000	\$ 180.00
	<b>MVHS TRAVEL 2 Total</b>			<b>\$ 4,172.78</b>
3/24/2022	NICK TAYLOR	DOLLAR-GENERAL #7565	DE SOTO, KS 660180000	\$ 54.00
4/7/2022	NICK TAYLOR	DOLLAR-GENERAL #7565	DE SOTO, KS 660180000	\$ 90.00
	<b>NICK TAYLOR Total</b>			<b>\$ 144.00</b>
3/22/2022	PRAIRIE RIDGE ELEMENTARY	INSECT LORE EDUCA	HTTPINSECTLO, CA 923630000	\$ 26.94
3/23/2022	PRAIRIE RIDGE ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 25.35
3/24/2022	PRAIRIE RIDGE ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$ 0.99
3/24/2022	PRAIRIE RIDGE ELEMENTARY	PIXTON EDU@PIXTON.COM	QUALICUM BEAC, BC 009170000	\$ 99.00
3/30/2022	PRAIRIE RIDGE ELEMENTARY	SURVEYPLANET PRO PLAN	HTTPSSURVEYPL, CA 902920000	\$ 20.00
	<b>PRAIRIE RIDGE ELEMENTARY Total</b>			<b>\$ 172.28</b>
4/13/2022	RIVERVIEW ELEMENTARY	IKEA MERRIAM	MERRIAM, KS 662020000	\$ 63.92
	<b>RIVERVIEW ELEMENTARY Total</b>			<b>\$ 63.92</b>
3/28/2022	STARSLIDE ELEMENTARY	STUDIES WEEKLY	8663118734, UT 840570000	\$ 523.60
3/30/2022	STARSLIDE ELEMENTARY	DOLLAR TREE, INC.	CHESAPEAKE, VA 233200000	\$ 98.64
3/31/2022	STARSLIDE ELEMENTARY	HARP'S 249	DE SOTO, KS 660180000	\$ 69.26
4/7/2022	STARSLIDE ELEMENTARY	PLANBOOK.COM	888-205-5528, IL 605600000	\$ 364.50
4/13/2022	STARSLIDE ELEMENTARY	DOLLAR TREE, INC.	877-530-8733, VA 233200000	\$ 55.95
	<b>STARSLIDE ELEMENTARY Total</b>			<b>\$ 1,111.95</b>
3/14/2022	TAMI CASEY	LEXIA LEARNING SYS LLC	781-259-8752, MA 017420000	\$ 49.00
3/30/2022	TAMI CASEY	TREASURE BAY, INC.	415-884-2888, CA 949490000	\$ 47.92
3/30/2022	TAMI CASEY	TREASURE BAY, INC.	415-884-2888, CA 949490000	\$ 468.21
3/30/2022	TAMI CASEY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 104.99
4/1/2022	TAMI CASEY	SOUTHWES 5262101667106	800-435-9792, TX 752350000	\$ 685.96
4/1/2022	TAMI CASEY	SOUTHWES 5262101667107	800-435-9792, TX 752350000	\$ 685.96
4/1/2022	TAMI CASEY	SOUTHWES 5262101667108	800-435-9792, TX 752350000	\$ 685.96
4/1/2022	TAMI CASEY	SOUTHWES 5262101667109	800-435-9792, TX 752350000	\$ 685.96
4/1/2022	TAMI CASEY	SOUTHWES 5262101667110	800-435-9792, TX 752350000	\$ 685.96
4/4/2022	TAMI CASEY	SOUTHWES 5262102586854	800-435-9792, TX 752350000	\$ 770.96
4/4/2022	TAMI CASEY	SOUTHWES 5262102586855	800-435-9792, TX 752350000	\$ 770.96
4/5/2022	TAMI CASEY	WAL-MART #4611	SHAWNEE, KS 662260000	\$ 83.77
4/7/2022	TAMI CASEY	NWEA 503-624-1951	503-6241951, OR 972090000	\$ 1,300.00
4/13/2022	TAMI CASEY	PADLET PADLET SOFTWARE	HTTPSPADLET.C, CA 941030000	\$ 12.00
	<b>TAMI CASEY Total</b>			<b>\$ 7,037.61</b>
3/21/2022	TRAVEL CARD 6	WAL-MART #0486	BONNER SPRING, KS 660120000	\$ 33.74
3/31/2022	TRAVEL CARD 6	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$ 717.28
	<b>TRAVEL CARD 6 Total</b>			<b>\$ 751.02</b>
3/21/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 80.00

Credit Card Statement  
04.14.22

Date	Cardholder Name	Merchant	Merchant Location	Original Amount
3/25/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 87.00
4/10/2022	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$ 83.00
	<b>WENDY DENHAM Total</b>			<b>\$ 250.00</b>
	<b>Grand Total</b>			<b>\$ 61,716.59</b>



# Unified School District 232

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

**JULIE STUCKY**  
Director of Finance

TO: Mr. Frank Harwood, Superintendent of Schools  
USD 232 Board of Education  
FROM: Julie Stucky, Director of Finance  
DATE: Wednesday, April 27, 2022  
SUBJECT: Copy Paper Bids (Consent Agenda)

We have received copy paper bids for the district's needs for the 2022-23 school year. We requested quotes from 4 vendors for 2 full truck loads of 840 cases. We received quotes from two of the vendors with two vendors responding that they could not provide this amount of paper. Quotes received are as follows:

1. Contract Paper Group, Inc., Natural Choice Domestic Copy Paper, \$41.50 per carton of 10 reams, which is \$34,860 per truckload of 840 cartons for a total of \$69,720.
2. Roberts Hutch Line, Domestic Copy Paper, \$42.85 per carton of 10 reams, which is \$35,994 per truckload of 840 cartons for a total of \$71,988.
3. Clayton Paper & Distribution did not quote.
4. The Paper Corporation did not quote.

Last year the low bid was \$26.00 per carton for 2 full truck loads compared to this year's low bid of \$41.50 per carton for 2 full truck loads, an increase of \$15.50 per carton.

I respectfully recommend the Board accept the low bid from **Contract Paper Group, Inc. in the amount of \$69,720** for Natural Choice paper. We have purchased from this vendor in past years and have received excellent product and service. The funding source for this purchase is the General Fund.

If any questions, please feel free to call me anytime.



**Facilities Department**

**Steve Deghand**  
Assistant Superintendent  
Facilities and Operations

To: Frank Harwood, Superintendent of Schools  
USD 232 Board of Education  
From: Steve Deghand, Director of Facilities  
Date: April 27, 2022  
Subject: Cities of De Soto/Shawnee Request (Consent)

Each year for the past several years, the Cities of De Soto and Shawnee have requested fee waivers so they may offer recreational opportunities for the residents of USD 232. To my knowledge, the De Soto Board of Education has always granted these requests in an attempt to maintain positive relationships with each city. Currently, the City of De Soto allows De Soto High School's physical education classes to use the aquatic center. In return, the district allows the City of De Soto's youth basketball program to use gyms at De Soto High School for their winter program. Presently, and for the past several years, the City of Shawnee has only used district tennis courts and some of the district's parking lots. We are asking the Board to approve the City of De Soto's and the City of Shawnee's request at the May 2 Board meeting. This agreement will be for the 2022-2023 school year. Attached to this report is the formal letters from both cities requesting fee waivers. Please contact me with any questions or concerns you may have regarding this topic.

# DE SOTO

KANSAS

Rick Walker  
Mayor

Michael D. Brungardt, P.E.  
City Administrator  
City Engineer

Lana R. McPherson  
MMC  
City Clerk

Patrick G. Reavey  
City Attorney

City Council:

Rob Daniels

Kevin Honomichi

Danny Lane

Lori Murdock

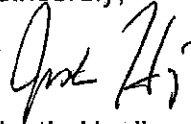
Kevin Ritter

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

Dear Board of Education Members,

The City of De Soto Parks & Recreation department has utilized USD 232 facilities for programs, allowing us to offer recreational opportunities for the residents of De Soto and USD 232 citizens. The continued generosity of the school district to waive facility rental fees has enabled us to keep program costs down, thus passing along those savings to the public. USD 232 schools have utilized city facilities in the past as well at no charge. We hope to continue this partnership into the 2022-2023 calendar year. We would like to request that facility fees be waived for De Soto Parks & Recreation activities for the 2022-2023 school year.

Sincerely,



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

[www.desotoks.us](http://www.desotoks.us)

PO Box C  
32905 W 84th St  
De Soto, KS 66018

913-583-1182  
Fax 913-583-3123

# CITY OF SHAWNEE

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

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

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

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

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

March 28, 2022

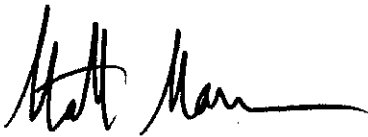
Steve Deghand  
8355 Peoria Street  
De Soto, KS 66018

Dear Mr. Deghand,

The City of Shawnee Parks & Recreation has used the DeSoto School District facilities for programs, events and classes to offer recreational opportunities for families in the area. The generosity of the De Soto School District to waive facility rental fees for the last several years has helped keep low to no-cost events going, allowing us to pass those savings on to participants and event attendees. We hope to continue this partnership into the 2022-2023 school year. We would like to request that facility fees be waived for Shawnee Parks & Recreation classes, events and programs for the 2022-2023 school year.

**This would encompass primarily of tennis classes and minicamps, plus usage of the Mill Valley High School and Riverview Parking Lots for the 2022 PARKED! Summer Concert and City of Shawnee fireworks event.**

Sincerely,



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



www.GoodStartsHere.org





# Unified School District 232



## Facilities Department

**Steve Deghand**  
Assistant Superintendent  
Facilities and Operations

To: Dr. Frank Harwood, Superintendent of Schools  
USD 232 Board of Education  
From: Steve Deghand  
Date: April 29, 2020  
Subject: Facility Use Fees (Consent)

It is the time of year again when we review facility use fees for the upcoming school year. We compared our fee schedule to surrounding districts in the county as well as look at our actual cost in repairs and upkeep to determine if fees should be adjusted or remain unchanged. The districts we used for comparison purposes are; Shawnee Mission, Olathe, Gardner-Edgerton, and Blue Valley. As you may recall, we raised one fee last year, which was the sign-up fee, and all others remained the same. At this time, we are recommending only one small change to next year's fee schedule. We would like to add a technician fee for any renter wanting to use the district's sound systems. This individual would be paid at a rate equal to that of an announcer or score clock operator of \$17.00 per hour and would be present for the duration of the event. This would pertain to the Performing Arts Center at each high school as well as any press box where sound usage is requested.

If you have any questions or concerns regarding this topic, please contact me directly. The complete facility use fee schedule is attached including our rental agreement guidelines for your review.

# **FACILITY USE FEE SCHEDULE - Subject to Board Approval 2022**

Facility	A	B	C	D
	USD 232 District Youth Sign Up Fee	Non-commercial Youth	Non-commercial Adult	Commercial
Elementary, Middle & Senior High Classrooms	\$50.00	\$12.00 per hour	\$18.00 per hour	\$24.00 per hour
Food Service Kitchen		\$20.00 per hour	\$20.00 per hour	\$30.00 per hour
Elementary Commons/Cafeteria	\$50.00	\$15.00 per hour	\$25.00 per hour	\$35.00 per hour
Elementary School Gymnasium	\$175.00	\$18.00 per hour	\$25.00 per hour	\$35.00 per hour
Elementary Fields	\$50.00	\$5.00 per hour	\$10.00 per hour	\$15.00 per hour
Middle School Commons/Cafeteria	\$50.00	\$20.00 per hour	\$30.00 per hour	\$40.00 per hour
Middle School Gymnasium	\$175.00	\$20.00 per hour	\$30.00 per hour	\$40.00 per hour
Middle School Fields	\$50.00	\$5.00 per hour	\$10.00 per hour	\$15.00 per hour
Mill Creek Middle School Track		\$8.00 per hour	\$10.00 per hour	\$15.00 per hour
Lexington Trails Middle School Auditorium (seating-550)		\$35.00 per hour	\$45.00 per hour	\$55.00 per hour
High School Commons/Cafeteria (MV 325 seat)	\$50.00	\$25.00 per hour	\$35.00 per hour	\$50.00 per hour
High School Gymnasium		\$25.00 per hour	\$35.00 per hour	\$50.00 per hour
High School Multi-purpose Room (DHS)/Outdoor Batting Cage		\$20.00 per hour	\$20.00 per hour	\$20.00 per hour
High School Wrestling Room	\$175.00	\$15.00 per hour	\$25.00 per hour	\$35.00 per hour
High School Theatre/Flex Theater (MV 120 seat)		\$25.00 per hour	\$35.00 per hour	\$50.00 per hour
High School Auditorium (MV 750 seat)		\$40.00 per hour	\$60.00 per hour	\$80.00 per hour
High School Athletic Practice Fields	\$50.00	\$50.00 sign up fee	\$50.00 sign up fee	\$100.00 per use
High School Baseball/Softball Fields	\$50.00	\$50.00 sign up fee	\$50.00 sign up fee	\$100.00 per use
High School Baseball/Softball Fields - turf		\$50.00 per hour	\$62.50 per hour	\$100.00 per hour
High School Stadium / Turf soccer field		\$50.00 per hour	\$62.50 per hour	\$100.00 per hour
Stadium Lights (Per field)	\$50.00 per use	\$50.00 per use	\$200.00 per use	\$200.00 per use
Press box (Scoreboard included)	\$50.00 per use	\$50.00 per use	\$50.00 per use	\$50.00 per use
Tennis Courts	\$25.00 per use	\$50.00 per use	\$50.00 per use	\$100.00 per use
Administration Office Board of Education/CTEC/Conference Rm	\$100.00 sign up fee	\$20.00 per hour	\$30.00 per hour	\$40.00 per hour



## FACILITY USE FEE SCHEDULE - Subject to Board Approval 2022

Facility	A	B	C	D
	USD 232 District Youth Sign Up Fee	Non-commercial Youth	Non-commercial Adult	Commercial
<b>PERSONNEL FEE WHEN OUTSIDE DUTY DAY ***ALL SUNDAY &amp; HOLIDAY DISTRICT PERSONNEL FEES WILL BE \$40.00 PER HOUR***</b>				
(Example-Saturday events)				
Custodians	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour	\$40.00 per hour
Student Nutrition Workers	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour	\$35.00 per hour
Performing Arts Center Supervisor/Technician	\$17.00 per hour	\$17.00 per hour	\$17.00 per hour	\$50.00 per hour
Press Box & Gymnasium Supervisor/Technician	\$17.00 per hour	\$17.00 per hour	\$17.00 per hour	\$50.00 per hour
District Maintenance	\$25.00 per hour	\$25.00 per hour	\$35.00 per hour	\$35.00 per hour
IT Support	\$50.00 per hour	\$50.00 per hour	\$50.00 per hour	\$50.00 per hour
Custodial Supplies (multi-hour tournaments, performances, etc.)	\$50.00 per day	\$50.00 per day	\$100.00 per day	\$150.00 per day
Custodial Disinfecting / Deep Cleaning	\$50.00 per day	\$50.00 per day	\$50.00 per day	\$50.00 per day
<b>Equipment - If Available</b>				
Stage Lighting Design (movement of fixtures)				
High Schools and LTMS Theatres	\$30.00 per hour	\$30.00 per hour	\$30.00 per hour	\$50.00 per hour
Monticello Trails Middle School State Lighting (Light Board)	\$20.00 per use	\$20.00 per use	\$20.00 per use	\$30.00 per use
<b>Sound Equipment (per use)</b>				
Elementary/Middle School	\$10.00 per use	\$10.00 per use	\$10.00 per use	\$20.00 per use
Middle School Commons Sound Board	\$15.00 per use	\$25.00 per use	\$25.00 per use	\$35.00 per use
High School Theatre Audio & Visual Technology (per use)	\$15.00 per use	\$20.00 per use	\$20.00 per use	\$50.00 per use

## **FACILITY USE/RENTALS ADMINISTRATIVE GUIDELINES**

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

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

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

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

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

### **Facility Usage Administrative Guidelines**

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

2. Category "A": Sign-up Fee Assessed
  - a. Concept: Activities sponsored by the School District community should be permitted use of School District facilities, and may be asked to pay a sign-up fee for such use. As such activities are outside the regular curricular program, there may be time and day restrictions for such use. Additional charges for custodial and other personnel will be assessed if such personnel's normal work schedule is altered to assist the activity.
  - b. Applies to:
    - (1) USD 232 School District community and not-for-profit groups that DO NOT charge a fee for participants, but may assess nominal dues to members, and where such activities are open to the public.
    - (2) USD 232 School District community youth groups where instructors or supervisors receive NO PAYMENT for their involvement in the activity, and where fees, if any, provide only for direct non-personnel costs, such as nominal fees for materials, rental fees, etc.
    - (3) Examples include: Scout pack/den meetings (not banquets, etc.), recreational league practices for USD 232 School District community groups.
3. Category "B": Non-commercial Youth
  - a. Concept: Activities for USD 232 youth through grade 12, sponsored by not-for-profit organizations, should be permitted to rent the School District facilities. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity. Use Category "C" if any adults are direct participants in the scheduled activity.
  - b. Applies to:
    - (1) Youth activities where instructors or supervisors may receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of participants and/or spectators. Examples include educational and/or recreational offerings for youth.
    - (2) Enrichment-type programs involving youth from within the School District, including district/school-run operations.
    - (3) Activities for district youth through grade 12, sponsored by district employees, should be permitted use of the district facilities without payment of rental fee if total camp fees charged per student are \$35 or less. Camps that charge fees greater \$35/student will be assessed fees at 50% of the Category "B" non-commercial youth rate.
    - (4) Examples include: After school enrichment classes, scout banquets, daughter/father activities, summer camps, youth activities of the YMCA, or Johnson County Parks and Recreation.
4. Category "C": Non-commercial Adult
  - a. Concept: USD 232 School District not-for profit or School District community groups sponsoring activities for adults should be permitted to rent the School District facilities. This includes Johnson County Parks and Recreation and JCCC sponsoring adult activities. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity.
  - b. Applies to:
    - (1) Parks and recreation district sponsored activities for adults.
    - (2) Colleges and universities offering classes and charging tuition, including in-service not requested by the School District.
    - (3) Church services and other activities sponsored by religious organizations.
    - (4) Other community-sponsored groups where instructors or supervisors receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of the participants and/or spectators.
    - (5) USD 232 School District community adult recreation groups.
    - (6) Examples include: adult activities of JCCC, Johnson County Parks and Recreation, various churches, political party and caucus meetings, homeowner's association meetings, neighborhood watch meeting.

5. Category "D": Commercial Rate

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

b. Applies to:

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

**Certificate of Insurance**

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

**USD 232 Communities**

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

**Not-For-Profit Status**

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

**Nondiscrimination**

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

**Denial of Requests**

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

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

**School Buildings/Facilities Rental Agreements**

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

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

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

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

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

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

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

### 3. General Fees and Information

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



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

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

- g. No paints, tapes or glues may be used, nor carpentry, electrical, or other construction work done on the premises without prior clearance with the supervisor.
- h. No signs, banners, flags, streamers, etc., are to be attached to or hung from any drape or rigging within the complex. Any special effects must have prior approval of the supervisor. Chemical foggers are prohibited.
- i. All scenery must be free-standing. No nails, screws or state hooks may be used in the hardwood stage area. All materials used on or around the stage area must be non-combustible or have been treated so to have been made fire-retardant.
- j. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames of any form (including candles and incense materials) may be used on the stage or elsewhere in the complex.
- k. Food and/or beverages may not be consumed in the main theater or stage area. Volunteers from lessee's group should be stationed at each door of the theater to ensure that food and drink do not enter the auditorium.
- l. The supervisor and his/her authorized representatives shall, at any time during setups, rehearsals, performances or takedowns, have immediate access to any area of the complex leased by the lessee.
- m. No glitter is allowed in the theater, dressing rooms or classrooms.

6. Gymnasiums

- a. All participants must wear proper gym shoes. Shoes worn for use other than on gym floors are unacceptable.
- b. Lessee shall provide all basketballs and volleyballs. The School District shall provide basketball goals, volleyball standards with nets and other equipment if specifically provided for in the rental agreement. Small-scale basketball goals are not to be used by adults.
- c. Outside doors shall be kept closed. Due to fire regulations, entrance doors shall remain unlocked during the rental use. It will be the responsibility of the lessee to control the entrance to the gym and also notify the custodian on duty or the School District's building representative when the lessee leaves.
- d. No School District shower facilities shall be used unless specifically provided for in the rental agreement.
- e. No football, baseball, softball or soccer will be allowed in the buildings by non-school groups.
- f. Food and drink cannot be consumed in the gymnasium. Water may be used by bench participants during a contest.
- g. The School District shall have sole right to collect and have custody of all articles left on the premises. Any property left on the premises by the lessee shall, after a period of (seven) 7 days from the last usage there under, be deemed abandoned and shall become the property of the School District.
- h. Lessee agrees to limit the number in attendance to the seating capacity of the bleachers and/or posted room occupancy limits.
- i. No tape may be used on gym floors.

7. School District Stadium (DS)

- a. Lessee agrees to confine all spectators to grandstand area. Only participants are to be on the track or playing fields.
- b. Lessee agrees to limit the number of tickets distributed to the seating capacity of the grandstand area.
- c. No motorized vehicles will be allowed inside the stadium area, including the track and playing field.
- d. Lessee agrees to advertise and enforce the School District's policy with regard to the prohibited use of tobacco, alcohol or other drugs in the complex.
- e. Lessee agrees to enforce School District posted rules and regulations in the School District stadium and adjoining parking lots.
- f. When the press box is included in the rental agreement, lessee agrees to pay for such personnel costs as determined by the School District.

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



# Unified School District 232



## Facilities Department

**Steve Deghand**  
Assistant Superintendent  
Facilities and Operations

To: Frank Harwood, Superintendent of Schools  
USD 232 Board of Education  
From: Steve Deghand  
Date: April 27, 2022  
Subject: JCPRD Rental Fees (Consent)

We reviewed the fees JCPRD is paying to the district for their before and after school care as well as their summer program. As you can imagine, the programs JCPRD provides are invaluable to some of our patrons that need daycare during the summer and before and after school. Currently, the fee is \$8 per hour per space at the elementary schools that house JCPRD in the summer as well as before and after school care. JCPRD typically uses two spaces at each school where these services are provided. It has been this rate for the past two years when it was raised from \$7 to \$8 per hour per space. At this time, we are asking the Board to keep the current rates for the 2022-2023 school year. Please contact me with any questions you may have regarding this matter.



# 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: April 27, 2022  
Subject: District Furniture (Consent)

### **District Furniture (Consent)**

One of the many Capital Outlay projects approved by the Board of Education at the December meeting was that of furniture replacement at certain locations. In addition, we needed to purchase furniture for a couple bond projects as well, so we combined the two for better pricing. Specifications were written and a legal advertisement was published in early April. Specifications were sent directly to five local vendors and sealed bids were due to the Service Center by 9:00 am on April 19. Two vendors submitted bids with United Office winning most of the bids and Interior Solutions winning one. United Office was roughly \$35,000 under Interior Solutions on the bids they won and we believe the district received very good pricing overall. At this time, we are asking the Board to approve the bids from United Office in the amount of \$337,681.28 for furniture purchases at several locations and approve the one bid for Safeco tables from Interior Solutions in the amount of \$2,849.76. As always, bid tabs are attached and please contact me with any questions you may have regarding these projects.

## De Soto USD #232 2022 Furniture Replacement

Vendor	Bids	Bids	
	Interior Landscapes	United Office	
Global	No Bid	\$5,579.70**	
HON	\$8,910.81	\$7,531.75**	
KI	\$300,960.51	\$265,290.92**	
Lorell	No Bid	\$30,334.25**	
Mayline(Safeco)	\$2,849.76**	\$2,880.00	
Tennsco	No Bid	\$5,399.70**	
VIRCO	No Bid	\$23,545.00**	
<b>TOTAL AWARDED**</b>	<b>\$2,849.76</b>	<b>\$337,681.28</b>	<b>\$340,531.04</b>



# Unified School District 232

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

**Frank Harwood Ed. D**  
Superintendent of Schools

To: Members of the Board of Education  
From: Frank Harwood, Superintendent of Schools  
Date: April 27, 2022  
Subject: **WaterOne Agreement - Consent**

As some board members may remember, WaterOne approached the district about building a water tower on the Riverview Elementary property. After a great deal of discussion in the community, it was determined that the water tower would be built on property owned by the City of Shawnee.

With the improvements to the water infrastructure in the area, it is necessary to reduce the water pressure to the fire suppression system (sprinklers) at Riverview Elementary. Fire suppression systems require water pressure to be within a defined range to work effectively.

The administration along with Mike Norris, USD 232 Legal Counsel, are working with WaterOne to develop an agreement to reduce the water pressure to Riverview's fire suppression system. The agreement will include what portion of the needed repairs will be paid by WaterOne.

At this time, the Board is asked to authorize the Board President to sign an agreement with WaterOne once it is completed. In order for work on the fire suppression system to be completed during the summer of 2022, it is import that the agreement be finalized as soon as possible.



# Unified School District 232

## Student Nutrition Department

[www.usd232.org/nutrition](http://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: April 27, 2022  
SUBJECT: Combination (Combi) Oven RFP (CONSENT AGENDA)

The Student Nutrition department submitted a Request for Proposal (RFP) to area food service equipment vendors for combination (combi) ovens for Lexington Trails Middle School and Starside Elementary. The RFP contained the following:

- One (1) oven for Lexington Trails to replace a non-working unit that had previously been declared surplus.
- Two (2) ovens for Starside to replace two existing units. The current units are 20+ years old, and do not function properly for efficient cooking. Per USD 232 maintenance request, the two existing ovens will not be declared surplus. They will be kept as back-up in the event another oven breaks at another school. Due to recent supply chain shortages, the existing ovens will serve as a back-up until a new oven can be installed. The existing ovens can serve as a short-term oven solution, but are not efficient for everyday mass quantity production.

Bids were opened on April 25, 2022 with the following results:

Bidder	LTMS Cost	Starside Cost	Total Cost
Fellers Food Service	\$28,719.04	\$44,046.62	\$72,765.66
TriMark/Hockenberg	28,535.00	39,864.00	68,399.00
Sunflower Restaurant Supply Inc.	26,452.00	36,922.00	63,374.00

After review of the bids as well as installation date availability, we recommend that the RFP be awarded to **Sunflower Restaurant Supply Inc.** in the amount of \$63,374.00.





# Unified School District 232

**Operational Technology**

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

**Brandon Riffel, Director of Technology**

To: USD 232 Board of Education  
Mr. Frank Harwood, Superintendent of Schools  
From: Brandon Riffel, Director of Technology  
Date: July 8, 2020  
Subject: **Milestone Security Software License Renewal (CONSENT)**

We will seek the Board's approval for the renewal of Milestone XProtect system for licensing, to provide software upgrades and improvements, as well as expanded interoperability to the District's video security systems.

## **Background**

For the past two years the District has utilized the Milestone XProtect video management system for recording footage from the more than 800 security cameras in our facilities. With the initial purchase approved by the Board we were provided with software updates, for fixes and security patches. This coverage is expiring and does not include upgrades to the software for improvements or expanded functionality.

## **Procurement and Funding**

This purchase will including the installation and configuration of the most current version of the XProtect video management system as well as all additional upgrades for the next three years. During the install, engineers from Kenton Brothers will verify configuration settings and do software upgrades to all existing cameras.

## **Recommendation**

We are seeking the Board's approval for the licensing and installation of Milestone XProtect software from Kenton Brothers for \$58,294.85 – which translates to a cost of \$19,431.61 per year.

Please contact us with any questions you may have.

###

To: USD 232 Board of Education  
Dr. Frank Harwood, Superintendent of Schools  
From: Dr. Cindy Swartz  
Date: May 2, 2022  
Re: CTEC CAPS Student Associate Handbook (CONSENT AGENDA)

We are recommending approval of the new Cedar Trails Exploration Center CAPS Program Student Associate Handbook, effective with the 2022-23 school year. This item will be on the Consent Agenda for the May 2, regularly scheduled Board of Education meeting.

### **Background**

The CAPS Program at Cedar Trails Exploration Center is wrapping up a successful first year of operation, providing student experiences in three strands – Bioscience, Design, and Emerging Technologies. High school programming at CTEC is part of the CAPS network (Center for Advanced Professional Studies).

Based on feedback from staff, students and parents, we determined CTEC CAPS needs to offer a handbook for high school student associates. The CAPS instructors met to create the CTEC CAPS Student Associate Handbook to supplement existing high school handbooks. The content was reviewed by district office staff and is a combination of current school district policies as well as content from other CAPS network programs nationwide. If approved by the Board, the CTEC CAPS Student Associate Handbook will be made available to student associates, their families, and posted online.

The handbook provides information about student intellectual property rights, which will help us to support future Real World Learning projects/activities. Each CAPS student associate will review the handbook during a CAPS bootcamp event at the start of the school year.

A copy of the new CTEC CAPS Student Associate Handbook is included with this memorandum. If you have any questions, please let me know.

####



# STUDENT ASSOCIATE HANDBOOK 2022-2023

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## MISSION STATEMENT

*The Cedar Trails Exploration Center's mission is to develop and empower lifelong learners by providing opportunities for and encouraging exploration through personalized and innovative learning paths.*

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## CAPS ADMINISTRATION & CONTACT INFORMATION

Dr. Frank Harwood  
*USD 232 Superintendent*  
(913) 667-6200

Dr. Joe Kelly  
*USD 232 Director of Secondary Curriculum & Instruction*  
(913) 667-6200

Dr. Cindy Swartz  
*CTEC CAPS Program Director*  
*USD 232 Career & Technical Education*  
(913) 667-1820 ext. #2803  
[cswartz@usd232.org](mailto:cswartz@usd232.org)

Tim Mispagel  
*CTEC CAPS Administrator*  
(913) 667-1820 ext. #6934  
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Tricia Wilson, *Attendance*  
(913) 667-1820  
[trwilson@usd232.org](mailto:trwilson@usd232.org)

Tiffany Powers, *Lead Office Assistant*  
(913) 667-1820  
[tlewis@usd232.org](mailto:tlewis@usd232.org)

K12itc Helpdesk, *Technology Assistance*  
(816) 382-4840  
[chat.k12ic.com](http://chat.k12ic.com)

## CAPS LOCATION

8201 Mize Blvd.  
Lenexa, KS 66227  
(913) 667-1820

# CAPS STRANDS & INSTRUCTORS

CAPS STRANDS / COURSES	INSTRUCTORS	EMAIL ADDRESS
<b>Bioscience Strand</b>		
AP Chemistry	Neil McLeod	nmcleod@usd232.org
Medical Interventions	Millie Laughlin	mlaughterlin@usd232.org
Biomedical Innovation	Millie Laughlin	mlaughterlin@usd232.org
Biotechnical Engineering	Millie Laughlin	mlaughterlin@usd232.org
Bio Workplace Capstone	Millie Laughlin	mlaughterlin@usd232.org
<b>Design Strand</b>		
Graphic Design Fundamentals	Tim Mispagel	tmispagel@usd232.org
Principles of Illustration	Tim Mispagel	tmispagel@usd232.org
Graphic Design	Tim Mispagel	tmispagel@usd232.org
Animation	Drew Proctor	aproctor@usd232.org
Game Design	Drew Proctor	aproctor@usd232.org
Design Workplace Capstone	Drew Proctor	aproctor@usd232.org
<b>Emerging Technologies Strand</b>		
Robotics I	Neil McLeod	nmcleod@usd232.org
Robotics Capstone	Neil McLeod	nmcleod@usd232.org
Emerging Technologies	Sam Mcleod	smcleod@usd232.org
AP Computer Science Principles	Tod Hessong	thessong@usd232.org
AP Computer Science A	Tod Hessong	thessong@usd232.org
Cybersecurity	Tod Hessong	thessong@usd232.org
Programming Capstone	Tod Hessong	thessong@usd232.org
Digital Electronics	Nancy Taliaferro	ntaliaferro@usd232.org
Computer Integrated Manufacturing	Brian Hagstrom	bhagstrom@usd232.org
Engineering Design & Development	Brian Hagstrom	bhagstrom@usd232.org
Engineering Capstone	Brian Hagstrom	bhagstrom@usd232.org
Intro to Welding	Sam Mcleod	smcleod@usd232.org
Production Blueprint Reading	Sam Mcleod	smcleod@usd232.org
Production Methods I & II	Sam Mcleod	smcleod@usd232.org
Manufacturing Capstone	Sam Mcleod	smcleod@usd232.org

# INTRODUCTION TO CAPS

The Center for Advanced Professional Studies (CAPS) Parent/Student Handbook is your resource for guidelines and procedures specific to the CAPS program. USD 232 policies and procedures also apply. The guidelines and procedures in the Handbook will be enforced above and beyond those stated by USD 232 and have been approved by CAPS Administration and Board of Education. As to not be repetitive, most of the Handbook only includes CAPS additions to policies of USD 232 and should be referenced as such.

## Defining CAPS Professional Skills

Professional skills provide guidelines for acceptable behavior by organizations in both their strategy formulation and day-to-day operations. A professional approach is necessary both for CAPS program success and a positive program image. Business partners, parents, students and all interested parties expect professional and responsible business practices. CAPS chooses to make a public commitment to ethical business by expressing codes of conduct and guidelines. In doing so, these guidelines must translate into action by CAPS students, instructors, administration, and business partners. The guidelines enclosed in this document further outline specific responsible and ethical behavior inclusive of, but not limited to, adherence to safety standards, attendance and timeliness, team work and communication, respectful relationships with mentors and guest speakers, proper use of technology and hardware and respectful use of and confidentiality of physical and intellectual property. Demonstration of professional skills is part of CAPS students' grades.

### CAPS Hours / Block Schedule

#### AM Schedule:

Block 1 – 8:05-9:28

Block 2 – 9:33-10:56

Travel Time (3<sup>rd</sup> Block) – 10:57-11:48

#### PM Schedule:

Block 4 – 11:49-1:12

Block 5 – 1:17-2:40

## Maintaining Status in CAPS

Students who have been accepted into the CAPS program have demonstrated a desire to work in a project and problem-based Real World Learning environment, are willing to comply with business ethics and have completed the course prerequisites. By accepting this opportunity, students are becoming a member of a unique community of like-minded individuals with the expressed goal of preparing for college and/or a chosen profession. All CAPS students are self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education. Students and the faculty at CAPS bear mutual responsibility for the development and success of the program. Although students have enrolled in a particular CAPS course(s), CAPS is not a high school, but a high school program. It is a program that has the expressed mission of providing authentic profession-based educational opportunities. CAPS courses are markedly different from high school courses, and thus impose unique demands on the student. Because CAPS students are integrated into the local (and sometimes global) business and research communities, attendance, behavior and academic standing within CAPS and within the home high school take on an even greater importance. Students' behavior reflects on the CAPS program and collectively creates and molds the program's future reputation and standing in the community. Should a student's professional behavior at CAPS or in the home high school not meet the expectations of CAPS, the student may be removed from the CAPS program or not allowed to continue in CAPS for subsequent school semesters.

# CAPS CORE VALUES & GOALS

## CAPS Core Values

We are a part of the CAPS network (Center for Advanced Professional Studies). CTEC CAPS provides more Career & Technical Education opportunities for USD 232 students along with collaboration among strands while experiencing a CAPS Network program.

### CAPS has five Core Values which drive CTEC:

**Profession-Based Learning** – Instructors develop real-world, project-based learning strategies through collaborations with business and community partners. These interactions enhance the learning experience, preparing students for college and career.

**Professional Skills Development** – Unique experiences allow students to cultivate transformative professional skills such as understanding expectations, time management and other essential business values. These skills are critical to providing students a competitive advantage in their post-secondary education and professional careers.

**Self-Discovery and Exploration** – Students realize their strengths and passions by exploring and experiencing potential professions. This allows them to make informed decisions about their future, while learning to exhibit leadership.

**Entrepreneurial Mindset** – Instructors create an environment where creative thinking and problem solving is encouraged. An innovative culture is key to fostering entrepreneurial learning and design thinking.

**Responsiveness** – CAPS supports high-skill, high-demand careers through ongoing innovation in curriculum development, programs and services based on local business and community needs.

## CAPS Program Goals

CAPS has five overall goals which connect to the CAPS core values and to the USD 232 district initiatives.

**GOAL 1- IPS:** Support Individual Plans of Study and the Real-World Learning initiative.

**GOAL 2 - CORE:** Use CAPS Curriculum Model Five Core Values: Profession-Based Learning, Professional Skills Development, Self-Discovery and Exploration, Entrepreneurial Mindset, Responsiveness.

**GOAL 3 - MVA:** Add Market Value Assets to each CAPS Strand (Internships, Client Connected Projects, Industry Recognized Credentials, Dual Credit, Provisional Patents, Entrepreneurial Experiences, Youth Apprenticeship, Service Learning Leadership, etc.)

**GOAL 4 - TEAM:** Use Design Thinking; all CAPS Strands focus on team-oriented collaborative projects as a part of each Capstone course.

**GOAL 5 – DATA:** Use data to inform the ongoing cycle of school improvement.



**CTEC CAPS**  
Cedar Trails Exploration Center

# CAPS POLICIES

## TARDY POLICY

*(Same policy as home high school. Note, all consequences are served at the home high school and all principals will be notified.)*

Please adhere to your professional skills. A tardy is defined as any student being late to the classroom without an approved pass or excuse. The following progression of consequences will be observed:

1st tardy – 30 minute detention

2nd tardy – 45 minute detention

3rd tardy – 60 minute detention

4th tardy – Friday School

5 or more tardies – Administrative Action

If the student fails to serve his/her detention, the student will be issued a Friday School.

If the student fails to serve Friday School, the student will be assigned one (1) day of ISS (In School Suspension).

## MOBILE PHONE PERMISSION

Students may possess a mobile phone or any other electronic device while on school property or while attending a school-sponsored event. Use of electronic devices during the school day may be allowed under district guidelines and authorization by building administration. Violations of this policy will be handled by appropriate school personnel and may include losing the privilege of bringing a mobile phone or other electronic device to school. The school district will not be responsible for lost, damaged or stolen electronic devices.

Students are not to be on their phones during classroom hours unless approved by the teacher. Please adhere to your professional skills.

## MOBILE PHONE POLICY

*(Same policy as home high school. Note, all consequences are served at the home high school and all principals will be notified.)*

First Violation –

Device will be confiscated and returned to the student after they have served a 30-minute detention (same day as violation).

Second Violation –

Device will be confiscated and returned to the student after they have served a 45-minute detention (same day as violation).

Additional Violations –

Device will be confiscated, turned in to front office and addressed by administration. Upon any additional violations, the device will be confiscated and addressed in accordance with the student management program.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms. Violations of this policy will be addressed by the administration and, possibly, the legal system.



# CAPS POLICIES (continued)

## ABSENCES & MAKE-UP WORK

Regular attendance is important due to the project-based nature of the CAPS program. When a student is absent, there are various components of a CAPS class period that will be missed:

- Direct instruction from the CAPS instructor; class collaboration
- Interaction with mentors / guest instructors
- Guest instructor material
- Project work (individual or group)
- Lab work (individual or group)
- Video conferences
- Professional off-site visits and tours

Students will be required to exercise proactive behavior in order to make up assignments from even one day of a CAPS class, as it is equivalent to missing three class periods. Steps to avoid/minimize make-up work:

1. Students should always do their best to be at school and make every effort to attend CAPS and meet their responsibilities.
2. Students should contact their CAPS instructor as soon as they know about their absence, as prior knowledge may enable the instructor to help the student make up the work in a more productive and timely fashion.
3. CAPS instructors have many plans/tools in place to help obtain information missed due to absence (i.e. information posted online, such as schedules, timelines for projects, lecture presentations, collaboration spaces). Students will be made aware of these tools as they are available. Students should be proactive in taking advantage of them.

4. Students are expected to be aware of potential conflicts to the class/project schedule that could arise (i.e. home high school events, sports and academic competitions, family vacations, religious and other family traditions).

a. It is the **student's responsibility** to communicate an attendance conflict upon becoming aware. The more timely the communication the better.

b. Use appropriate and multiple means of communication to share a conflict with the instructor and collaborative partners (in person, phone, email, etc.).

c. In communication, find out:

1. What work was missed;
2. What work needs to be completed to make-up for the absence; and
3. The deadline for the make-up work.

# CAPS POLICIES (continued)

## Dress Code

CAPS students should dress in casual to business casual apparel. There may be some dress code variations based on the course a student is taking. If so, the instructor will provide course-specific dress code allowances. Any deviation from the expected dress standard must be approved by the instructor prior to the student's arrival/participation. Students should appear for class clean, neatly groomed and dressed appropriately for CAPS. Good judgment should be exercised, and extremes of any sort avoided. The following guidelines apply with respect to attire. These guidelines apply during students' scheduled class sessions, when on the CAPS premises during regular school hours, when meeting off premises (field trips, meetings with mentors, internships, etc.), both in public, and when attending outside CAPS-related events. Please represent CAPS and your home high school in regards to apparel.

## Inappropriate Attire

- Shirts that expose the midriff on either males or females.
- Clothing with excessive holes that end up being suggestive or distasteful in nature.
- Clothing which exposes undergarment (underwear) on either males or females.
- Short shorts or short skirts.
- Excessively baggy pants, trousers or shorts worn below the waistline.
- Attire of any sort that promotes, suggests or glamorizes gang affiliation, alcohol or violence, (bandanas, shirts with weapon(s) on display, etc.)
- Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
- Bringing blankets to the classroom.

This list is not meant to be exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes. All students are required to wear shoes when in the building. NOTE: Closed toed shoes and long pants/jeans are required for all manufacturing classes due to OSHA safety protocols.

## Personal Appearance

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, it will be addressed. An administrator or designee will ask the student to make the necessary changes or will be given a shirt or appropriate clothing to wear. In the event that the change does not take place in the time allowed, the administrator will prescribe the disciplinary action. Dress code violations will be handled in accordance with the student management program.

Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.

Outdoor clothing, such as headgear, sunglasses, gloves, coats, etc., is to be removed upon entering the building and stored in the classroom or other designated area provided by the school.

## Appropriate Attire

- Acceptable clothing includes casual slacks, non-baggy jeans, khakis, sport jackets, collared golf shirts, collared sport shirts, crew neck sweaters, non-wrinkled t-shirts, turtleneck and mock turtleneck shirts and sweaters, dresses or skirts.
- All clothing should be clean and neat.
- School branded clothing is acceptable if it falls within the appropriate casual to business casual attire guidelines. For example, a DHS/MVHS team shirt is acceptable.
- During any business site visits or presentations from business partners, please avoid wearing jeans and focus on more business casual attire. Your instructors will remind you in advance of these events.

# CAPS POLICIES (continued)

## Vehicle Operation & Parking

The legislature of the State of Kansas enacted statutes (72-6526 to 72-6529) empowering the school district to regulate and control traffic and parking on school property. These statutes authorize parking and traffic regulations and enforcement.

The following regulations and procedures apply:

- Vehicles are to be parked in a marked parking space between the parking space divider lines.
- The speed limit on the campus driveways is 15 MPH, on campus lots it is 10 MPH.
- Student vehicles are not to be parked in any reserved spaces including the circle drive visitor parking area, and disabled parking.
- Vehicles parked in clearly marked tow away zones maybe towed on the first offense.
- Vehicles are not to park or stop in any driveway, fire lane, or at any location marked with a yellow curb or a no parking sign.
- Vehicles parked in a disabled parking space must display a state issued license plate or permit.
- Traffic control, entrance and exit on campus and other regulatory signs are to be obeyed at all times.
- Loitering in the parking lot is forbidden. Students are to enter the CAPS facility immediately upon arrival and to leave immediately after entering their vehicles.

**Note:** Failure to comply with these and other regulations as defined in administrative policies will result in disciplinary actions, which may include towing, loss of driving privilege, and monetary fines. All student cars on campus are subject to searches based on reasonable suspicion.

## Off-Site Field Trips

1. Every attempt will be made to schedule off-site field trips during the CAPS class periods so as to minimize impact on the students' regular high school schedule. There will be exceptions. In the event that a CAPS off-site field trip takes a student away from class(es) at his/her home high school, students are required to notify home high school instructors at least one week in advance so that the student may find out what assignment will be missed and when it needs to be made up. It is expected that CAPS students demonstrate exemplary responsibility by completing and turning in work before attending the CAPS field trip.
2. Transportation to off-site field trips may be by students carpooling or driving individually to the site.
  - a. Students will be informed if they are to meet at the field trip destination or meet as a group and travel to the site together.
  - b. Parental permission for carpooling and driving to events will be required.
3. Meeting as a group at the CAPS location, then travelling together on a bus or school van will take place as possible.
4. Students are expected to be prompt to off-site visits. Students should plan an extra 15 minutes into travel time in the case of logistical issues.

# CAPS POLICIES (continued)

## Use of Communication Technologies

Students are required to follow USD 232 policies regarding use of communication technologies. All use of communication technologies by students is directly related to approved curricula and activities. Students are expected to read and follow the USD 232 Acceptable Use Policy. This policy is provided by the home high school and is therefore not repeated here.

## CAPS Website

The CAPS website address is <https://www.usd232.org/CTEC>. The website is for current CAPS students and parents, as well as alumni, business partners, and mentors. By frequently checking the website you will be able to:

- Keep updated on upcoming CAPS events
- Find internship and scholarship opportunities
- See what's happening in each CAPS strand and course
- Find endorsement letters from CAPS businesses and university partners

## CAPS Social Networking Tools:

Students should use appropriate tone, grammar, and spelling when posting electronic posts or responses.

Students will be respectful of others.

Students are encouraged to create a professional LinkedIn account. The CAPS instructors will provide guidelines and expectations.

Follow us on Twitter - @CTEC\_CAPS

## Use of Common Spaces

Professional decorum is expected at all times throughout the CAPS facility and campus, including the following areas, which are considered CAPS Common Spaces:

- Atrium and Grand Staircase
- 1<sup>st</sup> Floor carpeted areas
- 2<sup>nd</sup> Floor carpeted areas and pods
- 2<sup>nd</sup> Floor Glass Conference Rooms

These areas will be shared by CAPS students, instructors, mentors and business partners.

**Professional decorum** is defined as respecting the work environment of others. Professionalism is the hallmark of the CAPS program. A professional environment allows students to demonstrate their readiness to collaborate with business partners at business locations. Your CAPS instructor will share the details of expected professional decorum in all areas of the CAPS facility and campus.

## Visitor Policies

### Visitors on Campus

In order to maintain a safe environment here at CAPS, all visitors must check in upon their arrival in the building. An administrator may deny access to the school building or grounds of the CAPS facility(s) to persons who have no lawful business to pursue at the school or who are acting in a manner disruptive or disturbing to the normal educational functions of the school. Visitors who have legitimate reasons for being on school property must abide by policies adopted by CAPS and the USD 232 Board of Education.

### Student Visitors

For the safety and welfare of students and staff, student visitors as guests of CAPS students will not be allowed to be in attendance during the school day, including before/after class and lunch/travel times.

# CAPS GRADING & BEHAVIOR

## CAPS Grading

CAPS instructors will set challenging yet reasonable expectations for students. As a result, instructors show respect for student abilities, for the discipline that the student is learning, and for the credit awarded by the De Soto School District and associated collegiate institutions.

Student workload will be different for CAPS courses as compared to most high school courses. CAPS is a profession-based program and requires students to begin to understand and demonstrate professional dedication. In CAPS courses, significant learning may begin in the classroom, but it continues and grows outside the classroom, when students can become actively involved with the material and reflect upon it.

Part of the CAPS mission is to immerse students with Real World Learning experiences, therefore student knowledge, skills and professional character will be graded using a variety of authentic assessments (see examples below) in a portfolio approach. Although such authentic assessments could compose the majority of a student's grade, some content and skills may be assessed using traditional educational assignments and assessments as well.

Grading rubrics	Portfolio assessments	Written work
Peer assessments	Self-assessments	Presentations
Design reviews	Mentor assessments	Design/idea books
Project journals	Student reflections	Posting results of student project work online
CAPS instructors, administrators provide assessments	Professional skills assessment (includes attendance and dress code)	

Each CAPS instructor will provide detailed grading information at the beginning of the semester in the course syllabus. Percent of total semester points required for each semester letter grade assigned will follow the district high school guidelines.

## CAPS Behavior

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by instructors and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken.

# CAPS DUAL CREDIT, INTERNSHIPS, PROPERTY

## Dual Credit

Some of the courses at CAPS are for college credit. The university from which the student associate can earn the credit will depend on the course selected by the associate.

Student associates must meet eligibility requirements from the individual post-secondary institution to be enrolled in the dual credit courses. The CAPS instructor will assist with enrollment information. Payment and admission documentation will be communicated to families through the above institutions. Some classes qualify for Excel in CTE (Senate Bill 155), which are zero tuition costs for students/parents but still have book and fee costs.

For more information on Dual Credit Offerings, please visit the College Credit/Dual Credit pages on your home high school's webpage.

## Internships

Internships are not a guarantee.

Enrollment in one of our Capstone workplace experience courses allows the student associate to have the time needed to work on independent projects, train other student associates, assist our instructors, work on certifications or credentials, act in leadership positions at CAPS, work on client-connected projects, and/or be awarded an internship.

Most business partners require an application with resume and interview process in order to be considered for an internship.

## Intellectual Property Rights

CAPS has found it necessary to research and address intellectual property rights. Two scenarios exist:

### Scenario One: Student associates perform real work for business partners.

Types of products/services produced for corporations, small businesses, start-ups and 501(c)3 organizations can include websites, marketing collateral, social media strategies, apps, CAD diagrams, and manufactured items/products. In this scenario, the policy is as follows:

1. Business client owns the intellectual property rights.
  - a. Student associates can use the product produced as a piece of their portfolio.
  - b. Prior to the launch of the new project/product, a *Project Request Form* is completed and signed by all parties stating the business partner/client owns the intellectual property rights.
2. Business partners are not allowed to pay student associates for any of the project work performed during the school day. Instead business partners are encouraged to gift to the CTEC CAPS program to help fund the sustainability of the program.

### Scenario Two: Student Associates create their own product/service (not in partnership with business).

In this scenario, the policy is as follows:

1. Intellectual property rights are owned by the student associate.
2. If more than one student associate invented the product, the percentage of their rights would be identified in lab notebook documentation.
3. Student associates do not receive any payment for their work but may be welcome to use the CTEC CAPS business partners' facilities beyond the normal CAPS session to continue the development of their invention with permission.
4. Student associate is responsible for the provisional patent filing fee.

# CAPS SAFETY & VISITORS

## Fire & Severe Weather Drills

Fire drills are required by law at regular intervals and are an important safety precaution. When the fire alarm or other signal is given, it is imperative that everyone promptly vacates the building by the prescribed route which is posted in each room. A fire drill plan is posted in each room and students should be aware of the route to be taken for any given hour of the day. Students are to remain outside the building until a signal is given to return inside. Each teacher is responsible for assisting any student with a disability in their charge to the nearest accessible exit or safe refuge area. The CAPS administration is responsible for assisting any visitor with a disability to the nearest accessible exit or safe refuge area.

Severe weather drills will be conducted during the school year. During a tornado drill or tornado warning, all students are taken to the Early Childhood Gym until an “all clear” is sounded. Students should know where they are assigned to go during a storm warning drill.

After the “all clear”, students may only be released to their parents or to an authorized adult. If the severe weather warning extends beyond the school day, students will remain at CAPS until the “all clear” sounds or are picked up by their parent(s)/ guardian(s) or authorized adult.

## Behavior During Drills

The CAPS Program shares a building with the Early Childhood Program and all drills for CAPS and Early Childhood are conducted at the same time. CAPS student associates are expected to be role models for the Early Childhood students at all times.

## Visitors to CAPS

Business partners, patrons, and parents are encouraged to visit CAPS. All visits shall be scheduled with the building administration. The building administration will communicate the visit to the office staff and CAPS staff.

**To ensure safety and security, all visitors must enter through the main entrance and check in at the office to receive a Visitor’s Pass and/or guide before proceeding to contact any other person in the building or on the grounds.**

Students may not bring student visitors from other schools unless it is a part of an authorized school activity or event.

Those who have no legitimate cause to visit or are creating a nuisance will be asked to leave the building.

# CAPS STUDENT HEALTH

## Medication at CAPS

It is preferred that the home high school nurse dispense medications to CAPS students either before/after their CAPS blocks. However, if/when the situation arises where students need to take medication at CAPS, this will need to be communicated by the parents to the CTEC CAPS Nurse.

If there are medical needs that require storing emergency medication at CAPS (such as epi pens, etc.) please contact the CTEC CAPS Nurse:

Noelle Drabek  
[ndrabek@usd232.org](mailto:ndrabek@usd232.org)  
(913) 667-1820 ext. 3337

Medical conditions and medication needs must be communicated to the CTEC CAPS Nurse by the student associate and/or parent/guardian(s) as appropriate for the safety of the student associate.

If Skyward reflects that the student has parental permission for over the counter medications, students may come to the CTEC Nurse's office as needed for applicable over the counter nursing care/assessment. Students are only permitted to only carry one day's worth of all medications. *Please refer to the home high school policies for exceptions and medical administration.*

## Illness or Emergency while at CAPS

### Emergency Situations

If a student emergency develops, anyone may immediately call 911. The CAPS instructor will contact the CAPS administration and the CTEC CAPS Nurse.

### Non-Emergency Illnesses

If a student associate develops an illness that is a non-emergency but may require leaving the CAPS facility, the instructor will:

1. Send the student to the CAPS Nurse.
2. The CAPS Nurse will call parent/guardian(s) to notify and find out if student associate is cleared to drive home or if a parent/guardian will pick the student associate up.
3. The CAPS Nurse will contact the CAPS office about the absence. The CAPS office will report the absence back to student associate's home high school.



# DE SOTO HIGH SCHOOL

35000 WEST. 91ST STREET - DE SOTO, KS - 66018

PHONE: 913.667.6250 - FAX: 913.667.6251

WWW.DHS.USD232.ORG - WWW.DHSWILDCATNATION.COM

April 1, 2022

To: USD 232 Board of Education  
From: Ryan Johnson, Associate Principal/Activities Director  
Re: Donations

I seek the approval from our Board of Education to accept the following donations to the DHS Track and Field Program. These donations will help our directors supplement needs in the program.

Krudwig Structural Engineers - \$500.00  
Signature Mortgage Group LLC - \$1,000.00  
Eric and Sarah Sheerin - \$1,000.00

Respectfully submitted for Board approval,



Ryan Johnson  
Associate Principal/A.D.

## HOME OF THE WILDCATS!

SAM RUFF - PRINCIPAL   LEAH VOMHOF - ASSOCIATE PRINCIPAL   RYAN JOHNSON - ACTIVITIES DIRECTOR

CRISSY JOHNS - COUNSELOR (A-G)   LINDSAY HOTHAN - COUNSELOR (H-N)   KRISTY WILKENS - COUNSELOR (O-Z)

# DE SOTO HIGH SCHOOL

35000 WEST. 91ST STREET - DE SOTO, KS - 66018

PHONE: 913.667.6250 - FAX: 913.667.6251

WWW.DHS.USD232.ORG - WWW.DHSWILDCATNATION.COM

April 19, 2022

To: USD 232 Board of Education  
From: Ryan Johnson, Associate Principal/Activities Director  
Re: Donation to Band Program

I seek the approval from our Board of Education to accept the following donation to the DHS Band Program. This donation will help our director supplement needs in the program.

Fidelity Charitable Donor – Advised Fund (Mater Giving Grant) - \$1,000.00

Respectfully submitted for Board approval,



Ryan Johnson  
Associate Principal/A.D.

## HOME OF THE WILDCATS!

SAM RUFF - PRINCIPAL   LEAH VOMHOF - ASSOCIATE PRINCIPAL   RYAN JOHNSON - ACTIVITIES DIRECTOR

CRISSY JOHNS - COUNSELOR (A-G)   LINDSAY HOTHAN - COUNSELOR (H-N)   KRISTY WILKENS - COUNSELOR (O-Z)

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WWW.DHS.USD232.ORG - WWW.DHSWILDCATNATION.COM

April 26, 2022

To: USD 232 Board of Education  
From: Ryan Johnson, Associate Principal/Activities Director  
Re: Donation

I seek the approval from our Board of Education to accept the following donation to the DHS Band Program. This donation will help our directors supplement needs in the program.

EPR Properties- \$1,000.00

Respectfully submitted for Board approval,



Ryan Johnson  
Associate Principal/A.D.

Est.  
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## HOME OF THE WILDCATS!

SAM RUFF - PRINCIPAL LEAH VOMHOF - ASSOCIATE PRINCIPAL RYAN JOHNSON - ACTIVITIES DIRECTOR

CRISSY JOHNS - COUNSELOR (A-G) LINDSAY HOTHAN - COUNSELOR (H-N) KRISTY WILKENS - COUNSELOR (O-Z)

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35000 WEST. 91ST STREET - DE SOTO, KS - 66018

PHONE: 913.667.6250 - FAX: 913.667.6251

WWW.DHS.USD232.ORG - WWW.DHSWILDCATNATION.COM

April 26, 2022

To: USD 232 Board of Education  
From: Ryan Johnson, Associate Principal/Activities Director  
Re: Donation

I seek the approval from our Board of Education to accept the following donation to the DHS Band Program. This donation will help our directors supplement needs in the program.

Donna Lynn - \$500.00

Respectfully submitted for Board approval,



Ryan Johnson  
Associate Principal/A.D.

## HOME OF THE WILDCATS!

SAM RUFF - PRINCIPAL   LEAH VOMHOF - ASSOCIATE PRINCIPAL   RYAN JOHNSON - ACTIVITIES DIRECTOR

CRISSY JOHNS - COUNSELOR (A-G)   LINDSAY HOTHAN - COUNSELOR (H-N)   KRISTY WILKENS - COUNSELOR (O-Z)



April 20, 2022

To: USD 232 Board of Education  
From: Gail Holder, Principal, Mill Valley High School  
Re: Donation

I seek the approval from our Board of Education to accept a donation to the MVHS Jaguar Leadership program. This donation will help our coach supplement the cost of various program needs.

Ray Cooper-\$500

Respectfully submitted for Board approval,

A handwritten signature in black ink, appearing to read "Gail Holder", written over a horizontal line.

Gail Holder

Principal, MVHS



Michelle Hite, Director- Elementary Curriculum &  
Instruction, Accreditation

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

To: Members of the Board of Education  
Frank Harwood, Superintendent of Schools  
From: Michelle Hite, Dr. Joseph Kelly, Dr. Ceresa Schaffer  
Date: May 2, 2022  
Subject: K-12 Social Studies Resource Adoptions (ACTION)

We will seek approval by the Board of Education at the May 2, 2022 Board of Education meeting to acquire resources in the area of social studies for elementary, middle, and high schools. We recommend the purchase of Scholastic News resources from Scholastic for elementary schools, and the purchase of the following resources for secondary schools:

Middle School Primary Resources	Publisher	Course
TCI	TCI	6 <sup>th</sup> -8 <sup>th</sup> Grades

High School Primary Resources	Publisher	Course
Western Civilization, Tenth Edition, Since 1300, Enhanced AP Edition by Jackson Spielvogel	Cengage	AP European History
National Geographic /CENGAGE American Government: WILL ALSO BE USED AT DHS FOR POLITICAL PARTICIPATION	Cengage	Constitutional Law/Political Participation
America Through the Lens National Geographic: Cengage 2017	Cengage	US History
National Geographic World History text by Cengage	Cengage	World History
Henretta's America's History: for the AP Course	BFW	AP US History

TCI Government Alive! Power, Politics, and You	TCI	Civics/Honors Civics
The Science of Psychology 20217 4e AP Edition	McGraw Hill	Psychology
Myers Psychology for AP, 3rd edition	BFW	AP Psychology

Supporting Resources	Publisher	Course
Kansas Journeys	Gibbs Smith Education	7 <sup>th</sup> Grade
Nystrom Desk Atlas	Nystrom	7 <sup>th</sup> Grade
Choices Database	Brown University	9 <sup>th</sup> -12 <sup>th</sup> Grades
ABC-Clio	ABC-Clio	9 <sup>th</sup> -12 <sup>th</sup> Grades

We shared information on this topic with the Board via in-person presentation during the April 4, 2022 Board of Education meeting.

### **Background**

The selection of social studies resources is part of a seven-year process and cycle related to materials adoptions in USD 232. District adoptions are aligned with changes in state standards, as it is recommended to procure resources that align with state expectations for student learning. Changes in state standards also occur every seven years.

### **Purchase and Next Steps**

The Teaching and Learning Department will seek the Board's approval to purchase Social Studies materials/resources. The cost of a seven-year implementation for the *Scholastic News* resource at the elementary level will be \$129,983.00. A seven-year implementation of secondary resources will cost \$518,105.60 There are no additional costs associated with these purchases for the duration of the seven-year subscriptions.

Moving forward, the Department of Teaching & Learning will work closely with building administrators to determine the best means by which teachers can be supported in classrooms. There are also opportunities for this communication to occur during monthly building leadership meetings, as well as Professional Learning Community meetings.

Payment will be made using the Textbook Account, 55 E 1000 644 0000 000. Questions may be directed to Michelle Hite, Dr. Kelly, or Dr. Schaffer.

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# Unified School District 232

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

**Frank Harwood Ed. D**  
**Superintendent of Schools**

To: Members of the Board of Education  
From: Frank Harwood, Superintendent of Schools  
Date: April 27, 2022  
Subject: **Legislative Update - Discussion**

The Kansas Legislature is currently holding its Veto Session. In addition to considering an override for any bills that the Governor vetoed, they must also pass a K-12 Education budget that may contain several policy provisions. There are also many topics that are not directly related to education to be considered. The board will receive an update on the current work of the legislature.





# Unified School District 232

## Operational Technology

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

Brandon Riffel, Director of Technology

To: USD 232 Board of Education  
Dr. Frank Harwood, Superintendent of Schools  
From: Brandon Riffel, Director of Technology  
Date: June 6, 2016  
Subject: 2022 Technology Managed Services Renewal (ALERT)

We will ask the Board of Education to consider renewal of the district's managed technology service agreement with Menlo, Incorporated (k12itc). The agreement will include technology services that qualify for federal rebates to the district, up to 40 percent, through the Universal Service Administrative Company E-rate program. The renewal will be part of the regularly scheduled board meeting on June 6.

### Background

The Board of Education in 2012 entered into an agreement with k12itc for managed technology services. 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 the time. The framework of the agreement allowed the district to better control costs, greatly improve professional services, and upgrade certain technology hardware and equipment.

The managed services model provided by k12itc is a strategic financial model where all expenses are included in the service. This means that all application servers, network equipment, telephone hardware, wireless access points, and network switches are now included in the agreement with k12itc, without unpredictable capital outlay fluctuations. Additionally, the district's technology department decreased from a high of 17 employees down to four current positions (one is unfilled). Some of the services provided to the district by K12itc include:

- onsite technicians to assist with day-to-day technology needs;
- assistance with the management of thousands of student and teacher devices;
- help desk support for students and staff with extended hours;
- increased storage for students and staff;
- self-service portal to select software and resources;
- access to new technologies and software updates; and
- on-demand access to files and applications.

### Information Technology Security

While the district cannot guarantee its data systems will never be compromised, it is constantly taking steps to help keep information safe and secure. These high level and expert-driven services are part of the support received through k12itc.

**Antivirus and Malware Protection**

Antivirus and malicious code protection are deployed and configured to retrieve the updated signatures and definitions available on all client machines and servers. Malicious code protection policies automatically apply updates to these protection mechanisms. Anti-virus tools are configured to run scans, virus detection, real-time file write activity and signature file updates.

**Patch Management**

K12itc strives to apply the latest security patches and updates to operating systems, applications, and network infrastructure to mitigate exposure to vulnerabilities.

**Vulnerability Management**

Security assessments are completed to identify vulnerabilities and to determine the effectiveness of the patch management program. Each vulnerability is reviewed to determine if it is applicable, ranked based on risk, and assigned to the appropriate team for remediation.

**Data Protection**

K12itc continually monitors the changing cryptographic landscape closely and works to upgrade products to respond to new cryptographic weaknesses as they are discovered and implement best practices as they evolve. For encryption in transit, we do this while also balancing the need for compatibility for older clients.

**Authentication and Role-Based Access**

Role-based access controls are implemented for access to information systems. Processes and procedures are in place to address employees who are voluntarily or involuntarily terminated. Access controls to sensitive data in our databases, systems, and environments are set on a need-to-know / least privilege necessary basis. Access control lists define the behavior of any user within systems, and security policies limit them to authorized behaviors.

Employees are granted access to certain additional resources based on their specific job function. Requests for additional access follow a process that involves a request and approval from a manager. We require that authorized users be provisioned with unique account IDs. Our password policy covers all applicable information systems, applications, and databases. Our password best practices enforce the use of complex passwords that include both alpha and numeric characters, which are deployed to protect against unauthorized use of passwords. Passwords are individually salted, hashed, and rotated.

**Auditing and Logging**

We maintain audit logs on systems. These logs provide an account of which personnel have accessed which systems. Access to our auditing and logging tool is controlled by limiting access to authorized individuals. Security events are logged, monitored, and addressed by team members. Network components, workstations, applications, and monitoring tools are enabled to monitor user activity.

**Network Security**

Our infrastructure servers reside behind firewalls that are utilized to help restrict access to systems from external networks and between systems internally. By default, all inbound access is denied and only explicitly allowed ports and protocols are allowed based on need.

### **Secure Network Connections**

HTTPS encryption is configured for web application access where available. This helps to ensure that user data in transit is safe, secure, and available only to intended recipients. The level of encryption is negotiated to either SSL or TLS encryption and is dependent on what the web browser can support.

### **System Backups**

We have backup standards, guidelines, and associated procedures for performing backup and restoration of data in a scheduled and timely manner. Controls are established to help safeguard backed up data. We also work to ensure that data is securely transferred or transported to and from backup locations.

### **Cost Avoidance**

The managed services agreement since 2012 helped the district avoid an estimated \$2.7 million in technology-related costs. Outsourcing as a service model is not a new concept to public school systems. Many districts utilize this model for bus transportation services. USD 232, for example, outsources transportation services to First Student.

Since the initial agreement for managed technology services, the Board approved a one-device-per-learner initiative, expanded both high schools, and constructed Cedar Trails Exploration Center. It also approved upgrades and expansion of the video security system, along with door access systems – greatly increasing the number of devices that require ongoing network support and connectivity.

### **Past Renewal**

In 2016 the Board approved a renewal of the k12itc agreement. The updated contract included many expanded services, which eliminated several large capital outlay technology expenditures that were on the horizon. The effect was a more predictable capital outlay budget which included regular hardware upgrades, management of the equipment, licensing and ongoing technical support without large upfront expenses. Leading up to the 2016 renewal, the district engaged several local service providers to investigate options for alternatives and competitive proposals. The district was unable to secure other vendors that would provide the complete, holistic support model available through k12itc. The alternatives would require a patchwork of services from several vendors, would likely add expenses, and would create multiple challenges in a support structure, including operational overhead/costs to coordinate multiple service providers.

At this point in time, the district is not aware of any other companies that are able to provide the same end-to-end services currently received through k12itc. An example of this was seen during the latest E-Rate bidding process for Managed Internal Broadband (MIB) services. *The Board took action on the E-Rate bidding process at its meeting in April.* MIB services are the installation, management, and support of all wired and wireless network equipment in the district. K12itc was the only bid received that included all requested services. The great news is that the district's MIB services are now eligible for E-rate refunds, up to 40 percent, from the Universal Service Fund. MIB services are included in the 2022 renewal with k12itc.

### **Proposal**

The new proposal bundles all supplemental services that the Board added to the previous k12itc agreement. The Board approved the addition of two (2) additional dedicated building computer

technicians, as well as the Securly web content filtering software and services, to better support the one-device-per learner initiative. This information is represented in the chart below.

The original agreement in 2012 was \$2,058,734.18 annually. When the Board renewed in 2016, the district realized a slight reduction, down to \$1,996,063.20 each year. This was mostly due to some onboarding costs that the first contract included. During the 2016 renewal process, the Board added in the additional services from k12itc with the two technicians and Securly web content filtering. The current annual cost is \$2,014,495.36, which is a decrease of about \$44,239 from the first five years.

Original k12itc Agreement (annual)	2012-2017	<b>\$ 2,058,734.18</b>
Renewal in 2016	2017-2022 <i>Added two technicians (one-device-per learner)</i>	<i>\$ 1,996,063.20</i>
During 2016 Agreement	<i>Added Securly web content filtering and services</i>	<i>\$ 18,432.00</i>
<b>Current Annual Cost</b>		<b>\$2,014,495.36</b>
<b>Proposed Renewal (annual)</b>	2022-2027	<b>\$2,215,800.00</b>

### Recommendation

The proposed five-year renewal with k12itc is \$2,215,800, which represents an annual increase of \$201,304.80, or just under ten percent. The district expects to receive annual rebates for MIB services via federal E-Rate funding, which could offset the increase. Just to provide a comparison of how much the district expanded services to students and teachers to support a robust infrastructure, consider the following equipment counts. The new agreement allows for additional capacity as needs arise.

Category	Original Count (2012)	Current Count	% Increase	New Agreement Capacity
Ports (Switches)	4500	7980	77.33%	8500
APs (Wireless)	650	725	11.54%	775
Phones	950	1110	16.84%	1150
Security Cameras	525	856	63.05%	950

When considering the cost of managed services from 2012 through 2027, if the Board approves the renewal, the effective annual increase over that time period would be just over a half percent annually.

It is possible that over the next few years other vendors will adopt similar end-to-end managed technology services. It would be the intent of the district to seek a request for proposals prior to the end of the agreement in 2027.

### Budget

The funding for this contract is provided mainly from Capital Outlay because the vast majority of the expense includes services for hardware, maintenance, and support of equipment. Last year about 73% percent was charged back to capital outlay with the remaining coming from the general operating budget. We look forward to discussing this topic with the Board of Education in June. Let us know if you have any questions.

####

# **Belmont Elementary Site Council Review 2021-2022**

## **Members:**

Elda Dykes, Parent  
Renee Grigg, Parent  
Karey Jones, Parent  
Holly Schreiber, SIS  
Miki Herman, Reading Specialist  
Jennifer Mead, Teacher  
Pam Hargrove, Principal

## **Meeting Dates through Zoom: October 4, 2021; October 18, 2021; December 6, 2021; March 7, 2022; and April 25, 2022.**

Although our group is small, our conversations were robust, and provided an appreciated conduit for community communication.

October 4, 2021: At our initial meeting, we welcomed everyone to the team and spent time brainstorming topics for discussion for the year. Of particular interest to the team at this time were the upcoming board elections and the duties of the members of the board of education. The team decided to call a special meeting to get input on the topic from Mr. Alvie Cater.

October 18, 2021: Mr. Alvie Cater joined us to share information about the board of education, election, duties, and primary functions. The team found this to be highly informative and solidified our understanding of the importance of the upcoming elections. We further discussed how to seek clarification or answers when a concern arises.

Transparency in board action and adoption was also discussed, and the basic three month process for recommendations to become action and/or policy was shared. The team appreciated the opportunity to better understand how things work on the board, and will be encouraging their friends and neighborhood groups to be informed and vote.

Finally, at this special meeting, Mr. Cater was able to share the district's definition of D.E.I. (Diversity, Equity and Inclusion.) He explained that Critical Race Theory is a distinctly different framework than the educational definition of equity we view through our academic lens.

December 6, 2021: The team discussed a variety of concerns and realities related to COVID restrictions and guidelines, including expectations for communication when anticipated changes do occur.

March 7, 2022: The team further discussed COVID restrictions and ramifications of the previous two months of education. We were once again able to discuss communication and upcoming changes to visitor policy, including parents returning to lunch, fieldtrips, programs and traditional events. Social/Emotional Data was shared with the team.

April 25, 2022: The team discussed the upcoming opportunity for parents to view proposed social studies materials. To wrap up the year, we discussed what types of interaction to maintain, limit, or let pass. For instance, classroom parties will still be open to limited parents to keep the focus of the event on the students, lunch reservations will continue to monitor outside visitors and allowed for appropriate space, Family Welcome Night will be presented in an alphabetical wave fashion to encourage smaller groups at any one time, allowing for more meaningful interactions. All in all, it's great to be headed back to normal, even though we acknowledge that the goal is a moving target.

## **Clear Creek Site Council Agendas**

Site Council Members: Kelley Begley-McCall , Kayla Wiedeman, Lorlie Koca, Megan Clark, Jennifer Mier, Magnum Dampier, Adrienne Runnebaum

### **September 14, 2021**

- Introductions
- Site Council
- PTO
- Covid
- Goals

### **November 4, 2021**

- Enrollment
- FastBridge and CCE
- Real World Experiences and Link to careers, community, parents

### **January 6th, 2021**

- FastBridge Update
- KU Data Wall
- COVID 19
- Curriculum updates from the Specials

### **March 24, 2022**

- Updated Lunch Seating
- Long Range Plans- Community, Family, or Career Engagement Highlights
- Expanding SITE Council
  - Quarterly 22-23
  - Integrating with PTO
  - More Transparency, parent involvement, communication
- ALICE Training for staff
  - District updating policy for student, parent communication & training

**To: USD 232 Board of Education Members**

**From: Steve Crutchfield, Principal, Horizon Elementary**

**Subject: Annual Site Council Report to the Board of Education**

**Date: Tuesday, April 19, 2022**

**Site Council Members:** Alicia Hurley (parent), Chris Earp (parent), Anne Peresin (parent), Jenna Lindberg (parent), Amy Lederer (parent), Morgan Kuchynka (Business Owner/Parent), Lisa Mitchell (Horizon staff member) Steve Crutchfield (Principal)

**Tuesday, December 7**

- Welcome and introductions of new Site Council members
- Steve reviewed 2021-2022 building goals for school improvement.
- Steve reviewed student social-emotional survey results.
- Steve shared fall Fast Bridge student screener data.

**Tuesday, February 22**

- Steve shared staff changes for the 2021-2022 school year.
- Steve shared an update on COVID-19 restrictions/easing of restrictions.
- Steve shared the Horizon schedule for state assessments.
- Steve shared Fast Bridge student screener data for winter.

**Tuesday, March 22**

- Steve shared an update on the easing of COVID-19 protocols in the lunchroom.
- Steve reviewed ALICE procedures and the training provided to staff by members of the Shawnee Police Department and District Transportation and Safety Coordinator, Rob Moser.
- Steve shared an update on the easing of COVID-19 protocols for evening programs and events.
- Steve shared staffing for the 2021-2022 school year.
- Steve shared results from the parent Bright Bytes school climate survey.

**Tuesday, May 17**

- Steve reviewed the new summer learning format
- Steve shared summer projects (new carpet)

## **Mize Elementary Site Council 2021-22 Annual Report**

**Site Council Members:** Jared Phillips (Parent), Pam Kedish (Parent), Elexis Brack (Parent), Angela Buzard (Parent), Kerri Lindsay (Parent), Cary Smith (Teacher), Samantha Luchtel (SIS), and Gerri Balthazor (Principal)

### **November 2021-Topics of Discussion:**

- Welcome and Goal Overview
- What's New to Mize
  - 95 Percent Group
  - Student Perception Survey
- Building Procedures-Covid-19
  - Building protocols and procedures

### **February 2021- Topics of Discussion:**

- What's New
- 95 Percent Data
  - What have we learned?
  - Data Review
- Bright Bytes
  - Survey Results
  - Parent Survey

### **March 2022- Topics of Discussion:**

- What's Happening at Mize
  - February Events
- School Safety and Security
  - Mize Protocols
  - Upcoming Implementations
- Bright Bytes
  - Parent Survey Results

### **May 2022-Topics of Discussion:**

- Review of Year
  - Considerations for next year?
- Upcoming Materials for Next Year and Rationale
  - FlyLeaf Materials-Next Year
  - High Noon-Next Year
  - 95 Percent Core
- Building Focus for Next Year
  - Curriculum Review
  - Differentiation





**Date:** April 20, 2022

**To:** USD 232 Board of Education

**From:** Kristel Fulcher, Building Principal

**Subject:** Prairie Ridge Elementary Site Council Summary

A summary of activities of the 2021-22 Prairie Ridge Site Council are outlined below. Membership was composed of the following individuals:

**Parents/Business Leaders:** Jeff Boor (business rep), Laura LeRoy (parent), Amy Stapp (parent), Renee Weatherman (parent), Lisa Oshinski (business rep), Angela Handy (staff and parent)

**Educators:** Denise Reinoehl (SIS), Chandler Harrison (4<sup>th</sup> grade teacher), Kristel Fulcher (principal)

### **September**

The group discussed the beginning of the school year concerning COVID protocols and changes. We reviewed PRE's 2021-22 building goals as well as PRE's Career Awareness Day and Day of Community Service. We also discussed KESA—Going Through the Needs Assessment Process Again.

### **November**

The PRE Site Council went through the KESA process of looking at the KESA rubrics and discussing the current reality at Prairie Ridge in each area. We discussed strengths as well as areas that we want to consider for future goals.

### **January**

An update was given on PRE Career Awareness Day, scheduled for February 15, 2022. Information concerning staff feedback from the KESA rubrics was shared and discussed. The council reviewed the new parent survey that would be given by the district through Bright Bytes and determined to continue to utilize the parent survey that we have been using annually as we felt the surveys were seeking different information. Since the district survey would be given within the same timeframe as our annual survey, we determined the dates that the building survey would be administered as well as how communication to families would look.

### **April**

At our April meeting the council was updated on PRE's Career Awareness Day (February 15) as well as the Day of Community Service (March 11). The council reviewed and discussed the annual parent survey data. We closed the meeting by discussing PRE Site Council members for the 2022-23 school year.

## **Riverview Elementary Site Council 2021-22 Annual Report**

**Site Council Members:** Amber Beaver (Parent), Julie Stokes (Parent), Heather Buchwitz (Parent), Vanessa Vaughn West (Parent), Ben Pretz (Parent), Mandy Maples (Parent), Holly Schreiber (SIS), and Megan Turpin (Principal)

### **September 2021-Topics of Discussion:**

- New Principal Introduction & Vision for the Site Council
- Building Goals for the 2021-2022 School Year
- Staff changes for this year (New Staff included)
- Building Procedures-Covid-19
  - Building protocols and procedures

### **December 2021- Topics of Discussion:**

- KESA Rubrics
- MTSS
  - Focus for the Year-Behavior
  - Mental Health-Students and Staff
- WBL (What are we doing here at RE with WBL)

### **February 2022- Topics of Discussion:**

- Bright Bytes Survey Results
- School Updates & Policy changes
- Upcoming Dates
  - Field Day and Fifth Grade Farewell

### **April 2022 Follow Up:**

- Scheduling for next year
- Staffing Updates
- New Programs, themes and ideas for the 2022-2023 school year
- End of year important dates
  - Variety show
  - Field Day
  - Illustrator Visit/Presentation
  - End of year awards
  - Yearbook signing



## De Soto Unified School District 232

Starside Elementary School  
35400 W 91<sup>st</sup> St.  
De Soto, KS 66018-8420

Phone: (913) 667-6270  
Fax: (913) 667-6271  
Web: [se.usd232.org](http://se.usd232.org)  
Twitter: @StarsideComets

Mrs. Jan Hicks Principal

Mrs. Michelle Brown  
School Improvement  
Specialist

Mrs. McKenzie Mispagel  
Counselor

Mrs. Jackie Johnson  
Lead Secretary

**Date:** May 2022  
**To:** Board of Education, USD 232  
Frank Harwood, Superintendent of Schools  
**From:** Jan Hicks, Principal, Starside Elementary  
**Subject:** Summary of Site Council Meeting Notes 2021-2022

### Site Council Members Include:

Jan Hicks (Principal)	Richelle Hodges (K-2 teacher)
Michelle Brown (School Staff/Admin.)	Nick or Sandy Noble (K-2 parent)
Chase Kilgore (PE Teacher)	Vergie Opdycke (Non-parent community member)
Clare VanDusen (K-2 Teacher)	Doug Opdycke (Non-parent community member)
Stephanie Crane (3-5 parent)	McKenzi Mispagel (School Counselor)
Kim Manson (K-5 parent)	Seth Budimlijah (Bridge Church community member)

## Notes for September 7<sup>th</sup>, 2021

Introductions-Thank you to Bridge Church for beginning of year gifts/birthday gifts.

- School Goals
  - New World of Work resource/Beable
    - There's a training coming up
    - Teachers still figuring out how to use it
    - Work out Wednesday/World of Work Wednesday
      - Teachers present lesson once a week
  - Reading Goal
    - CBM is new reading measure
  - Social Emotional Goal
    - Importance of checking in with kids-Richelle & Clare shared how they integrate this. Clare-Emotional Spot Books/Google Form survey/Richelle-sheet with three faces. If they say "OK" or "sad" they talk about it.
- Changes in Covid procedures-goes to health department this year.
- Honor Garden
  - Grant money from USD232 Education Foundation began with Veteran's Day assembly but expanded with more funds to include the Honor Garden
  - Memorial Bench-hand painted may also be part of the plan
  - Clare will ask her dad about it
  - Front beds also need attention
- Plan for Conferences
  - ELL conferences all on one night because of translator issue
  - There may be a problem with church on Wednesday for some-may change ELL night to Thursday
  - Qs to parents: Did you prefer ZOOM or in-person? Do you prefer to sign up or have teachers schedule them?
    - Conferences have been great. Teachers doing the scheduling has been good for families.
    - In person meeting is preferred, at least at the beginning of the year.

Through a collaborative learning community we will build a foundation upon which all students can develop essential academic and life skills.

- ZOOM requires less time-some prefer that.
- Capital Outlay-September 15<sup>th</sup> is the deadline for requests.
  - Possibility of doing an outdoor classroom
  - Jan will compile requests and rank in order, then send on to the district for approval of projects.
  - Clare brought up question of locker repair/replacement
  - Richelle suggested improvements to the natural playground
  - Lights for natural playground/back area will be requested this year
- Glows and Grows
  - Jan shared Glows & Grows document from teachers BTS meetings.
    - Seth shared-families loved kick ball tournament
    - Possibly doing it a little bit earlier

## Notes for November 9<sup>th</sup>, 2021

Welcome from Jan

Introductions

Walk-a-Thon update

- Great turnout and participation
- All the classes had popsicle parties
- Zoo to you came out and did three sessions.
- Pep Rally
- Silly String Jan & Michelle
- Because they raised so much money, PTA is offering to look for new ways to support teachers-possibly for small teacher grants

Veteran's Day

- Discussion of grant
- Regular program has been postponed until next year
- Kyle Heilman will be making a video for Veteran's Day
- Madison Lopez's dad will be presenting a Q&A to classes on ZOOM
- STUCO put out flags
- Honor garden plans
- Stephanie Crane's husband may be a good person to ask about a fly over

Kristi Memorial

- SPED department is working on ideas
- They are looking at putting in a sensory wall
- A memorial bench will be in the entryway, hopefully by fall

Conference Turn Out

- Great participation
- Will likely be the same format in the fall

12 Days of Kindness

- December 1-16
- Jan will be Elf-costume?

BrightBytes Survey

- Reviewed strengths and weaknesses as reported by survey
- Discussed teacher ideas for improving in lower areas
- Ideas about Watch Dog/Dads or parents' program
- Possible buddies or "family" groups of different grade levels
- Could students adopt a bathroom or a hallway?

## Notes for January 11<sup>th</sup>, 2022

- Program Attendance – As long as covid numbers are ok the plan for second semester is to start inviting parents back into the school when possible. We are hoping that parents (limit of 2) can attend grade level music programs this spring. They must mask. Also trying to think if programs could be held outside possibly so we could invite more to attend and not worry about masking, etc.
- Through Capital Outlay money we have things happening around the school. These are the things that were approved. We are excited to get these things done! By the way staff had input as to what things they thought needed done around Starside. 1. Lighting installed on the west side of building/playground area to help with safety in the evenings. 2. New bookshelves in classrooms to replace broken ones. 3. Kindergarten will get new tables (the old ones are literally falling apart).
- Our annual Glow Party put on by PTA is coming back this year (Either March 4 or 11). No guests will be allowed and will be held during students normally scheduled specials time. All specials teachers will help with the event that day.
- Bingo Night a PTA event is canceled this year. Due to so many needing to be in the building we don't think we can make it a safe event this year. However, with this cancelation PTA wants to help out at our school Family Night event in May instead. We appreciate them partnering with us to make Family Night an even bigger event!
- Kindergarten Round Up – Will be taking place on March 9<sup>th</sup> from 6-7pm in the Starside Gym. Please help spread the word about the event with any families with upcoming kindergartners.

## Notes for April 5<sup>th</sup>, 2022

This meeting was held in conjunction with the PTA meeting. Several Site Council members were unable to attend the regularly scheduled meeting, so this made the most sense to be able to present to many community members and get feedback. We started by going over the verbiage in our current Learning Agreement. Parents were asked what things they like about the document and what things they would like to see tweaked. We review this document every year as part of staying current with our title one documents. This document is signed by every family at the beginning of the year as part of their enrollment process. Next, we discussed successes and highlighted the two student winners of the Reflection Contest. We then discussed teacher appreciation coming up the first week of May. We talked about things PTA, Bridge Church and the school will do to honor teachers and their service. Lastly, we covered the topic of Family Night which will be held on May 12<sup>th</sup>. This event will be a Hawaiian theme consisting of food trucks, leis and a food treat for each student, many educational games as well as photo booth. All staff are busy preparing for this big event. PTA then continued with their orders of business and the meeting adjourned.

Respectfully Submitted,

Jan Hicks and the Starside Elementary Site Council



# Unified School District 232

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

## Lexington Trails Middle School

8800 Penner Avenue  
De Soto, Kansas 66018-0509  
Phone: (913)667-6260  
Fax: (913)667-6261  
Information Line: (913)667-6269

**Clark McCracken, Principal**  
cmccracken@usd232.org

April 22, 2022

Dear Board of Education:

The 2021 - 2022 Site Council at Lexington Trails consisted of the following members:

Name	Role	Meeting Dates
Clark McCracken	Principal	October 14th
Jamey Seaba	SIS	December 9 <sup>th</sup>
Angie Russell	Counselor	February 24 <sup>th</sup>
Renee Graham	Teacher	April 21 <sup>st</sup>
Tori Blake	PAWS President	
Jay Patterson	Parent	
Andrea Newland	Parent	
Brandi Betz-Hastings	Parent	
Nicole Davis	Parent	
Kris Meyer	Parent	
Sandy Noble	Parent	
Karen Wall (former teacher)	Community Member	
Maryetta Copeland	Community Member	
Donald Parr (Contractor)	Local Business	
Kim Bedford (Hair Salon)	Local Business	

The Council met on the following dates and discussed the key items listed for each date:

### October 14, 2021

- Introductions
- Building and District Goals
  - Relationships:
    - Social Media
    - Student Recognition
    - Community Connections
  - Relevance:
    - Real-world learning opportunities
    - Individual Plans of Study (post-secondary success)
- New Mission Statement: My Attitude and Effort Determines my Success
- Student Involvement
  - Athletics
  - Musical
  - Student Council
  - Student Advisory
  - KAY Club

**December 9, 2022**

- Introductions
- Bond Project and Capital Outlay Updates
  - LTMS Improvements
  - District Improvements
- Dimensions of Student Achievement Document
  - Mastery of Knowledge and Skills
  - Character
  - High Quality Work
- Coming Back From Covid

**February 24, 2022**

- Tour of New DHS Facilities (Commons, Theatre)
- Tour of New Athletic Complex (Stadium, Press Box, Locker rooms, Fields)

**April 21, 2022**

- Greeting
- 2022 Site Council
- District and Building Goals Updates
  - District Accreditation / New 5-Year Cycle
  - New Building Goals
- Dimensions of Student Achievement Document Review / Progress
- Panther Prowl Fundraiser

Your interest in the Site Council's efforts for the year is greatly appreciated.

Respectfully submitted,

Clark McCracken

## **2021-2022 Site Council School Board Report**

### **Mill Creek Middle School**

Meeting Facilitator: Josh Kindler

Members:

Staff: Aram Boyajian, Marci Handley, Gina Miller, Shaunna Ruder, Meredith Lenfestey, Olivia Higgins, Denise Legore Seawood.

Parents: Anne Hartman, Angie Martin, Cindy Akehurst, Marita Burrow, Ashley Augustine, Austin Trembly, Michelle Patterson, Rachel Rizzo, Melissa Seigfreid, Stacey Merando, Rikki Kisner.

#### October Meeting Topics

1. Introductions of members
2. Purpose of Site Council
3. 2022-2023 building goals and district goals
4. We will need to finalize a date for the fundraiser assembly. I propose October 29 at 2:30.
5. Quarter 1 comes to an end. Students have done a great job adjusting to being at school full time. Grades look a lot better overall this year. We have around twenty students currently with at least one F but we are working diligently to help them end the quarter well.
6. One of our goals this year is to shared Canvas resources with parents. Please spread the word that we have posted these resources in our Parent Newsletters that come out on Fridays.
7. No school Friday and Monday due to teacher in-service/workdays. Our staff is participating with community service projects Monday morning.
8. MCMS is working to start a Student Ambassador program. We are finalizing the application. The students selected will help with giving tours and helping new students as well as other school opportunities.
9. We are also going to start a KAY club. This club is open to all grades, 6-8. They will work together in finding ways to better our school and community. Mr. Kirkpatrick with some help of 7th grade leaders are putting it together.

#### November Meeting Topics

1. Parent feedback on fall conferences.
2. Thoughts on Parent Information Nights - Spring or August for incoming 6th graders.
3. January 26 - 8th Grade CTEC Fair
4. Parent communication - Newsletters, Twitter, Website, etc.



5. Other topics for school improvement – Dress Code concerns

#### February Meeting Topics

1. Mask updates
2. District ideas for summer/before/after school activities.
3. 6<sup>th</sup> Grade Information Night - March 29.
4. State Assessments Begin - March 28

#### April Meeting Topics

1. 8<sup>th</sup> farewell date is set.
2. WOF - May 13
3. New Principal - Andrew Legler - His first day on contract is July 1.
4. Focus areas for next year.
5. Josh Kindler's last day with USD 232

**Jennifer Smith**  
Principal

**Bryan LeBar**  
Associate Principal

## **De Soto Unified School District 232**

### **Monticello Trails Middle School**

6100 Monticello Rd.  
Shawnee, KS 66226

**Kelly Robinson**  
School Improvement Specialist

**Dave Anderson**  
**Cara Olson**  
Counselor

April 25, 2022

Ladies and Gentleman of the Board of Education:

Thank you for the opportunity to share with you a little about Monticello Trails Middle School's Site Council and what we have been focusing on this school year.

Members of Monticello Trails Middle School's 2021-2022 Site Council:

<b>Name</b>	<b>Role</b>	<b>Meeting Dates</b>
Jennifer Smith	Principal	October 12, 2021
Bryan LeBar	Associate Principal	December 7, 2021
Kelly Robinson	School Improvement Specialist	March 2, 2022
Gretchen Stove	Classified Staff	May 10, 2022
Travis Webb	Teacher	
Mary King	Teacher	
Ahn Nguyen	Business Owner/Parent	
Jacqueline Clark	Parent 6 <sup>th</sup> and 8 <sup>th</sup> grade	
Paula Musil	Parent 6 <sup>th</sup> and 8 <sup>th</sup> grade	
Jessica Suderman	Parent 7 <sup>th</sup> and 8 <sup>th</sup> grade	
Maria Turvey	Parent 8 <sup>th</sup> grade	
Jennifer Riggs	Parent 7 <sup>th</sup> grade	

The Council met on the following dates and discussed the key items listed for each date:

#### **October 12, 2021**

1. Welcome and Introductions
2. Building/District goals and focus on learning
  - Building goals
  - Professional development
  - Quarter 1 – In review
3. Building Update
  - Staffing
  - Construction
4. Focus for Site Council this year
  - KESA accreditation
  - Timberwolf Success Program
  - Making this place like home

#### **December 7, 2021**

1. Welcome and Update on what is happening around MTMS
2. Timberwolf Success Program
3. KESA accreditation

4. Keeping stakeholders informed

**March 2, 2022**

1. Welcome and Update on what is happening around MTMS
  - Protocols and Procedures
  - Course Selection for 2022-2023
  - Branding/ signage
2. Timberwolf Success Program
3. KESA accreditation – Needs Assessment
4. Upcoming events
  - Incoming 6<sup>th</sup> grade night – March 28<sup>th</sup> – What do parents and students need to know
  - Dance – Spring Social
  - Worlds of Fun/ Field Trips

**May 10, 2022**

1. Welcome and Update on what is happening around MTMS
2. 2022 Site Council
3. District and Building Goals Update
  - District Accreditation/ New 5-Year Cycle
  - New Building Goals
4. End of year events/ planning for next year
  - 8<sup>th</sup> grade recognition
  - Last days of school
  - Back to School Night – August 16
  - Principal's Pack
  - Quarter rewards

Your interest in the Site Council's efforts for the year is greatly appreciated.

Respectfully,

Jennifer Smith  
Principal  
Monticello Trails Middle School

# DE SOTO HIGH SCHOOL

35000 West. 91st Street - De Soto, KS - 66018

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## DHS Site Council 2021-2022

**Members:** Sam Ruff – Principal, Janice Kresin - parent, Kris Meyer- parent, Lindsay McCracken– parent, Jessica Tickle – parent, Melanie Blackmore – parent, Shemika Henagan – Parent/Paraprofessional, Mindy Fry - Performing Arts, Bruce Yarbrough – Math, Caroline Friday – CTE, Emily Thayer – Special Services, Edith Marquez – Student, Abby Campbell– Student, Katelyn Marsden - Student

**Purpose:** School site councils shall be responsible for providing advice and counsel in evaluating state, school district, and school site performance goals and objectives and in determining the methods that should be employed at the school site to meet these goals and objectives.

### September 9, 2021:

- Reviewed purpose/role of Site Council
- Discussed 2021-2022 DHS School Improvement Plan and Building Goals
- Reviewed and requested feedback on Mission/Vision

### November 15, 2021:

- Reviewed Progress on School Improvement Plan
- Reviewed and Discussed the BrightByte survey results (students and staff)

### February 23, 2022:

- Overview and preview of current and future construction areas at DHS (Performing Arts Center, current theater transition, and shop spaces).
- Calendar of Events - requested assistance/ownership.

### April 27, 2022:

- Requested feedback on proposed Mission/Vision/Beliefs/Collective Commitments/Portrait of a Graduate.
- Professional Learning Communities planning
- IPS/SEL Lessons for 2022-2023
- Summer Plans

## HOME OF THE WILDCATS!

Sam Ruff - Principal | Leah Vomhof - Associate Principal | Ryan Johnson - Activities Director | Abby Huggins - SIS

Crissy Johns - Counselor (A-G) | Lindsay Hothan - Counselor (H-N) | Kaitlin Britt- Counselor (O-Z)

**Mill Valley High School**  
**De Soto Unified School District #232**  
5900 Monticello Road  
Shawnee, KS 66226  
Phone: (913) 422-4351  
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[mvhs.usd232.org](http://mvhs.usd232.org)



**We ARE Mill Valley!**  
Achievement-Responsibility-  
Empowerment

**Mill Valley Site Council Members:** MVHS Staff Members: Gail Holder-Principal, Brian Rodkey-Math, Alex Houlton-Math, Kathy Stevens-English, Deb Steiner-Performing Arts, MVHS Parents: Melissa Schroeder, Greg Litterick, Gretchen Aerni, Julie Bauer

**Collective Purpose:** The Mill Valley School Site Council shall be responsible for providing guidance and council for school-wide performance goals and objectives. The meetings are held as part of the district accreditation process.

#### **October 2021:**

At our October 2021 Site Council meeting we focused on beginning of the year updates including our School Improvement Plan including our goals for the year. Our goals focus on a clear IPS that aligns with future goals and plans for students, having students feeling connected to their school, and students experiencing research-based strategies in reading, math, and behavior regulation to meet their individual and academic and social emotional needs, and the full implementation of a clearly focused Professional Learning Communities program that focuses on student learning and high levels of learning for all students.

#### **Agenda Items:**

1. Welcome and Introductions
2. MVHS Professional Learning Communities Work
3. Q1 Grade Breakdown By Grade Level:
  - a. 9<sup>th</sup>-313/2504 grades/ 26 Fs
  - b. 10<sup>th</sup>-334/2672 grades/23 Fs
  - c. 11<sup>th</sup>-316/2528 grades/53 Fs
  - d. 12-320/2560 grades/29 Fs
    - i. 10,264 total grades/131 Fs/1.27% Fs
4. MVHS and **ONE**-Information sent to families next Tuesday.
5. Course Selection for 2022-2023
  - a. January 5, 2022-Course Selection Video
  - b. February 9, 2022-Course Selection Forms Due
6. Additional Questions or Comments

**December 2021:**

At our December meeting we discussed a variety of information which directly impacts student learning. I shared our new system of collaboration during Seminar. Parents seemed pleased with the fact that we had found time to provide this opportunity for teachers. We also shared our staff Bright Bytes Survey results with parents. We also spent some time discussing math placement at MVHS and how we are working toward proper placement of students during enrollment versus having to move students around once the school year starts. This movement has not only a great impact on our master schedule and on leveling of classes, but also on student overall schedules.

Agenda items:

1. Seminar Collaboration Team Meetings
  - a. A,B,C,D Days
  - b. Collaborative Teams meet once every 6 days for 35 minutes.
2. Math Placement at MVHS
  - a. Curriculum and placement discussion
3. State Championship Assembly-Friday at 10:30
  - a. Cross Country
  - b. Dance
  - c. Football
4. Bright Bytes Staff Survey-Results being reviewed
5. Finals: December 13-16
6. Course selection begins January 5 for the 2022-2023 school year!
7. Site Council Topics/Questions?

**February 2022:**

At the February site council meeting, we discussed the work we did on proper course selection for the 22-23 school year. There were several student presentations and an outstanding effort on behalf of our counselors. We are hopeful that the efforts will be noticed as we move into the new school year. We also discussed the work we were doing to prepare students for the ACT test on March 1. We asked all of our junior level teachers to spend 15 minutes a week on ACT prep and we held two weeks of ACT prep courses during Seminar. We are optimistic that our efforts to support student performance on the ACT will be evident when we receive our scores back.

Agenda Items:

1. Course Selection Process-Feedback from Group
2. ACT Prep Sessions
3. New to MV School Visit Feedback From Group-Jaguar Jump Start
4. Winter Dance-This Saturday
5. Job Openings at MVHS
6. Jaguar ADP
7. Questions and Comments from the Group

**April 2022:**

At our April meeting we spent time discussing safety and security at MVHS. We will discuss our progress on this with staff at our April 18 inservice day. We continue to discuss the summer activities and our continued focus on learning with our PLC work at the forefront.

**Agenda Items:**

1. End of Year Events: Signing Ceremony, Senior Breakfast/Senior Awards, Graduation, Finals
2. Safety and Security at MVHS
3. Baseball and Softball Fields at Mill Valley
4. Student Learning Focus/PD Focus/School Improvement Plan Progress
5. Teacher Appraisal
6. ACT Update
7. Summer Work
8. Jaguar Jump Start 2022!