



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

Due to group size limitations relating to COVID-19, the meeting will be viewable to the public via our YouTube channel: <https://bitly.com/usd232youtube>

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

April 19, 2021

Face coverings will be required and seating will be limited to provide for social distancing.

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

6:00 P.M.

I. MEETING OPENING.

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

II. CONSENT AGENDA.

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

- A. Adopt agenda.
- B. Approve minutes of the April 5th regular meeting.
- C. Approve payment of bills and transfer of funds (if appropriate).
- D. Approve employment recommendations made on April 13, 2021.
- E. Approve employment recommendations made on April 19, 2021.
- F. Approve the revised Facility Use Fee Schedule.
- G. Accept a bid from Heartland Construction in the amount of \$55,888.21 for two (2) Hoop Houses.
- H. Declare one (1) Hobart Floor Mixer, Model # D 300 T, as surplus.
- I. Accept a donation from Scott Boxx in the amount of \$1,641.50 to the De Soto High School Softball Program.

III. GOOD NEWS.

- A. Student Recognition.

IV. ACTION ITEMS.

- A. Bridge Renovation Bids. [Steve Deghand]
- B. DHS & MVHS Field House Renovation Bids. [Steve Deghand]

V. DISCUSSION ITEMS.

- A. Coming Back Together. [Dr. Frank Harwood]
- B. Elementary & Secondary Schools Emergency Relief Funds (ESSER). [Dr. Frank Harwood]

VI. PATRON INPUT.

VII. ALERT.

- A. School Resource Officer Program Agreement.

VIII. ADJOURNMENT.

#



Unified School District 232

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

USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES --REGULAR MEETING

Administrative Offices (35200 West 91st Street, De Soto, KS) April 5, 2021

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
John Gagnat
Danielle Heikes
Stephanie Makalous
Ashley Spaulding
Rachele Zade

Others Present: Jolyn Baldner, Director of Student Nutrition
Alvie Cater, Assistant Superintendent of Administrative & Educational Services
Steve Deghand, Director of Facilities
Carrie Handy, Director of Human Resources/Elementary
Lee Hanson, Director of Special Education
Dr. Frank Harwood, Superintendent of Schools
Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation
Dr. Joe Kelly, Director of Secondary Curriculum & Instruction/Title Programs
Brandon Riffel, Director of Technology
Brian Schwanz, Director of Human Resources/Secondary

Alvie Cater led attendees in reciting the Pledge of Allegiance. He then briefly explained how the meeting will progress from one agenda item to the next.

President Heikes asked if there were any changes to the Agenda or Consent Agenda. Superintendent Harwood noted that there would be an executive session after discussion on Senate Bill 40 so the board members can receive advice from the school district's attorney.

Mrs. Ashley Spaulding moved to adopt the Agenda and approve the Consent Agenda.

Mrs. Stephanie Makalous seconded.

Carried 7/0.

The following Consent Agenda items were approved:

1. Minutes of the March 22nd regular meeting.
2. Payment of bills and issuance of checks numbered 54502 – 54219 and 54256 – 54633.
3. Personnel recommendations as follows:
 - Resignations – Certified (*at the conclusion of the 2020-2021 school year*)
Laura Dondzila, School Improvement Specialist, ME
 - Retirement – Certified (*at the conclusion of the 2020-2021 school year*)
Laurie Deuschle, Math Teacher, MVHS
 - Employment – Certified (*effective for the 2021-2022 school year*)
Taylor Cannon, 4th Grade Teacher, BE
Erin Eilert, 8th Grade Pathways Teacher, MTMS
 - Employment – Administration (*effective for the 2021-2022 school year*)
Julie Stucky, Director of Finance, AO
 - Resignations – Classified
Delaney Wise, Center Based Paraprofessional, The Bridge
Melanie Hannah, Student Nutrition Assistant, MVHS
Connor Mayfield, Paraprofessional, RE (*effective 04/16/21*)
 - Retirements – Classified
David King, Project Manager, DSC (*effective 08/01/21*)
Sue Moore, Paraprofessional, DHS (*effective 05/28/21*)
Edie Waye, Secretary, MVHS (*effective 08/01/21*)
 - Employment – Classified
Brooke Brownell, Paraprofessional, SE
Julie Coons, Evening Custodian, SE
Melissa Neumann, Lead Custodian, MVHS
Gabby Stephens, Assistant Dance Coach, DHS
Ashley Witherspoon, Attendance Secretary, MVHS
Janice Wood, Student Nutrition Assistant, RE
4. KASB membership renewal in the amount of \$14,542.86 (including the season pass) and KASB Adoption Agreement and Legal Assistance Fund Contract in the amount of \$2,300.00.
5. Acceptance of a bid from Contract Paper Group, Inc. in the amount of \$21,840.00 for one (1) full truckload of copy paper (840 cases).
6. 2nd Annual renewal of the bread vendor contract with Roma Bread for the 2021-22 school year.
7. 2nd Annual renewal of the milk vendor contract with Hiland Dairy for the 2021-22 school year.

8. 2nd Annual renewal of the Prime Vendor Contract with US Foods for the 2021-22 school year.
9. Acceptance of the following donations:
 - De Soto Chiropractic in the amount of \$500.00 to the De Soto High School Athletic Department.
 - Tonya Mater in the amount of \$500.00 to the De Soto High School Band Program.

GOOD NEWS.

Staff Recognition. De Soto High School staff members Abby Adams, Science Teacher, Shemika Henagan, Paraprofessional, and Ryan Robie, Social Studies/AVID9 Teacher; along with Starside Elementary School staff member Julie Jones, Social Worker, were recognized for outstanding service in their district roles.

ACTION ITEMS.

Kindergarten Instruction Materials/Resources Fee. Alvie Cater, Assistant Superintendent of Administrative & Educational Services, referred to a memo in the board meeting packet. He noted that the district has had full-day kindergarten for five years. The fee currently in place dates back to when kindergarten was a half-day program. He said the purpose of the proposed fee is to align the kindergarten fee with the fee for grades 1-5.

Mrs. Stephanie Makalous moved to approve increasing the published instructional materials/resources fee for Kindergarten students to \$65.00.

Mr. John Gagnat seconded.

Carried 7/0.

Procedures for Hearing Requests Pursuant to Senate Bill No. 40. Superintendent Harwood gave an overview of Senate Bill 40 noting that it modifies the Emergency Management Act and is specific to state of disaster emergency related to COVID-19. He then explained that the school board now has the sole authority to take action and issue orders or make policy in response to the COVID-19 disaster emergency relating to school closure, attendance other than in-person, or actions by students or employees on school district property. Dr. Harwood further explained that an employee, student, or the parent/guardian of an aggrieved student may request a hearing to contest an action of the Board of Education within thirty days after the action was taken and shared hearing rules under Senate Bill 40. The hearing shall be conducted within 72 hours, a decision will be issued within seven days and the board may adopt emergency rules for the efficient adjudication of the hearings.

Stephanie Makalous asked when the 72-hour rule begins. Superintendent Harwood said it was not spelled out in the statute, but can be defined in the rules. He said this would be something the board could talk with the attorney about during executive session.

Mrs. Danielle Heikes moved to go into executive session at 6:16 p.m. for a period of twenty minutes with Frank Harwood and Alvie Cater for consultation with the school district's attorney, Mike Norris, on a matter protected

by the attorney-client privilege in order to protect the privilege and the board's position in administrative proceedings and return to open session at 6:36 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 6:36 p.m.

Dr. Harwood shared the following recommended Rules of Procedure for Hearing Requests made in relation to SB40:

- 1) A request for hearing should include the name of the requester, contact information, name of the school involved, name of the aggrieved student (if filed on their behalf), specific action, and date of contested action.
- 2) A request for hearing will be considered received when presented to the Clerk of the Board in writing (physical or electronic) during regular business hours.
- 3) A hearing for a valid request will occur within three (3) business days from the receipt of the request.
- 4) The Board of Education hereby appoints the superintendent or his designee to act as hearing officer.
- 5) Requests to contest the same action, order, or policy may be consolidated and requestors may be limited in time to present their information and may be asked to appoint a single speaker.
- 6) These rules of procedure may be modified by the superintendent or his designee as necessary.
- 7) The hearing officer will prepare a report for the Board of Education including a recommended decision for the Board to consider.
- 8) A decision regarding the contested action will be made by the Board of Education and communicated to the requester within seven (7) days after the hearing by the hearing officer.

Patron Input. President Heikes opened the floor for patron input. The following individuals spoke:

Lindsey Flint, Shawnee, asked the Board to show proof of why mask use is necessary for students. She suggested the Board could start with removing the mask mandate from the elementary schools.

Emily Carpenter, Lenexa, shared concern with confusion about state and county mandates and district policy regarding mask use. She asked why healthy children should be forced to wear masks in school and urged the board to make masks optional.

Megan Clark, Olathe, teacher in the district, asked the Board to follow recommendations of medical experts and spoke in support of mask use to mitigate spread of COVID-19 in classrooms where social distancing is not possible.

Kathy Kappes-Sum, Shawnee, teacher in the district, shared results from a survey of teachers in the bargaining unit (the De Soto Teacher's Association) that received over 370 responses. She said over 70% of teachers indicated they would not feel comfortable in the classroom without the mask mandate in place. She asked the board to stand by teachers and continue with the mask requirement for the remainder of the school year.

Mrs. Rachele Zade moved to approve emergency Rules of Procedures for hearing requests pursuant to Senate Bill No. 40.

Mrs. Danielle Heikes seconded.

Carried 7/0.

Board appointed hearing officers Brian Schwanz, Director of Human Resources/Secondary, and Carrie Handy, Director of Human Resources/Elementary, presented a report on the hearing held March 31st in response to multiple requests for a hearing under SB40 to contest mask use. Mr. Schwanz said the hearing requests were received on March 29th. On the same day the complainants were notified of the scheduled hearing to be held at 9:00 a.m. on March 31, 2021, at the USD 232 Administrative Office and notice was posted on the district's website. As of the scheduled start of the requested hearing, Mr. Schwanz said all but two complainants had withdrawn their requests for a hearing. The hearing was called to order at the published time and location and neither of the complainants were present. He said the Hearing Committee considered that action to be abandoning the request to contest the mask requirement. Mr. Schwanz pointed out that the mask requirement policy was adopted when the Board of Education took action and approved the Coming Back Together Plan on July 13, 2020, more than thirty days ago. He said pursuant to Kansas Senate Bill 40, the request to contest the action should be considered time barred and should be denied. In conclusion he asked the board members if they had any questions. No questions were asked.

Mrs. Stephanie Makalous moved to approve the decisions recommended by the hearing officers for hearings held on March 31, 2021, pursuant to Senate Bill No. 40.

Mrs. Ashley Spaulding seconded.

Carried 7/0.

Coming Back Together. Dr. Harwood gave a history of mask requirements in the district noting that the Coming Back Together Plan was approved on July 13, 2020, and included the adoption of a mask requirement. He also talked about state and county mask requirements that have been implemented over the course of the past year. He then shared the following administrative recommendations:

- The administration recommends that the board make no changes to the district's mask requirement at this time.
- Every public health organization with jurisdiction in this area (Centers for Disease Control, Kansas Department of Health & Environment, Johnson County Department of Health & Environment) recommends that masks be required at school.
- Requiring masks is narrowly tailored to reduce the risk of inhaling the respiratory droplets of others, which is the primary means of contracting COVID-19.
- Pursuant to K.S.A. 65-122, the district is required to exclude individuals with infectious or contagious disease or suspected of being infectious or contagious.
- Without masks being required, the number of exclusions for recommended quarantine would be much higher.
- When considering other options (vaccinations, remote learning and hybrid learning) requiring masks is the least restrictive means available to continue in-person learning.

Dr. Harwood also shared other Coming Back Together updates including: KSGC Metrics, Average Daily Attendance; Vaccine status for Staff and Students; and Academic Recovery. He noted that the Johnson County Department of Health & Environment, in coordination with Children's Mercy Hospital, is talking about hosting vaccine clinics for students in the high schools; however, staffing clinics during the school day could be a challenge for Children's Mercy. He said if the district is able to offer clinics for students it would be on a completely voluntary basis.

President Heikes stated that the Coming Back Together Plan will stand as-is, with no changes made.

DISCUSSION ITEM.

KESA Accreditation Update. Michelle Hite, Director of Elementary Curriculum & Instruction/Accreditation, shared the Kansas Education Systems Accreditation (KESA) Year Four Report. She said the Outside Visiting Team (OVT) conducted a virtual visit to the district on March 11th. She read eight commendations given by the OVT: 1. The district has a systematic process for monitoring student learning and mental health; 2. The district has conducted excellent training for teachers and administrators in Structured Literacy/Dyslexia and the implementation of the science of reading is evident; 3. Exceptional engagement with families and the community is occurring, despite the challenges of the pandemic; 4. Initial work toward equity, diversity and inclusion has produced positive impacts; 5. Use of 1:1 technology has been a vital part of staying connected throughout the pandemic and added to the instructional "toolkit" of faculty; 6. An impressive long-range professional development plan exists for elementary schools; 7. Great strides have been achieved in the goal area of Relevance, with work on the CTE Center, course pathways and programs such as Degree-in-Three; and, 8. The district has a process for developing multi-year goals and plans that can have long-term impact, while still giving schools flexibility to pivot and adjust as needed.

Mrs. Hite then shared recommendations from the OVT: 1. Complete MTSS Behavior Protocols; 2. Develop a long-range professional development plan at the secondary level; and, 3. Continue to refine structuring of DEI work, to avoid creating silos, using a blended approach to committee work to ensure representation throughout the organization.

Mrs. Hite concluded her report by highlighting what will be happening in year five of the Accreditation process.

ALERTS. The following reports were included in the packet for this board meeting with notice that they will require future action by the Board of Education: 1. Report Regarding Bond Sale, 2. Bond Projects, 3. 2021 Capital Outlay Projects, 4. Facility Use Fees; and, 5. 2021-2022 Ala Carte Pizza.

FYI REPORT. The following informational report was included in the packet for this board meeting: 1. 2021-2022 Ala Carte Beverages.

President Heikes declared a five-minute break at 7:22 p.m.

The Board returned to open session and President Heikes called the meeting back to order at 7:27 p.m.

EXECUTIVE SESSION.

Negotiations.

Mrs. Danielle Heikes moved to go into executive session at 7:28 p.m. for a period of fifteen minutes with Frank Harwood, Alvie Cater, Brian Schwanz, Carrie Handy, Sam Ruff and Kris Meyer to discuss the Notification of Negotiations letter pursuant to the exception for employer-employee negotiations under KOMA and return to open session at 7:43 p.m. at this location.

Mrs. Rachele Zade seconded.

Carried 7/0.

Sam Ruff and Kris Meyer did not participate in the executive session.

The Board returned to open session and President Heikes called the meeting back to order at 7:43 p.m.

President Heikes adjourned the meeting at 7:43 p.m.

Date Approved

Clerk, Board of Education

President, Board of Education



Unified School District 232

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

KEN LARSEN
Asst. Supt., Business & Operations

TO: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Ken Larsen, Asst. Supt., Business & Operations
DATE: Thursday, April 15, 2021

SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 54634 – 54772 with Following Exceptions:

54705-54708 1st April Payroll Vendor Checks, Period 3-16/3-31-21, Pay Date 4-15-21

Check Journal - 04/09/21

Check Number	Check Date	Payee	Reason	Amount
54634	04/09/21	Academic Therapy Publ	Reading Phonic Decodable Workbooks	\$277.20
54635-54638	04/09/21	Amazon Capital Services	Teaching/Office Supplies	\$9,020.73
54639	04/09/21	Apple Inc.	Equipment	\$4,797.00
54640	04/09/21	Associated Theatrical Contractors, Inc.	Stage Curtain MVHS	\$12,768.00
54641	04/09/21	B.A.C. Horn Doctor, Inc.	Instrument Repairs	\$254.50
54642	04/09/21	Band Shoppe	Color Guard Uniforms	\$605.60
54643	04/09/21	Blue Chip Athletic Inc.	MTMS - Wrestling Needs	\$260.88
54644	04/09/21	Brenthaven	Parts	\$2,395.00
54645	04/09/21	BSN Sports, LLC	Coach game uniform	\$318.50
54646	04/09/21	Byrne Custom Wood Products, Inc.	Wood Boxes MVHS Dressing Room	\$980.00
54647	04/09/21	Carter-Waters LLC	Door & Window Sealant District Wide - KR	\$40.66
54648	04/09/21	Cates Service Company	HVAC Maintenance Agreement	\$8,075.00
54649	04/09/21	CFS Engineers, P.A.	Special Testing DHS Theater/Athletics	\$144.10
			Inspection/Testing DHS/MVHS Athletic Improvements	\$6,137.45
54650	04/09/21	Challenger Fence Company	Gates for Warehouse	\$2,200.00
54651	04/09/21	Constellation NewEnergy - Gas Division	Heating Bill	\$8,343.20
54652	04/09/21	Dey Appliance Service	Maintenance Supplies	\$52.45
54653	04/09/21	Explain My Benefits, LLC	Apr - Jun 2021 Fee	\$3,693.75
54654	04/09/21	Extra Duty Solutions	MVHS Security	\$93.60
54655	04/09/21	Fell Seeding & Mulching Co. Inc.	Lengthening Warning Track MVHS	\$4,780.00
54656	04/09/21	Follett School Solutions, Inc.	Building	\$102.00
54657	04/09/21	Grainger	Eye Wash Inspection Tags District Wide - MJ	\$49.83
54658	04/09/21	Heartland Coca Cola Bottling Co	Student Nutrition Dept.	\$1,087.10
54659	04/09/21	Hobart	Student Nutrition Dept.	\$1,884.36
54660	04/09/21	IFix Olathe	open PO Apple repairs	\$100.00
54661	04/09/21	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$112.00
54662	04/09/21	Jennifer Kerr	JK Fitness Fee - April 2021	\$496.00
54663	04/09/21	Johnson Co Sheriff's Office	DHS Security 3.7.21-3.20.21	\$187.50
54664	04/09/21	Johnson County Treasurer	2nd Half Taxes	\$56,666.09
54665	04/09/21	Junior Library Guild	JLG Renewal for 2021 school year	\$549.92
54666	04/09/21	k12 ITC, Inc.	Contracted Services	\$167,261.65
54667	04/09/21	Kansas Assn Of School Boards	KASB 21-22 Season Pass & Legal Assistance	\$16,842.86
54668	04/09/21	Kennyco Industries, Inc.	Fire Alarm Repair LTMS	\$1,748.75
54669	04/09/21	Lakeshore Learning Materials	SPED Supplies	\$266.93
54670	04/09/21	Leavenworth High School	MVHS Track Meet Entry Fees	\$150.00
			Track and Field Invitational	\$150.00

Check Journal - 04/09/21

Check Number	Check Date	Payee	Reason	Amount
54671	04/09/21	Literacy Resources, Inc.	Phonemic Awareness Curriculum	\$345.56
54672	04/09/21	Mad Science of Greater KC	Spark	\$880.00
54673	04/09/21	Milburn Civil Engineering, LLC	Civil Engineering Services	\$5,553.00
54674	04/09/21	Lisa Blair	Student Nutrition Dept.	\$109.90
54675	04/09/21	Missouri Sewing Machine Co.	Classroom Supplies	\$21.00
54676	04/09/21	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$1,495.00
54677-54678	04/09/21	Office Depot	Teaching/Office Supplies	\$1,397.08
54679	04/09/21	Olathe USD #233 Facility Usage	De Soto & Mill Valley Swim Teams practices	\$2,985.00
54680	04/09/21	Porta Phone Co.	MVHS-Football-Recondition Porto Phone Headset	\$1,099.00
54681	04/09/21	Positive Promotions, Inc.	Teacher appreciation	\$2,110.60
54682	04/09/21	Pro-Ed	SPED Supplies	\$96.80
54683	04/09/21	Propio LS, LLC	March 2021 Interpreting Services	\$29.45
54684	04/09/21	Quadient Finance USA	Postage	\$400.00
54685	04/09/21	Quill Corporation	Classroom Materials	\$90.58
54686	04/09/21	ReSound	SPED Supplies	\$284.95
54687	04/09/21	Riverside Insights	SPED Testing Protocols	\$202.46
54688	04/09/21	Roma Bakery	Student Nutrition Dept.	\$19,884.32
54689	04/09/21	Rydin Decal	2021-22 parking permits	\$851.50
54690	04/09/21	School Health Corporation	Health	\$224.40
54691	04/09/21	School Specialty, LLC	Teaching/Office Supplies	\$2,251.24
54692	04/09/21	Shawnee Heights High School	Boys and Girls Bowling Conference Tournament	\$100.00
54693	04/09/21	Smallwood Lock Supply	Maintenance Supplies	\$159.30
54694	04/09/21	Solution Tree	Professional Development	\$689.00
54695	04/09/21	SpeechGear, Inc.	SPED Supplies	\$44.00
54696	04/09/21	T-Tech, LLC	Repair	\$200.00
54697	04/09/21	The Legal Record	Legal Ad	\$28.80
54698	04/09/21	Trinium Contractors	Starside Cafeteria Expansion	\$11,564.19
54699	04/09/21	U.S. Foodservice, Inc	Student Nutrition Dept.	\$96,270.75
54700	04/09/21	Underground Vaults & Storage Inc	Contracted Services	\$95.00
54701	04/09/21	Validity Screening Solutions	Employee background checks	\$271.00
54702	04/09/21	Valley Offset Printing, Inc.	Newspaper printing-	\$591.00
54703	04/09/21	Waste Management	Trash/Recycle -March 2021	\$5,297.70
54704	04/09/21	Water District No 1 Of Jo Co	Water-MT,MC,MV,PRE,HE,BE,CCE,ME,RE,TP-Feb/Mar 21	\$3,393.20
				\$471,908.39

Check Journal - 04/15/21

Check Number	Check Date	Payee	Reason	Amount
54709	04/15/21	Act	ACT Prepaid Vouchers	\$275.00
54710	04/15/21	Aidex Corporation	High School eLearning Lease	\$3,540.00
54711-54712	04/15/21	Amazon Capital Services	retirement gifts	\$6,369.01
54713	04/15/21	Augustine Exterminators, Inc.	Termite Treatment @ DHS - MJ	\$670.00
54714	04/15/21	Border States Industries Inc	Ballast @ MCMS - MC	\$907.62
54715	04/15/21	BSN Sports, LLC	Baseballs- Joel Thaemert	\$357.36
54716	04/15/21	City Of Shawnee	MV SRO 3rd Qtr.	\$15,602.00
54717	04/15/21	Concentra Medical Centers	HPE Tests 20-21 school year	\$237.00
54718	04/15/21	Control Service Co., Inc.	Contoller for HVAC MTMS Gym	\$153.00
54719	04/15/21	Cosentino Enterprise, Inc.	Student Nutrition Dept.	\$98.81
54720	04/15/21	De Soto High School	Reimb for Gizmos Teacher Licenses	\$3,930.00
			Reimb activities account for paying game officials	\$15,000.00
54721	04/15/21	Evergy	Electricity for Feb/March 2021	\$100,078.93
54722	04/15/21	Fastenal Company	Grounds Supplies	\$105.00
54723	04/15/21	Flinn Scientific Inc.	Classroom Supplies	\$145.22
54724	04/15/21	Fun and Function	Classroom Supplies	\$63.94
54725	04/15/21	Garmin International	Garmin Order April 2021	\$2,408.93
54726	04/15/21	General Parts LLC	Student Nutrition Dept.	\$957.90
54727	04/15/21	GoEngineer, Inc.	Solidworks Renewal 2021-22 School Year	\$2,400.00
54728	04/15/21	Grainger	Walk Off Mats RE App by BOE 2/7/20	\$1,442.40
			ME Walk Off Mats	\$1,803.00
54729	04/15/21	Heartland Coca Cola Bottling Co	Student Nutrition Dept.	\$870.30
54730	04/15/21	IFix Olathe	open PO Apple repairs	\$360.00
54731	04/15/21	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$16.00
54732	04/15/21	Integrated Security, LLC	Sounds System for MVHS Fieldhouse	\$16,585.79
			Sound System Wrestling Room MVHS	\$7,961.02
54733	04/15/21	Integrity Locating Services, LLC	Locate Charges	\$671.00
54734	04/15/21	Kansas Gas Service	Gas-March 2021-MT, MV, PRE, BE, HE, RE, and TP	\$1,364.75
54735	04/15/21	KATFACS	FACS Superweek Conference	\$680.00
54736	04/15/21	K.C. Air Filter Company, Inc.	Shipping/Handling Air Filters	\$259.05
54737	04/15/21	Kenton Brothers Inc.	Card Reader for ME & MTMS App by BOE 12/7/20	\$7,765.50
54738	04/15/21	Lakeshore Learning Materials	Classroom Supplies	\$338.89
54739	04/15/21	Literacy Resources, Inc.	Office Reading	\$345.56
54740	04/15/21	Mathematical Olympiads	Math Olympiad for 2021-2022	\$218.00
54741	04/15/21	Mill Valley High School	State Band Entry Fee	\$797.00
			Reimb for Gizmos Teacher Licenses	\$5,240.00

Check Journal - 04/15/21

Check Number	Check Date	Payee	Reason	Amount
			Reimb activities account for paying game officials	\$9,650.00
54742-54743	04/15/21	Morgan Hunter Companies	Teacher Sub Pay	\$73,815.42
54744	04/15/21	Mystery Science Inc.	Subscription Renewal for 21-22	\$799.00
			Classroom supplies	\$1,249.00
54745	04/15/21	Norris Equipment Co LLC	Mower for Grounds Dept. App by BOE 12/7/20	\$16,156.02
54746	04/15/21	Office Depot	envelopes	\$119.99
54747	04/15/21	Olathe West High School	Track Invitational	\$150.00
54748	04/15/21	Omega Door and Hardware	Dock Door Replacement LTMS App by BOE 12/7/20	\$12,323.71
54749	04/15/21	Oriental Trading Co., Inc.	P.E. Supplies	\$127.84
54750	04/15/21	Pearson Assessments	SPED Testing Protocols	\$56.00
54751	04/15/21	Perma-Bound	Library Spring Book Order	\$464.04
			Book Order: 138 Items	\$1,553.84
54752	04/15/21	Predator Termite & Pest	April Pest Control District Wide	\$2,381.00
54753	04/15/21	Pur-0-Zone, Inc	Paper products for 2020-21 school year	\$5,442.00
54754	04/15/21	Pygraphics, Inc	Software Upgrade	\$798.00
54755	04/15/21	rSchoolToday	Activity Scheduler- Renewal	\$595.00
54756	04/15/21	Safelite Fulfillment, Inc.	Windshield Chip fill 2015 Dodge Van #6 @ MVHS	\$102.97
54757	04/15/21	Schmitt Music	Piano for PRE App by BOE 12/7/20	\$3,190.00
54758	04/15/21	School Specialty, LLC	Classroom Supplies	\$1,019.27
54759	04/15/21	Solution Tree	paperback books for PD	\$461.10
54760	04/15/21	Spring Hill High School	Golf Invitational	\$180.00
54761	04/15/21	Star Signs LLC	Signage MVHS Add	\$9,975.00
54762	04/15/21	Starside Elementary School	Student Math Olympiads	\$218.00
54763	04/15/21	Teacher Synergy, LLC.	Harrison Classroom	\$23.44
54764	04/15/21	Time Warner Cable	Cable TV	\$23.56
54765	04/15/21	Time Warner Cable	Cable TV/internet	\$99.98
54766	04/15/21	Toshiba Financial Services	Copy/Printer Overages Dec 20-Mar 21	\$1,140.57
54767	04/15/21	Victory Packaging, LP	Moving Boxes	\$2,901.00
54768	04/15/21	Voyager Sopris Learning	Phonics and Spelling	\$137.15
54769	04/15/21	Warehouse One, Inc.	Shelving for Warehouse	\$28,287.38
54770	04/15/21	Waste Management	Grounds Shop Dumpster	\$1,008.24
54771	04/15/21	Water District No 1 Of Jo Co	Water for Construction CTEC	\$175.28
54772	04/15/21	World Fuel Services, Inc.	Diesel Fuel for East Transportation	\$13,635.04
				\$388,276.82



Unified School District 232



Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education

From: Steve Deghand

Date: April 14, 2021

Subject: Facility Use Fees (Consent)

It is the time of year again when Mr. Larsen and I 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, 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 a few small changes to next year's fee schedule. We need to add four facilities to the overall list of facilities. In anticipation of completion, we need to add baseball and softball turf fields at both De Soto High School and Mill Valley High School. We are using the same fee structure that is currently in place for our other turf fields. The proposed fee structure is in line with surrounding districts. One other item to note is that we have added a fee for both new performing art centers for use of light and sound. If renters want to use light and sound, they will need to pay for a trained USD 232 employee to run both the lights and sound at the new performing arts centers. I have attached the proposed facility fee schedule as well as the guidelines for facility rental for your review. Please contact me with any questions or concerns you may have regarding this topic.



FACILITY USE FEE SCHEDULE - April 19, 2021

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	\$50.00	\$25.00 per hour	\$35.00 per hour	\$50.00 per hour
High School Gymnasium		\$25.00 per hour	\$35.00 per hour	\$50.00 per hour
High School Multi-purpose Room (DHS)		\$20.00 per hour	\$20.00 per hour	\$20.00 per hour
High School Wrestling Room	\$175.00	\$15.00 per hour	\$25.00 per hour	\$35.00 per hour
High School Theatre/Flex Theater		\$25.00 per hour	\$35.00 per hour	\$50.00 per hour
High School Auditorium (750 seat)		\$40.00 per hour	\$60.00 per hour	\$80.00 per hour
High School Athletic Practice Fields	\$50.00	\$50.00 sign up fee	\$50.00 sign up fee	\$100.00 per use
High School Baseball/Softball Fields	\$50.00	\$50.00 sign up fee	\$50.00 sign up fee	\$100.00 per use
High School Baseball/Softball Fields - turf		\$50.00 per hour	\$62.50 per hour	\$100.00 per hour
High School Stadium / Turf soccer field		\$50.00 per hour	\$62.50 per hour	\$100.00 per hour
Stadium Lights (Per field)	\$50.00 per use	\$50.00 per use	\$200.00 per use	\$200.00 per use
Press box (P.A. and Scoreboard included)	\$50.00 per use	\$50.00 per use	\$50.00 per use	\$50.00 per use
Tennis Courts	\$25.00 per use	\$50.00 per use	\$50.00 per use	\$100.00 per use
Administration Office Board of Education/Conference Room	\$100.00 sign up fee	\$20.00 per hour	\$30.00 per hour	\$40.00 per hour



FACILITY USE FEE SCHEDULE - April 19, 2021

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

FACILITY USE/RENTALS ADMINISTRATIVE GUIDELINES

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

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

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

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

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

Facility Usage Administrative Guidelines

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

2. Category "A": Sign-up Fee Assessed
 - a. Concept: Activities sponsored by the School District community should be permitted use of School District facilities, and may be asked to pay a sign-up fee for such use. As such activities are outside the regular curricular program, there may be time and day restrictions for such use. Additional charges for custodial and other personnel will be assessed if such personnel's normal work schedule is altered to assist the activity.
 - b. Applies to:
 - (1) USD 232 School District community and not-for-profit groups that DO NOT charge a fee for participants, but may assess nominal dues to members, and where such activities are open to the public.
 - (2) USD 232 School District community youth groups where instructors or supervisors receive NO PAYMENT for their involvement in the activity, and where fees, if any, provide only for direct non-personnel costs, such as nominal fees for materials, rental fees, etc.
 - (3) Examples include: Scout pack/den meetings (not banquets, etc.), recreational league practices for USD 232 School District community groups.
3. Category "B": Non-commercial Youth
 - a. Concept: Activities for USD 232 youth through grade 12, sponsored by not-for-profit organizations, should be permitted to rent the School District facilities. Additional charges for custodial and other personnel will be assessed when such personnel's normal work schedule is altered to assist the activity. Use Category "C" if any adults are direct participants in the scheduled activity.
 - b. Applies to:
 - (1) Youth activities where instructors or supervisors may receive payment for their involvement in the activity, and/or where fees are assessed or donations requested of participants and/or spectators. Examples include educational and/or recreational offerings for youth.
 - (2) Enrichment-type programs involving youth from within the School District, including district/school-run operations.
 - (3) Activities for district youth through grade 12, sponsored by district employees, should be permitted use of the district facilities without payment of rental fee if total camp fees charged per student are \$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 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
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: April 14, 2021
Subject: Hoop Houses (Consent)

At the December Board of Education meeting, one of the Capital Outlay projects approved by the Board was the installation of two hoop-houses. The hoop-houses will greatly increase our grounds personnel's ability to respond to district needs especially during an inclement weather event. Specifications were written and a legal advertisement was published in early March. Bid specifications were sent directly to five vendors and a mandatory pre-bid was held in mid-March. Four contractors attended the pre-bid meeting with two of those contractors submitting a bid. Sealed bids were due by 10:00 am on March 30 to the Service Center and bid results ranged from \$55,888.21 to \$69,900 with Heartland Construction submitting the lowest bid. The bids came in over \$20,000 below estimated costs for these two projects. Heartland Construction had very good references and at this time we are asking the Board to approve the bid for \$55,888.21 from Heartland Construction for installation of two hoop-houses. Bid tabs are attached and as always, please contact me with any questions or concerns you may have regarding this project.

**Hoop House
 Bid-Opening
 March 30, 2021
 10:00 AM**

Contractor	Bond	Add. Ack.	Total Base Bid				
Combes Construction			No Bid				
FBC Construct KC	X	X	\$69,900.00				
Heartland Construction	X	X	\$55,888.21				
Zimmerman Construction			No Bid				



Unified School District 232

Student Nutrition Department

www.usd232.org/nutrition

Jolyn Baldner
Director of Student Nutrition

TO: Frank Harwood, Superintendent of Schools
USD 232 Board of Education members

FROM: Jolyn Baldner, Director of Student Nutrition

DATE: April 14, 2021

SUBJECT: Student Nutrition Surplus Item (CONSENT AGENDA)

Per Education Statute 72-8212 we are requesting approval for the disposal of the cafeteria/kitchen equipment listed. The Hobart floor mixer (model #D 300 T) is 20+ years old. During a recent Kansas Department of Labor (KDOL) inspection, it was noted a guard was required to be on the mixer. We received a quote for the guard, and the cost exceeded the actual value of the mixer. The mixer also is not a piece of equipment that is used. We are requesting the mixer be declared surplus and removed for disposal.

Item	Condition	Age	Notes
Hobart Floor Mixer, Model #D 300 T	Poor	20 + years	Unit currently at MTMS; KDOL require guard that values more than mixer; Mixer is not being used by Student Nutrition staff

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 14th, 2021

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

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

Scott Boxx - \$1,641.50

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)



Unified School District 232



Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: April 14, 2021
Subject: The Bridge Renovations (Action)

The Bridge Renovations (Action)

Bid specifications were written and a legal advertisement was published on March 16 for a bond related project. The project was discussed with the Board at the March 22 Board meeting and consists of a complete renovation to the current Bridge facility. Specifications were sent directly to four contractors and a mandatory pre-bid meeting was held on March 22. There were eight contractors in attendance at the pre-bid meeting and six of those eight submitted a bid. Sealed bids were due to the Service Center by 10:30 am on April 13 and they ranged from \$220,300 to \$290,000 with Trinium Construction submitting the lowest bid. Trinium, you may recall, was awarded the Starside cafeteria expansion earlier this year and they come to us with very good references. The estimated cost for this project was \$275,000 so at this time we are asking the Board to approve the bid from Trinium Construction in the amount of \$220,300 for renovation of The Bridge. As always, bid tabs are attached and please contact me with any questions or concerns you may have regarding this project.

**The Bridge Renovation
Bid Tabulation
Tuesday April 13, 2021 (10:30 am)**

Contractor	Base Bid
B.A. Green Construction	\$256,000.00
Combes Construction	\$281,000.00
Paritrave Innovations	\$264,000.00
Straub Construction	\$290,000.00
Trinium Contractors	\$220,300.00
Zimmerman Construction	\$234,000.00



Unified School District 232



Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education

From: Steve Deghand

Date: April 14, 2021

Subject: DHS and MVHS Fieldhouse Renovations (Action)

DHS and MVHS Fieldhouse Renovations (Action)

Bid specifications were written and a legal advertisement was published on March 16 for two bond related projects. The projects were discussed with the Board at the March 22 Board meeting and they include renovations for both existing fieldhouses. Specifications were sent directly to six contractors and a mandatory pre-bid meeting was held on March 22. There were twelve contractors in attendance at the pre-bid meeting and ten of those twelve submitted a bid. Sealed bids were due to the Service Center by 10:00 am on April 13 and they ranged from \$654,000 to \$898,000 with Zimmerman Construction submitting the lowest bid. Zimmerman Construction has completed several projects for the district in the past and has always performed well. The estimated cost for this project was \$875,000 so at this time we are asking the Board to approve the bid from Zimmerman Construction in the amount of \$654,000 for renovation of both existing high school fieldhouses. As always, bid tabs are attached and please contact me with any questions or concerns you may have regarding this project.

**De Soto & Mill Valley High School
Fieldhouse Renovations
Bid Tabulation
Tuesday April 13, 2021 (10:00 am)**

Contractor	Base Bid
B.A. Green Construction	\$743,700.00
B. Dean Construction	\$671,000.00
Centric	\$714,000.00
Combes Construction	\$712,000.00
Excel Construction	\$898,000.00
N.W. Rogers Construction	\$888,400.00
Paritrave Innovations	\$709,000.00
Royal Construction	No Bid
Straub Construction	\$790,000.00
Trinium Contractors	\$671,650.00
Wilcott Construction	No Bid
Zimmerman Construction	\$654,000.00



Unified School District 232

Administrative & Educational Services

Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools

From: Alvie Cater

Date: April 14, 2021

Subject: **School Resource Officer Program Agreement (ALERT)**

We will seek approval by the Board of Education at the regularly scheduled meeting in May to renew our School Resource Officer agreements with the City of Shawnee, City of Lenexa, and Johnson County Sheriff's Office. The renewal is for a three-year period covering the 2021-22 through the 2023-24 school years.

The School Resource Officer (SRO) program has been in place for more than 18 years and helps the district maintain safe schools and campuses. The SRO program supports the district through a foundation of education to the school community, including parents, on such topics as: vaping, tobacco, alcohol, and other illegal substances; addressing violence prevention, de-escalation, and other safety and security issues in the school community. The officers further act as a law enforcement problem-solving resource for school personnel and provide the appropriate response regarding on-campus or school-related criminal activity and/or safety issues. SROs also refer students and/or their families to appropriate agencies for assistance when a need is determined.

There are four (4) SROs assigned to the district: one at Mill Valley High School, one at Monticello Trails Middle School, one at Mill Creek Middle School (part time), and one at De Soto High School. While the SROs are assigned to certain schools, they provide support to all schools within their jurisdictions. Although the officers are assigned to USD 232, they are not considered employees of the district.

Brian Schwanz and I met with representatives from each law enforcement agency over the last few weeks to discuss the SRO program renewal. Each agency desires to continue the agreement with a focus on campus safety and education. The renewal represents an increase from the previous agreement that ends with the current school year, as fees have not changed during that time.

Annual Fees for SROs – Proposed

City of Shawnee

\$72,500.00 (increase of \$10,091.60) – The City of Shawnee increased its hourly rate to \$29/hour.

- 2 SROs for eight schools in Shawnee

City of Lenexa

\$18,560.00 (increase of \$2,560/year) – The City of Lenexa increased its hourly rate to \$29/hour.

- Part-time SRO at Mill Creek Middle School

JOCO Sheriff's Office – The Sheriff's Office is proposing an incremental increase over the next three years.

Year 1 = \$60,010.00 (increase of \$606/year)

Year 2 = \$62, 560.00 (increase of \$2,550)

Year 3 = \$65,110.00 (increase of \$2,550)

- 1.0 SRO for three schools in De Soto

The district plans to evaluate the School Resource Officer Program over the next several months. Each agreement can be terminated at any time for any reason with thirty days' written notice. If you have any questions, please let us know.

###