



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 5, 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 March 22nd regular meeting.
- C. Approve payment of bills and transfer of funds (if appropriate).
- D. Approve employment recommendations made on March 30, 2021.
- E. Approve employment recommendation made on April 5, 2021.
- F. Approve 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.
- G. Accept a bid from Contract Paper Group, Inc. in the amount of \$21,840.00 for one (1) full truckload of copy paper (840 cases).
- H. Approve 2nd annual renewal of the bread vendor contract (bid in the spring of 2019) with Roma Bread for the 2021-22 school year.
- I. Approve 2nd annual renewal of the milk vendor contract (bid in the spring of 2019) with Hiland Dairy for the 2021-22 school year.
- J. Approve 2nd annual renewal of the Prime Vendor Contract (bid in the spring of 2019) with US Foods for the 2021-22 school year.

- K. Accept a donation from De Soto Chiropractic in the amount of \$500.00 to the De Soto High School Athletic Department.
- L. Accept a donation from Tonya Mater in the amount of \$500.00 to the De Soto High School Band Program.

III. GOOD NEWS.

- A. Staff Member Recognition.

IV. ACTION ITEMS.

- A. Kindergarten Instructional Materials/Resources Fee. [Alvie Cater]
- B. Procedures for Hearing Requests Pursuant to Senate Bill No. 40. [Dr. Frank Harwood]
- C. Coming Back Together. [Dr. Frank Harwood]

V. DISCUSSION ITEM.

- A. KESA Accreditation Update. [Michelle Hite]

VI. PATRON INPUT.

VII. ALERTS.

- A. Report Regarding Bond Sale.
- B. Bond Projects.
- C. 2021 Capital Outlay Projects.
- D. Facility Use Fees.
- E. 2021-2022 Ala Carte Pizza.

VIII. FYI REPORT.

- A. 2021-2022 Ala Carte Beverages.

IX. EXECUTIVE SESSION.

- A. Negotiations.

X. 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) March 22, 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 (participated via Zoom)
Ashley Spaulding
Rachele Zade

Others Present: Alvie Cater, Assistant Superintendent of Administrative & Educational Services
Steve Deghand, Director of Facilities
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent
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. Bill Fletcher asked to remove check number 54281 from Consent Agenda item "C. Approve payment of bills and transfer of funds (if appropriate)" for approval separately. Superintendent Harwood requested to add an Executive Session for Non-Elected Personnel.

Mrs. Danielle Heikes moved to adopt the Agenda and approve the Consent Agenda as amended.

Mrs. Rachele Zade seconded.

Carried 7/0.

The following Consent Agenda items were approved:

1. Minutes of the March 1st regular meeting and March 9th special meeting.
2. Payment of bills and issuance of checks numbered 54243 – 54280, 54282 – 54321 and 54325 – 54501.
3. Personnel recommendations as follows:
 - Resignations – Certified (at the conclusion of the 2020-2021 school year)
 - Elizabeth Carpino, 8th Grade Science Teacher, MCMS
 - Kelly Downard, 6th Grade Math Teacher, MTMS
 - Emily Shepard, English Teacher, DHS
 - Employment – Certified (effective for the 2021-22 school year)
 - Kelly Gontesky, Elementary Education, Location TBD
 - Mildred Laughlin, Biotech Teacher, CTEC
 - Leanna McClintock, Elementary Education, Location TBD
 - Jenna Merriman, Special Education Teacher, BE
 - Lisa Meyer, 8th Grade Science Teacher, MTMS
 - Maria Pileski, Music Teacher, SE
 - Kelsey Rao, 0.5 FTE School Psychologist, Location TBD
 - Resignations – Classified
 - Lynn Bath, Secretary MVHS (effective 05/28/21)
 - Melanie Chambers, Student Nutrition Assistant, MCMS
 - Melody Erickson, Center Based Paraprofessional, DHS
 - Judith Intfen, Counseling Secretary, MVHS (effective 04/16/21)
 - Jo Lynn Kissinger, Student Nutrition Assistant, CCE (effective 05/28/21)
 - Ellen McClintock, Paraprofessional, DHS
 - Employment – Classified
 - Nicole Hufford, Center Based Paraprofessional, BE
 - Christy Miller, Student Nutrition Assistant, DHS
 - Cassie Rockers, Rule 10 Head Volleyball Coach, DHS
 - Termination – Classified
 - Samantha Mauricio, Custodian, SE
4. Acceptance of the following bids:
 - Country Carpet in the amount of \$200,000.00 for carpet replacement at Mill Creek Middle School.
 - Advanced Asphalt and Concrete in the amount of \$460,000.00 for district-wide asphalt repairs to be made during the summer months.
 - Advanced Asphalt and Concrete in the amount of \$158,875.00 for district-wide concrete repairs to be made during the summer months.

5. Declared list of elementary technology equipment as surplus.

Bill Fletcher declared a conflict of interest and left the meeting at 6:01 p.m.

Mr. Rick Amos moved to approve payment to Kansas Land Management, LLC in the amount of \$1,760.30 with check number 54281.

Mrs. Rachele Zade seconded.

Carried 6/0.

Bill Fletcher returned to the meeting at 6:02 p.m.

GOOD NEWS.

Staff Recognition. Starside Elementary staff member Tara Brown, School Nurse, along with The Bridge staff members Ashley Kostus and Amanda Wondra-Appl, Special Education Teachers, were recognized for outstanding service in their district roles.

ACTION ITEMS.

Coming Back Together. Superintendent Harwood presented the Board with the following information:

Current KSCG Data. USD 232 data for the week beginning January 31st through March 7th was shared (Absenteeism, Percent Positivity, Two Week Cumulative County Incidence Rate, One Week County Incidence Rate Trend and Regional Hospitals). Dr. Harwood pointed out that community numbers continue to be very low. Factoring in the Quarantine and Isolation Modifier the district remains in the Green Category.

Vaccinations. Dr. Harwood said that all staff first-dose COVID vaccinations have finished. Of the district's 1,148 staff members, including bus drivers and substitutes, 878 (76%) have received the vaccination through the school clinics. This does not include staff members who were vaccinated elsewhere; once they are factored into the total it is expected to be closer to 85-90% vaccinated. Second- dose clinics should be finished by April 3rd.

Staff COVID Perception Survey Results. The survey was administered March 15-19. All USD 232 staff were invited via email to participate. Survey topics included Anxiety, PPE, Mitigating Protocols and Relationships (Personal, Colleagues, District Leadership, District and Community). 697 (61%) of staff members participated. Dr. Harwood pointed out that the level of anxiety in staff has dropped significantly, due mostly to access to the COVID vaccine. 4% of staff indicated a lack of adequate access to PPE equipment (masks, desk shields, hand sanitizer and face shields). Dr. Harwood said the district has a surplus of masks, hand sanitizer and face shields and may just need to do a better job of informing staff of its availability. 75% of staff members said the district is following mitigating protocols adequately. Personal Relationships – the majority of respondents said they met the challenges of the pandemic as expected; however, 32 respondents said the experience has made them question why they

went into education. Colleague Relationships – 336 respondents said they knew they had great colleagues and navigating challenges related to COVID-19 proved it again. District Leadership Relationships – While 34 respondents indicated they felt the district leadership did a very poor job, 234 indicated they felt they did the best they could in a difficult situation. District Relationships – 23 respondents said they have lost faith in USD 232; however, 361 indicated the district is doing well, but there is still room for improvement. Community Relationships – Dr. Harwood said this was the most concerning result with 296 respondents indicating the pandemic created a division in the district.

Danielle Heikes asked about next steps following survey results. Dr. Harwood said he will start having discussions with building leadership and the De Soto Teachers Association (DTA) about results and how the district can make improvements.

Ashley Spaulding asked if the survey results would be shared. Dr. Harwood said the presentation can be shared on the district website.

Superintendent Harwood said the Centers for Disease Control and Prevention (CDC) now states that when students are properly masked they can be safely socially distanced at 3 feet. He said the Johnson County Health Department (JCDH) is changing the way they make recommendations for exclusion due to exposure for secondary students. They are replacing the low risk exposure with a medium risk category at the secondary level. A medium risk exposure is defined as more than 10 minutes within 3 feet of a COVID -19 positive person while all parties are appropriately masked. The medium risk exposure does not call for a recommendation for exclusion, but students considered at medium risk could be asked to get a test for COVID-19 within 6 days of exposure. COVID testing would not be required and parental consent would have to be provided for any COVID testing. The district is looking at making tests available at school. General exposure letters will continue to be sent to everyone in the building when there is a positive case present and there are no changes proposed for elementary students.

Stephanie Makalous asked what the turn-around time is for testing. Dr. Harwood said typically within 12 hrs.

With regard to Prom, Superintendent Harwood said the district believes that prom can happen safely. He said the high schools will need to look at capacity of the venue chosen for prom and number of people wanting to come, and will need to be prepared for contact tracing so that one person with a positive diagnosis after prom doesn't mean that everyone who was in attendance gets excluded. He said the high school prom committees are looking into provisions like attending in waves, increase in venue size, and whether or not to allow outside dates.

Ashley Spaulding asked if any discussions have been held with regard to Field Day. Dr. Harwood said discussions are taking place.

Graduation is set for May 22nd. Dr. Harwood said Mill Valley High School is scheduled to graduate at 8:00 a.m. in their new stadium and De Soto High School is scheduled to graduate at 11:00 a.m. at the Olathe

School District's College Boulevard Athletic Center. He said that as long as May 22nd is nice weather there should be no problems. However, if inclement weather moves in alternate plans will need to be made. Dr. Harwood said that Seniors at both high schools were given a survey about how to handle graduation in the event of inclement weather. He said Seniors at De Soto High School said the most important thing to them is to have graduation on May 22nd at 11:00 a.m. Seniors at Mill Valley High School said the most important thing to them is to have the ceremony outside so they want to use Sunday, May 23rd, as an alternate date. Dr. Harwood asked the board if they were okay with the school administration making decisions on alternate arrangements. Board members were in agreement with leaving the decisions to the school administration.

Academic Recovery is to be funded through three federal stimulus programs called Elementary and Secondary School Emergency Relief (ESSR) that will run through September of 2024. Dr. Harwood shared some of the extended learning opportunities planned including Extended School Year (ESY) for Special Education students that wouldn't typically have a summer activity, but are behind with their goals, and Summer School Credit Recovery for high school students. He explained that the district could use ESSR funds to reduce credit recovery cost to parents (currently \$225 per credit) to no more than \$50 per credit. He spoke about other summer learning that is focused on skill development which will be done late in the summer and extended day opportunities that will start next year. Dr. Harwood said the only group of students the district will focus on for the remainder of this school year are Seniors needing credit recovery. He said the district will look at new staff positions to identify students with learning needs and support students and staff in academic recovery. Dr. Harwood pointed out that there is one obstacle, uncertain funding. He said the Legislature is exploring using federal funds as part of statutory school funding. He said the district may not know until May or June how much funding will be available.

With regard to indoor spectators, Dr. Harwood said that at the March 9th special board meeting when the Board raised the number of spectators allowed at the state play-off game the question came up about other indoor events. He said rather than sticking with two spectators per participant, it is his recommendation that the administration be allowed to determine the number of spectators allowed based on the activity, venue and number of participants. He asked if the Board wanted this to apply to just USD 232 events, or to rentals as well.

Rick Amos said he is in support of this for USD 232 events, but is neutral on outside rentals.

Dr. Harwood said the district isn't currently renting on school days, only weekends. He said If the non-district sponsored event was something that would impact student groups the district would be more likely to limit spectators.

Ashley Spaulding agreed with Mr. Amos.

Mrs. Danielle Heikes moved to approve changes to the Coming Back Together Plan as discussed.

Mr. Rick Amos seconded.

Carried 7/0.

2020-21 School Year Calendar. Superintendent Harwood said in January the State Board of Education had declared that staff collaboration days can be counted the same as a student contact day as part of the 1116 hours required and at the time he recommended not changing the calendar because he wanted to see how inclement weather played out. He said three inclement weather days have been used to date. Alvie Cater, Assistant Superintendent of Administrative & Educational Services, said right now the district has one day available with three options: The Board can take no action, or it could consider cancelling school on April 16th or May 3rd. Due to students being out of school on April 30th for a teacher in-service day, the administration recommended May 3rd in order to give students a four-day weekend. Dr. Harwood said the Board could also choose to wait until April 5th to make a decision.

Ashley Spaulding asked if teachers were asked about use of the extra day. Dr. Harwood said questions have been asked with a variety of opinions returned.

Stephanie Makalous asked if the district even needed to give students another day off. Dr. Harwood said that having a day off in the long 4th quarter can be beneficial for learning. She said she would be more in favor of having the break in May.

Alvie Cater said for a mid-year change the Calendar Committee has typically not been reconvened.

Danielle Heikes said she was in favor of the May 3rd date.

John Gagnat asked if there was any way to get teachers out before Memorial Day. Dr. Harwood said the recommendation is not to shorten the school year.

Ashley Spaulding stated she would be in favor of May 3rd.

Dr. Harwood said the district could still have one more inclement weather day and close on May 3rd.

Stephanie Makalous said she would be in favor of going ahead and cancelling school on May 3rd.

Mrs. Danielle Heikes moved to approve a change to the 2020-21 School Year Calendar as discussed (May 3rd will be a no school day).

Mrs. Ashley Spaulding seconded.

Carried 7/0.

DISCUSSION ITEM.

Bond Project Updates. Steve Deghand, Director of Facilities, said the district will be able to complete projects identified in the initial bond proposal under budget. He shared a list of other projects, and

drawings of each one, the district can also do with bond funds including renovation at The Bridge facility, renovations of both high school's existing fieldhouses, high school batting cages and future land acquisition. Brandon Riffel, Director of Technology, reviewed a list of safety and technology projects and the status of each that have been done with bond funds. Superintendent Harwood noted that the district was not planning on using bond funds for computer purchases, but rather Capital Outlay. He then shared a chart showing bond proceeds (principal and premiums) in Phase 1 – June 2019, Phase 2 – June 2020 and Phase 3 – May 2021 which total \$90,448,734. With estimated total expenses at \$89,583,012.00 remaining bond funds will be \$865,772.00.

PATRON INPUT. President Heikes opened the floor for patron input. With no requests to speak submitted President Heikes moved onto the next agenda item.

President Heikes declared a five-minute break at 7:43 p.m.

The Board returned to open session and President Heikes called the meeting back to order at 7:48 p.m.

EXECUTIVE SESSION.

Non-Elected Personnel.

Mrs. Danielle Heikes moved to go into executive session at 7:48 p.m. for a period of fifteen minutes with Frank Harwood, Brian Schwanz, Carrie Handy and Steve Deghand to discuss an individual employee's performance pursuant to the non-elected personnel exception under KOMA and return to open session at 8:03 p.m. at this location.

Mr. John Gagnat seconded.

Carried 7/0.

The Board returned to open session and President Heikes called the meeting back to order at 8:05 p.m.

President Heikes adjourned the meeting at 8:05 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 1, 2021

SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 54502 – 54633 with Following Exceptions:

54520-54525 2nd March Payroll Vendor Checks, Period 3-01/3-15-21, Pay Date 3-31-21

Approve the following transfers for month ending March 31, 2021:

\$ 951,000.00 From Gen Fund (06) to Sped (30)
\$ 5,000.00 From LOB (08) to State Pre-K (Fund 11)
\$ 221,000.00 From LOB (08) to At-Risk (Fund 13)
\$ 35,000.00 From LOB (08) to Bi-Lingual (Fund 14)
\$ 226,000.00 From LOB (08) to Voc Ed (Fund 34)

Check Journal - 03/23/21

Check Number	Check Date	Payee	Reason	Amount
54502-54503	03/23/21	Amazon Capital Services	Teaching/Office Supplies	\$2,516.52
54504-54506	03/23/21	Arvest Bank	Credit Card Statement 03/23/21	\$19,825.96
54507	03/23/21	Atmos Energy	Gas Service-Bridge & DHS for Feb/March 2021	\$403.73
54508	03/23/21	Demco, Inc.	LIbrary supplies	\$1,833.13
54509	03/23/21	Everygy	Energy for LT Grounds/Maint Feb-March 2021	\$58.77
54510	03/23/21	Flinn Scientific Inc.	Science Equipment	\$809.00
54511	03/23/21	Follett School Solutions, Inc.	Fall #2 Book order 19 books	\$266.98
54512	03/23/21	Gopher Sport	Building	\$940.65
54513	03/23/21	Heartland Coca Cola Bottling Co	Student Nutrition Dept	\$1,063.22
54514	03/23/21	J.W. Pepper & Son, Inc.	Music	\$1,466.56
54515	03/23/21	Jostens	Diploma	\$8.08
54516	03/23/21	Office Depot	Office Supplies	\$300.50
54517	03/23/21	Realityworks, Inc	RealCare Babies for FACS	\$1,850.90
54518	03/23/21	School Specialty, LLC	Teaching/Office Supplies	\$831.38
54519	03/23/21	Toshiba Business Solutions	Copier Maintenance	\$210.00
				\$32,385.38

Credit Card Statement
03.14.21

Date Occurred	Cardholder Name	Merchant	Merchant Location	Amount
2/18/2021	BELMONT ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$11.44
	BELMONT ELEMENTARY Total			\$11.44
3/11/2021	BRIAN SCHWANZ	SIGNUPGENIUS	WWW.SIGNUPGEN, NC 282260000	\$24.99
	BRIAN SCHWANZ Total			\$24.99
2/19/2021	CLEAR CREEK ELEMENTARY	SUPER TEACHER WORKSHEETS	716-260-2560, NY 141500000	\$24.95
	CLEAR CREEK ELEMENTARY Total			\$24.95
3/4/2021	DAVID KING	USPS PO 1924860025	DE SOTO, KS 660180000	\$4.15
	DAVID KING Total			\$4.15
2/12/2021	DESOTO HIGH SCHOOL	PIZZA HUT 034264	DE SOTO, KS 660180000	\$53.99
3/3/2021	DESOTO HIGH SCHOOL	SAVERS - 1223	KANSAS CITY, MO 641540000	\$51.42
3/7/2021	DESOTO HIGH SCHOOL	THE HOME DEPOT #2211	LAWRENCE, KS 660460000	\$28.89
3/8/2021	DESOTO HIGH SCHOOL	WAL-MART #4611	SHAWNEE, KS 662260000	\$1.56
3/8/2021	DESOTO HIGH SCHOOL	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$146.70
3/9/2021	DESOTO HIGH SCHOOL	GOFAN DE SOTO WILDCAT	GOFAN.CO, GA 300050000	\$73.15
3/11/2021	DESOTO HIGH SCHOOL	GOFAN KSHSAA BOYS CLA	GOFAN.CO, GA 300050000	\$94.05
3/11/2021	DESOTO HIGH SCHOOL	GOFAN KSHSAA BOYS CLA	GOFAN.CO, GA 300050000	\$10.45
	DESOTO HIGH SCHOOL Total			\$460.21
2/18/2021	DHS TRAVEL 1	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$40.00
2/19/2021	DHS TRAVEL 1	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$144.00
2/23/2021	DHS TRAVEL 1	SQ ANTHONY'S BEEHIVE - D	GOSQ.COM, KS 660460000	\$140.00
2/23/2021	DHS TRAVEL 1	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$24.00
2/25/2021	DHS TRAVEL 1	GOODCENTS SUBS - 206	OLATHE, KS 660610000	\$430.00
2/25/2021	DHS TRAVEL 1	LEGO BRAND RETAIL INC.	851-6421030, CT 060820000	\$775.25
2/25/2021	DHS TRAVEL 1	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$40.00
3/4/2021	DHS TRAVEL 1	PHILLIPS 66 - CIRCLE K 27	WICHITA, KS 672260000	\$10.00
3/4/2021	DHS TRAVEL 1	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$108.74
3/4/2021	DHS TRAVEL 1	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$108.74
3/4/2021	DHS TRAVEL 1	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$108.74
3/8/2021	DHS TRAVEL 1	LEGO BRAND RETAIL INC.	851-6421030, CT 060820000	(\$68.71)
	DHS TRAVEL 1 Total			\$1,860.76
3/2/2021	DHS TRAVEL 2	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$51.95
3/2/2021	DHS TRAVEL 2	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$51.95
3/8/2021	DHS TRAVEL 2	CASEYS GEN STORE 3254	DE SOTO, KS 660180000	\$56.00
	DHS TRAVEL 2 Total			\$159.90
2/16/2021	ERIC ROBERTS	SANTA FE TOW SERVICE	LENEXA, KS 662150000	\$139.00
	ERIC ROBERTS Total			\$139.00
3/9/2021	FACILITIES OFFICE STAFF	DOLLAR-GENERAL #7565	DE SOTO, KS 660180000	\$62.00
	FACILITIES OFFICE STAFF Total			\$62.00
2/12/2021	JANET HOPKINS	USPS PO 1924860025	DE SOTO, KS 660180000	\$11.55
2/23/2021	JANET HOPKINS	EXCEPTIONAL TEACHING INC	800-549-6999, CA 945500000	\$129.95
2/25/2021	JANET HOPKINS	WAL-MART #4611	SHAWNEE, KS 662260000	\$229.17
3/9/2021	JANET HOPKINS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$47.31
	JANET HOPKINS Total			\$417.98
3/1/2021	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$1,544.70
3/1/2021	JODIE SAULTZ	REEVES - WIEDEMAN COMPANY	512-0800052, MO 641110000	\$594.83
3/8/2021	JODIE SAULTZ	REEVES - WIEDEMAN COMPANY	512-0800052, MO 641110000	\$2,817.28
3/9/2021	JODIE SAULTZ	REEVES - WIEDEMAN COMPANY	512-0800052, MO 641110000	\$4,613.35
	JODIE SAULTZ Total			\$9,570.16
2/26/2021	JULIE MAURER	THE UPS STORE 5094	SHAWNEE, KS 662260000	\$38.80
3/2/2021	JULIE MAURER	PAYPAL CAMCORDERCA	402-935-7733, CA 912010000	\$497.26
	JULIE MAURER Total			\$536.06
2/22/2021	KRISTAN LANGTON	WM SUPERCENTER #2855	SHAWNEE, KS 662170000	\$45.87
	KRISTAN LANGTON Total			\$45.87
2/11/2021	LEXINGTON TRAILS MS	THE HOME DEPOT #2201	OLATHE, KS 660620000	\$18.98
1/23/2021	LEXINGTON TRAILS MS	FRAUD PROV CREDIT	REJIVENATECON, MD 000000000	(\$6.84)
	LEXINGTON TRAILS MS Total			\$12.14
2/21/2021	MARGARET DIECKHOFF	WAL-MART #4611	SHAWNEE, KS 662260000	\$29.08
2/23/2021	MARGARET DIECKHOFF	WAL-MART #4611	SHAWNEE, KS 662260000	\$22.25
3/9/2021	MARGARET DIECKHOFF	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$74.42
	MARGARET DIECKHOFF Total			\$125.75
2/17/2021	MARY CAROLINE FRIDAY	WAL-MART #4611	SHAWNEE, KS 662260000	\$134.66
3/4/2021	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$67.11
	MARY CAROLINE FRIDAY Total			\$201.77
2/24/2021	MELISSA MILLER	WAL-MART #4611	SHAWNEE, KS 662260000	\$19.88
	MELISSA MILLER Total			\$19.88
2/19/2021	MIKE JEROME	CORPORATE IMAGING	847-412-6611, IL 600620000	(\$45.86)
2/19/2021	MIKE JEROME	CORPORATE IMAGING	847-412-6611, IL 600620000	\$45.86
2/4/2021	MIKE JEROME	FRAUD PROV CREDIT	FIRST AID BEA, MD 000000000	(\$158.44)
2/18/2021	MIKE JEROME	STAPLES PROMOTIONAL PRODU	800-848-8028, KS 662100000	\$89.04
2/18/2021	MIKE JEROME	STAPLES PROMOTIONAL PRODU	800-848-8028, KS 662100000	\$181.69
2/18/2021	MIKE JEROME	FRAUD PROV CREDIT	STAPLES, MD 000000000	(\$181.69)

Credit Card Statement
03.14.21

<u>Date Occurred</u>	<u>Cardholder Name</u>	<u>Merchant</u>	<u>Merchant Location</u>	<u>Amount</u>
2/18/2021	MIKE JEROME	FRAUD PROV CREDIT	STAPLES, MD 000000000	(\$89.04)
	MIKE JEROME Total			(\$158.44)
2/25/2021	MILL CREEK MIDDLE SCHOOL	THE HOME DEPOT #2213	SHAWNEE, KS 662170000	\$64.24
2/27/2021	MILL CREEK MIDDLE SCHOOL	THE HOME DEPOT 2213	SHAWNEE, KS 662170000	\$253.53
3/4/2021	MILL CREEK MIDDLE SCHOOL	MF ATHLETIC & PERFORM BE	401-942-9363, RI 028930000	\$123.50
3/3/2021	MILL CREEK MIDDLE SCHOOL	THE HOME DEPOT #2213	SHAWNEE, KS 662170000	\$78.62
3/5/2021	MILL CREEK MIDDLE SCHOOL	WALMART.COM AW	800-966-6546, AR 727160000	\$251.99
	MILL CREEK MIDDLE SCHOOL Total			\$771.88
2/19/2021	MILL VALLEY HIGH SCHOOL	WAL-MART #4611	SHAWNEE, KS 662260000	\$2.44
3/2/2021	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$4.80
3/3/2021	MILL VALLEY HIGH SCHOOL	SIGHT READING FACTORY	HTTPSWWW.SIGH, TX 770430000	\$35.00
3/4/2021	MILL VALLEY HIGH SCHOOL	NCTE	217-3283870, IL 618200000	\$75.00
3/4/2021	MILL VALLEY HIGH SCHOOL	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$39.88
3/8/2021	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$4.80
	MILL VALLEY HIGH SCHOOL Total			\$161.92
2/25/2021	MIZE ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$0.99
2/25/2021	MIZE ELEMENTARY	PIXTON.COM COMIC MAKER	QUALICUM BEAC, BC 009170000	\$99.00
2/25/2021	MIZE ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$114.40
3/8/2021	MIZE ELEMENTARY	LOWES #00721	OLATHE, KS 660620000	\$198.94
	MIZE ELEMENTARY Total			\$413.33
2/17/2021	MONTICELLO TRAILS MS	GOOGLE GOOGLE STORAGE	855-836-3987, CA 940430000	\$2.99
2/19/2021	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$11.50
2/19/2021	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$11.50
2/22/2021	MONTICELLO TRAILS MS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$46.14
2/23/2021	MONTICELLO TRAILS MS	TEACHERSPAYTEACHERS.COM	646-588-0910, NY 100030000	\$153.73
2/26/2021	MONTICELLO TRAILS MS	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$1.99
2/26/2021	MONTICELLO TRAILS MS	TEACHERSPAYTEACHERS.COM	646-588-0910, NY 100030000	\$10.00
2/26/2021	MONTICELLO TRAILS MS	THE FUN MUSIC CO	ADELAIDE, 000000000	\$199.00
3/2/2021	MONTICELLO TRAILS MS	USPS PO 1983621532	SHAWNEE, KS 662260000	\$91.00
3/2/2021	MONTICELLO TRAILS MS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$4.92
3/8/2021	MONTICELLO TRAILS MS	WALGREENS #09425	800-289-2273, KS 662260000	\$53.97
3/9/2021	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$11.50
3/11/2021	MONTICELLO TRAILS MS	EXPLAIN EVERYTHING SALES,	646-825-8552, NY 100110000	\$10.80
	MONTICELLO TRAILS MS Total			\$609.04
2/21/2021	MVHS TRAVEL 1	BLIND BOX BBQ	SHAWNEE, KS 662160000	\$296.00
3/3/2021	MVHS TRAVEL 1	066 BRAUMS STORE	EMPORIA, KS 668010000	\$99.10
3/3/2021	MVHS TRAVEL 1	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$5.00
3/3/2021	MVHS TRAVEL 1	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$5.00
3/3/2021	MVHS TRAVEL 1	NORTHROCK LANES	WICHITA, KS 672260000	\$80.00
3/4/2021	MVHS TRAVEL 1	BJ'S RESTAURANTS 526	WICHITA, KS 672070000	\$265.13
3/4/2021	MVHS TRAVEL 1	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$10.00
3/4/2021	MVHS TRAVEL 1	FREDDY'S 00-0002	WICHITA, KS 672060000	\$84.48
3/4/2021	MVHS TRAVEL 1	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$871.11
	MVHS TRAVEL 1 Total			\$1,715.82
2/22/2021	MVHS TRAVEL 2	PAYPAL AATF	402-935-7733, IL 629590000	\$63.75
2/22/2021	MVHS TRAVEL 2	PAYPAL AATF NFC	402-935-7733, IL 601740000	\$70.00
2/25/2021	MVHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$5.00
2/25/2021	MVHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$5.00
2/25/2021	MVHS TRAVEL 2	TARGET 00019448	WICHITA, KS 672260000	\$136.07
2/26/2021	MVHS TRAVEL 2	HAMPTON INNS	316-6365594, KS 672260000	\$945.01
2/27/2021	MVHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$5.00
2/27/2021	MVHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$5.00
2/26/2021	MVHS TRAVEL 2	SPANGLES #19	PARK CITY, KS 672190000	\$120.14
2/26/2021	MVHS TRAVEL 2	TEXAS ROADHOUSE #2620	WICHITA, KS 672260000	\$75.44
2/26/2021	MVHS TRAVEL 2	TEXAS ROADHOUSE #2620	WICHITA, KS 672260000	\$133.45
	MVHS TRAVEL 2 Total			\$1,563.86
3/1/2021	PRAIRIE RIDGE ELEMENTARY	SMK SURVEYMONKEY.COM	971-2445555, CA 943010000	\$99.00
3/4/2021	PRAIRIE RIDGE ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	\$71.82
	PRAIRIE RIDGE ELEMENTARY Total			\$170.82
2/22/2021	RIVERVIEW ELEMENTARY	HALF PINT KIDS INC.	724-809-8023, PA 161170000	\$257.84
3/4/2021	RIVERVIEW ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$23.94
	RIVERVIEW ELEMENTARY Total			\$281.78
3/11/2021	STARSDIDE ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$0.99
3/11/2021	STARSDIDE ELEMENTARY	PIXTON EDU@PIXTON.COM	QUALICUM BEAC, BC 009170000	\$99.00
3/11/2021	STARSDIDE ELEMENTARY	WM SUPERCENTER #4475	OLATHE, KS 660610000	\$75.15
	STARSDIDE ELEMENTARY Total			\$175.14
3/12/2021	TAMI CASEY	RIVERSIDE INSIGHTS	WWW.RIVERSIDE, IL 601430000	\$358.80
	TAMI CASEY Total			\$358.80
2/12/2021	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$85.00
	WENDY DENHAM Total			\$85.00
	Grand Total			\$19,825.96

Check Journal - 04/01/21

Check Number	Check Date	Payee	Reason	Amount
54526	04/01/21	24-7 Fire Protection LLC	Service work on Frozen Sprinkler Lines @ RE & HE - MJ	\$776.00
54527	04/01/21	A. L. Huber, Inc.	DHS Stadium/MVHS Baseball/Softball App by BOE 11/2/20	\$487,465.86
54528	04/01/21	Alliance Fire Protection, LLC	Other Construction Services CTEC App by BOE 2/3/20	\$10,789.83
54529	04/01/21	Altmar, Inc.	Other Construction Service DHS PAC BOE App 2/1/21	\$8,100.00
54530	04/01/21	Altmar, Inc.	Other Construction Services CTEC App by BOE 2/3/20	\$117,540.48
54531-54532	04/01/21	Amazon Capital Services	Teaching/Office Supplies	\$3,268.07
54533	04/01/21	Assisted Student Transportation	Transportation for student	\$3,367.44
54534	04/01/21	AT&T	Telephone Lines 03/17/21	\$2,769.74
54535	04/01/21	Atmos Energy	Heat-MC, CLC, DSC, DHS, LT, ME - Feb 2021	\$4,366.34
54536	04/01/21	Band Shoppe	Jarvis 24 Inch Marching Band Podium Color Guard Uniforms	\$1,095.00 \$352.75
54537	04/01/21	Barts Electric	Other Construction Service DHS PAC BOE App 2/1/21	\$30,285.00
54538	04/01/21	Barts Electric	Other Construction Services CTEC App by BOE 2/3/20	\$76,272.99
54539	04/01/21	Bonner Springs High School	MVHS-Swim Entry Fee	\$40.00
54540	04/01/21	Bradley Debrick	Group Connection - Virtual Story Time	\$95.00
54541	04/01/21	BrightBytes, Inc	Core Analytics Suite and Onsite PD Renewal - 21-22 SY	\$21,900.00
54542	04/01/21	BSN Sports, LLC	MVHS Athletic Needs - Baseballs Gatorade Supplies	\$1,003.16 \$470.00
54543	04/01/21	Carroll Seating Company	Other Construction Services CTEC App by BOE 2/3/20	\$5,796.00
54544	04/01/21	cfm Distributors Inc	Kitchen Supplies	\$52.72
54545	04/01/21	City Of De Soto	W / S / T - Feb/March 2021	\$3,914.56
54546	04/01/21	City Of Shawnee	Elevator Inspection MVHS	\$25.00
54547	04/01/21	Concentra Medical Centers	HPE Tests 20-21 school year	\$79.00
54548	04/01/21	Country Carpet	Other Construction Services CTEC App by BOE 2/3/20	\$16,200.00
54549	04/01/21	De Soto Auto Parts	Vehicle Service/Maintenance	\$296.15
54550	04/01/21	Desco Coatings, Inc	Other Construction Services CTEC App by BOE 2/3/20	\$10,047.15
54551	04/01/21	De Soto High School	reimbursement for entry fees, state meals, etc.	\$150.04
54552	04/01/21	Dey Appliance Service	Maintenance Supplies	\$17.00
54553	04/01/21	DH Pace Construction Services	Window Kit/Mr. Anderson's Office Door @ MTMS - DB	\$104.00
54554	04/01/21	Drexel Technologies, Inc.	DHS Theatre Blue Prints	\$189.37
54555	04/01/21	Drywall Systems, Inc.	Other Construction Services CTEC App by BOE 2/3/20	\$80,725.50
54556	04/01/21	Empathia, Inc.	EAP Services	\$1,185.80
54557	04/01/21	Every Kansas Central, Inc.	Electrical Upgrade DHS Stadium	\$29,657.37
54558	04/01/21	Fastenal Company	Grounds Supplies	\$92.82
54559	04/01/21	First Student, Inc.	Student transportation - March 2021 (2/21/21 - 3/27/21)	\$376,301.95
54560	04/01/21	Flex Made Easy	FME Fees - March 2021	\$675.50

Check Journal - 04/01/21

Check Number	Check Date	Payee	Reason	Amount
54561	04/01/21	Frey Scientific Co.	Classroom supplies	\$760.91
54562	04/01/21	General Parts LLC	Student Nutrition Dept.	\$300.00
54563	04/01/21	Glen Alspaugh Company L.L.P.	Other Construction Services CTEC App by BOE 2/3/20	\$54,729.00
54564	04/01/21	Global Equipment Company	Little Giant Mobile Cantilever Bar Rack	825.18
54565	04/01/21	Godard & Son Rfg Co	Other Construction Services CTEC App by BOE 2/3/20	\$54,000.00
54566	04/01/21	Grainger	Walk Off Mats RE App by BOE 2/7/20	\$360.60
54567	04/01/21	Harp's Food Stores, Inc.	Supplies for Bridge program	\$2.15
54568	04/01/21	Heartland Seating, Inc.	Other Construction Service DHS PAC BOE App 2/1/21	\$1,284.30
54569	04/01/21	Heritage Tractor, Inc.	Grounds Supplies	\$12.96
54570	04/01/21	Horst, Terrill & Karst Architects, P.A.	Architectural Fee for DHS Theater	\$65,282.42
			Architectural Fees CTEC	\$6,665.52
			Architectural Fees for High School Athletic Improvements	\$102,178.44
			Architectural Services - MVHS Softball/Baseball	\$6,887.50
54571	04/01/21	IFix Olathe	open PO Apple repairs	\$300.00
54572	04/01/21	Industrial Sales Co., Inc.	Landscape Rake Grounds - ER	\$52.55
54573	04/01/21	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$165.97
54574	04/01/21	Johnson Co Sheriff's Office	DHS SRO 3rd Qtr	\$14,760.00
			DHS Security 2.21-3.6	\$406.25
54575	04/01/21	JR & Co., Inc.	Other Construction Services CTEC App by BOE 2/3/20	\$5,886.00
54576	04/01/21	Kansas One-Call System, Inc.	Locate Charges	\$46.80
54577	04/01/21	Kaw Roofing & Sheet Metal, Inc.	Other Construction Services MVHS Add 2019	\$92,787.00
54578	04/01/21	KC Mechanical Inc	Other Construction Service DHS PAC BOE App 2/1/21	\$1,890.00
54579	04/01/21	Kennedy Glass, LLC	Window Replacement SE App by BOE 12/7/20	\$6,392.00
54580	04/01/21	Kennyco Industries, Inc.	Reconfigured Horn Circuits @ MVHS - MJ	\$5,902.69
54581	04/01/21	Key Refrigeration Supply L.L.C.	Filters - MM	\$155.00
			Receiving Room Heater Motor @ MTMS - MM	\$422.24
54582	04/01/21	Knapheide Truck Eq Center	Snow Plow Parts for Maintenance/Grounds Trucks - JW	\$448.16
54583	04/01/21	Kruger Technologies, Inc	Geo Tech Inspections for ETC/ECC Construction	\$366.25
54584	04/01/21	Lakeshore Learning Materials	SPED Supplies	\$110.96
54585	04/01/21	Lansing High School	MVHS Swim Entry Fee	\$100.00
54586	04/01/21	Learning Tree Institute	Greenbush Medicaid fee	\$453.07
54587	04/01/21	Leavenworth County Coop Assoc.	Anti Freeze District Wide	\$51.96
54588	04/01/21	Lexington Trails Mdl School	virtual Band Festival	\$50.00
54589	04/01/21	Lowe's	Grounds Supplies	\$526.47
54590	04/01/21	Manning Construction Company, Inc.	Construction Management DHS PAC	\$28,444.53
			Construction Management for CTEC	\$31,723.59

Check Journal - 04/01/21

Check Number	Check Date	Payee	Reason	Amount
54591	04/01/21	McGraw-Hill School Education Holding	Number Worlds Level F (for MTMS)	\$112.99
54592	04/01/21	Midland Steel Co.	Other Construction Services CTEC App by BOE 2/3/20	\$40,500.00
54593	04/01/21	Midwest Glass & Glazing, LLC	Other Construction Service DHS PAC BOE App 2/1/21	\$3,708.90
54594	04/01/21	Midwest Glass & Glazing, LLC	Other Construction Services CTEC App by BOE 2/3/20	\$37,168.20
54595	04/01/21	Julie Dalsing	Student Nutrition Dept.	\$91.40
54596	04/01/21	Missouri Sewing Machine Co.	Sewing Machine Maintenance	\$500.00
54597-54598	04/01/21	Morgan Hunter Companies	Teacher Sub Pay	\$75,936.02
54599	04/01/21	Office Depot	Office Supplies	\$852.00
54600	04/01/21	Plumbing By Fisher, Inc.	Other Construction Services CTEC App by BOE 2/3/20	\$14,175.00
54601	04/01/21	Pro-Ed	SPED Supplies	\$51.70
54602	04/01/21	Procure Therapy	Contracted School Psychologist/Nurse services	\$10,191.38
54603	04/01/21	Project Lead The Way, Inc.	PLTW Summer Training for Biomedical Innovation	\$2,400.00
54604	04/01/21	Pur-0-Zone, Inc	Custodial equipment maintenance/repair/supplies	\$2,659.43
54605	04/01/21	Quench USA, Inc.	Water machine	\$63.74
54606	04/01/21	R.D. Johnson Excavating Co. LLC	Other Construction Service DHS PAC BOE App 2/1/21	\$14,281.65
54607	04/01/21	R.D. Johnson Excavating Co. LLC	Other Construction Services CTEC App by BOE 2/3/20	\$24,082.20
54608	04/01/21	Raymore-Peculiar School District	Foster Student Transportation	\$217.50
54609	04/01/21	Realityworks, Inc	RealCare Baby	\$1,950.90
54610	04/01/21	All American Sports Corp.	MVHS-Football-Helmet Reconditioning	\$8,208.35
54611	04/01/21	Riverside Insights	DAR Form A (package of 15) DAR 2nd Edition Teacher's Manual (Form A)	\$191.40 \$68.00
54612	04/01/21	Roma Bakery	Student Nutrition Dept.	\$3,498.01
54613	04/01/21	Saladino Mechanical Co.	Other Construction Service DHS PAC BOE App 2/1/21	\$7,141.50
54614	04/01/21	Saladino Mechanical Co.	Other Construction Services CTEC App by BOE 2/3/20	\$228,387.60
54615	04/01/21	Scholastic Magazines	Renewal 2021-22 for ELL Teachers - Starside Elementary	\$420.65
54616	04/01/21	School Specialty, LLC	Teaching/Office Supplies	\$796.66
54617	04/01/21	Seesaw Learning	Seesaw subscription	\$825.00
54618	04/01/21	SEK Education Service Center	Greenbush contracted services	\$6,802.90
54619	04/01/21	Shawnee Copy Center, Inc.	Detention forms	\$101.46
54620	04/01/21	Shawnee Mission Ford, Inc	2021 Ford Grounds	\$29,064.00
54621	04/01/21	Starside Elementary School	Misc Expenses Reimbursement	\$1,774.45
54622	04/01/21	Starfall Education	Starfall school wide membership for kindergarten team.	\$270.00
54623	04/01/21	Switzer & Associates Inc	Other Construction Services CTEC App by BOE 2/3/20	\$35,875.13
54624	04/01/21	T-Mobile USA, Inc.	District Hot Spots	\$579.17
54625	04/01/21	The Legal Record	Legal Ads	\$144.87
54626	04/01/21	Tire Hub	Vehicle Supplies	\$815.96

Check Journal - 04/01/21

Check Number	Check Date	Payee	Reason	Amount
54627	04/01/21	Turnitin, LLC	Turnitin Subscription for 2021-2022 school year	\$2,800.00
54628	04/01/21	Unemployment Insurance Srvcs	Quarterly Service Charges	\$478.00
54629	04/01/21	United Kansas Conference	Annual Membership Dues for 2021-22	\$2,800.00
54630	04/01/21	Wells Fargo Vendor Fin Serv	Equipment Lease	\$814.66
54631	04/01/21	West Music Company	music instruments	\$397.15
54632	04/01/21	Winsor Corporation	Sonday System 1 & 2 for ELL - Riverview	\$2,409.00
54633	04/01/21	Wps	SPED Supplies	\$129.80
				\$2,343,934.79



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: March 31, 2021
Subject: **Kansas Association of School Boards Membership Renewal (CONSENT)**

We are seeking the board’s approval to renew membership with Kansas Association of School Boards (KASB) for the 2021-22 school year. This item will be on the consent agenda for the regularly scheduled meeting on Monday, April 5.

Background

We have found the membership with KASB to be an excellent benefit to the school district. In particular, biannual updates to policies that reflect changes in law and best practices have proven to be of great value. We have also taken advantage of KASB legal assistance services in multiple matters of school law, allowing the district to realize cost savings in attorney fees with direct access and support to legal experts at KASB. The legal assistance service also provides the district access to 12 legal handbooks at no additional cost which includes the School Law Handbook, Student Discipline in Public Schools, Employment Law, plus many others. The use of KASB legal services alone is helping cover most of the cost of membership by avoiding attorney fees.

Another benefit is the optional Season Pass, which provides for unlimited registrations to seminars, trainings and workshops.

Here are some of the other direct benefits of membership:

- specialized information for board clerks on issues ranging from open meetings to school board elections;
- weekly Legislative Update Webinars during the Legislative Session, including critical updates on school funding debates and bills;
- daily news briefs via email with local, state and national coverage of education issues; and
- access to current enrollment projection data and customizable reports.

Membership Renewal

We recommend the board’s approval for KASB membership renewal for the 2021-22 school year as follows:

- Renewal \$13,042.86 *(increase of \$57.73)*
- Season Pass \$1,500 *(no increase)*
- Legal Assistance Fund \$2,300 *(increase of \$200)*

The total for the 2021-22 school year would be \$16,842.86. If you have any questions, please let us know.

###



Unified School District 232

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

KEN LARSEN
Asst. Supt., Business & Operations

TO: Mr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Ken Larsen, Asst. Supt., Business & Operations
DATE: Wednesday, March 31, 2021
SUBJECT: Copy Paper Bids (Consent Agenda)

We have received copy paper bids for the district's needs for the 2021-22 school year. We requested quotes from 3 vendors for 1 full truck load of 840 cases. We received quotes from two of the vendors with one vendor not responding. Quotes received are as follows:

1. Contract Paper Group, Inc., Natural Choice Domestic Copy Paper, \$26.00 per carton of 10 reams, which is \$21,840.00 per truckload of 840 cartons.
2. The Paper Corporation, Domestic Copy Paper, \$26.50 per carton of 10 reams, which is \$22,260.00 per truckload of 840 cartons.
3. Clayton Paper & Distribution, did not quote.

Last year the low bid was \$23.34 per carton for 2 full truck loads compared to this year's low bid of \$26.00 per carton for 1 full truck load, an increase of \$2.66 per carton.

I respectfully recommend the Board accept the low bid from **Contract Paper Group, Inc. in the amount of \$21,840.00** 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.



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 Mortenson, Director of Student Nutrition

DATE: March 31, 2021

SUBJECT: 2021 - 2022 Food Service Vendor Contract Renewals (Consent Agenda)

Bread Products Contract Renewal

We would like to recommend a one-year renewal of our district's bread vendor contract with Roma Bread for the 2021-2022 school year. This contract was bid in spring 2019 for the 2019-2020 school year with right of renewal for 3 additional years. This will be our second annual renewal. Below are the contract prices for the 2020-2021 and 2021-2022 school year. The price increase is consistent with the United State Department of Agriculture's change in Consumer Price Index for bread products. We have been very pleased with the serviceability of this vendor, customer service has been excellent and product availability and quality has been more than sufficient.

<i>Item (prices are per serving unit)</i>	<i>20-21 SY</i>	<i>21-22 SY</i>
Hamburger buns, whole grain, small	\$ 0.13	\$ 0.14
Hamburger buns, whole grain (HS)	0.14	0.15
Hot dog buns, whole grain	0.16	0.17
Sandwich bread, whole grain (per oz)	0.07	0.07

Milk/Dairy Contract Renewal

We would like to recommend a one-year renewal of our district's milk vendor contract with Hiland Dairy for the 2021-2022 school year. This contract was bid in spring 2019 for the 2019-2020 school year with right of renewal for 3 additional years. This will be our second annual renewal. Below are the contract prices for the 2020-2021 and 2021-2022 school year based upon escalating/de-escalating pricing. During the current school year, our district opted to purchase from Hiland Dairy under escalating/de-escalating pricing for the eight year in a row. This method of pricing is driven by a monthly market change that is governed by the USDA Federal Milk Market Price for the Central Region and Dairy Farmers of America. Historically, using escalating pricing has saved the district thousands of dollars over using fixed pricing.

The price increase is consistent with the United State Department of Agriculture's change in Consumer Price Index for dairy products. We have been very pleased with the serviceability of this vendor, customer service has been excellent and product availability and quality has been more than sufficient.

Item	20-21 SY (escalating)	21-22 SY (escalating)
Milk, ½ pint, 1% white	\$0.2961	\$0.3035
Milk, ½ pint, skim white	0.2922	0.3007
Milk, ½ pint, 1% flavor	0.3031	0.3105

Prime Vendor Contract Renewal

We would like to recommend a one-year renewal of our district’s prime vendor contract with US Foods for the 2021-2022 school year. Our district currently has a cost-plus-fixed-fee pricing structure (cost of product + acceptable freight + fixed fee of \$1.90 per case). This contract was bid spring 2019 for the 2019-2020 school year with right of renewal for 5 additional years. This will be our second annual renewal at the contracted rate. We are also required to perform a yearly audit in conjunction with US Foods to ensure that pricing is consistent and accurately recorded. We have been very pleased with the serviceability of this vendor, customer service has been excellent and product availability has been more than sufficient.

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

March 22, 2021

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 Athletic Department. This donation will help supplement needs in the athletic program.

De Soto Chiropractic - \$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)

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

March 29th, 2021

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.

Tonya Mater - \$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)



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: March 31, 2021
Subject: **Kindergarten Instructional Materials/Resources Fee (ACTION)**

We will ask the Board of Education to consider approving a change to the published Instructional Materials/Resources fee for Kindergarten students.

Background

The current instructional materials/resources fee for Kindergarten students is \$35, which is collected at the start of each school year. The fee for Kindergarten has been in place for several years and dates back to when Kindergarten was only a half-day program. Now that we have had full-day Kindergarten for a few years, we recommend changing the fee to be the same as grades 1-5, which is \$65. This will bring our elementary fee into alignment.

The materials/resources fee is utilized to help with the purchase of items associated with student instruction. These items include such things as curriculum, online resources, books, e-books, and consumable materials.

###



Unified School District 232

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

KEN LARSEN
Asst. Supt., Business & Operations

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

FROM: Ken Larsen, Asst. Supt., Business & Operations

DATE: Wednesday, March 31, 2021

SUBJECT: Report Regarding Bond Sale (ALERT)

It is time for some really good news and we have some to share with the upcoming bond sale. I will be recommending that the upcoming bond sale of \$15 million be repaid over a 15-year period rather than 20 years. This should result in a little lower interest rate while the mill levy to service the debt will continue to decline. Our plan has been to carry over enough funds in our Debt Service Fund to make the next year's payment. The annual debt payment will drop substantially in fiscal year 2024-25 so we will need to lower the debt service carry over by about \$10 million. Our plan has been to start lowering the carry over next fiscal year. In regards to the new \$15 million bond issue we would plan to schedule payments of \$2.5 million per year in fiscal year 2022-23 and fiscal year 2023-24 using existing money in the debt service fund for those payments and schedule the remaining \$10 million payments over the 13 years thereafter.

I have attached a spreadsheet showing the projected repayment schedule of existing bonds plus the new \$15 million sale to give you a total picture. Column F shows the annual repayment of the new sale of \$15 million plus interest. Column G shows total annual debt service. Look at line 8 in column G then go down to line 9 in column G and you can see the first big drop in annual debt payments. You can go on down to line 15 and you will see another large drop in debt service. Column K shows the projected use of existing funds to lower the debt service carry-over which then lowers the amount needed from taxes, thus lowering the mill rate. Look in column O and you can see the projected mill rate before the new \$15 million sale. Look in column N and you can see the projected mill rate after the sale and using the existing funds to lower the carry over which, along with increasing valuation, results in the lowering of the mill rate. You can go on down to line 35, column K and see the total of existing funds used to lower the mill rate is \$10.3 million. Look at line 34, column L and you will see a projected carryover in fiscal year 2025-26 of \$12.5 million. Look at line 11, column G and you will see the annual payment for 2026-27 is \$12.5 million so there would be carry over in the debt fund to pay that year's payment, which is the desired goal.

Hopefully this gives you a good picture of using the district's current financial position along with steady increased valuation to provide for adequate debt service while lowering the mill rate for the district's tax payers.

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	AFTER SALE OF \$15 M BONDS IN JUNE 2021 ON 15 YEAR REPAYMENT @ 3.0% INTEREST AND 6% ANNUAL VALUATION INCREASE															
2	Date	Debt Service Prior to 7-1-17 (Elig. For St Aid)	Debt Service After 7-1-17 No St. Aid	\$15 Million Sale June 2021		Total Debt Service on New \$15 M Sale	Total Debt Service	Less State Aid on Debt Prior to 7-1-17	Less Motor Vehicle Taxes @ 7.31%	Allowance for Delinq. Taxes	Use of Debt Service Fund to Lower ML	Net Payment Amount to Levy	8% Val. Increase	Mill Rate	Mill Rate Before \$15 M Sale	Increase
3				6% Val. Increase												
4	Principal	Interest @ 3.0%	Valuation													
5	FY 2020-21	15,407,925	1,954,743				17,362,668	4,704,409	1,280,300	156,170		11,221,789	608,914,361	18.43	18.43	-
6	FY 2021-22	15,071,531	2,220,400		397,049	397,049	17,688,980	4,521,459	1,293,064	185,871	2,000,000	9,688,586	657,627,510	14.73	17.46	-2.73
7	FY 2022-23	14,068,381	2,220,400	2,500,000	483,350	2,983,350	19,272,131	4,079,830	1,408,793	181,516	3,500,000	10,101,992	697,085,160	14.49	15.88	-1.39
8	FY 2023-24	13,806,131	2,220,400	2,500,000	383,350	2,883,350	18,909,881	4,003,778	1,382,312	179,644	3,500,000	9,844,147	738,910,270	13.32	15.04	-1.72
9	FY 2024-25	6,251,306	5,317,500	615,000	321,050	936,050	12,504,856	1,750,366	914,105	143,462	900,000	8,796,923	783,244,886	11.23	11.99	-0.76
10	FY 2025-26	6,278,731	5,314,025	640,000	295,950	935,950	12,528,706	1,758,045	915,848	147,373	400,000	9,307,440	830,239,579	11.21	11.55	-0.34
11	FY 2026-27	6,258,756	5,315,000	665,000	269,850	934,850	12,508,606	1,752,452	914,379	147,297		9,694,478	880,053,954	11.02	11.09	-0.07
12	FY 2027-28	6,331,406	5,315,150	695,000	242,650	937,650	12,584,206	1,582,852	919,905	148,158		9,933,291	932,857,192	10.65	10.72	-0.07
13	FY 2028-29	6,345,500	5,314,225	720,000	214,350	934,350	12,594,075	1,586,375	920,627	148,329		9,938,744	988,828,623	10.05	10.32	0.27
14	FY 2029-30	6,340,256	5,311,975	750,000	188,700	938,700	12,590,931	1,585,064	920,397	148,418		9,937,052	1,048,158,340	9.48	9.91	-0.43
15	FY 2030-31	4,108,675	5,308,850	770,000	165,900	935,900	10,353,425	1,027,169	756,835	126,365		8,443,056	1,111,047,841	7.60	8.04	-0.44
16	FY 2031-32	4,104,157	5,310,450	795,000	142,425	937,425	10,352,032	1,026,039	756,734	128,517		8,440,742	1,177,710,711	7.17	7.73	-0.56
17	FY 2032-33	4,099,707	5,306,825	820,000	118,200	938,200	10,344,732	1,024,927	756,200	128,554		8,435,051	1,248,373,354	6.76	7.43	-0.67
18	FY 2033-34	4,114,469	5,309,675	845,000	93,225	938,225	10,362,369	1,028,617	757,489	128,779		8,447,484	1,323,275,755	6.38	7.16	-0.78
19	FY 2034-35	4,122,175	5,315,475	870,000	67,500	937,500	10,375,150	1,030,544	758,423	128,980		8,457,203	1,402,672,300	6.03	6.89	-0.86
20	FY 2035-36	4,134,722	5,338,350	895,000	41,025	936,025	10,409,097	1,033,681	760,905	129,182		8,485,330	1,486,832,639	5.71	6.65	-0.94
21	FY 2036-37		5,362,625	920,000	13,800	933,800	6,296,425	-	460,269	87,356		5,748,800	1,576,042,597	3.65	4.23	-0.58
22	FY 2037-38		5,383,225				5,383,225	-	393,514	90,967		4,898,744	1,670,605,153	2.93	4.09	-1.16
23	FY 2038-39		5,408,503				5,408,503	-	395,362	90,745		4,922,396	1,770,841,462	2.78	3.95	-1.17
24	FY 2039-40		5,423,366				5,423,366	-	396,448	90,967		4,935,951	1,877,091,949	2.63	3.81	-1.18
25	FY 2040-41		2,607,413				2,607,413	-	190,602	15,269		2,401,542	1,989,717,466	1.21	1.74	-0.53
26		120,843,828	96,578,575	15,000,000	3,438,374	18,438,374	235,860,777	38,443,898	17,252,512	2,731,919		172,080,741				
27																
28																
29																
30																
31																
32																
33																
34																
35																

	Debt Service Fund C/O		Debt Service Declining C/O	
	FY 2021-22	22,800,000	FY 2021-22	20,800,000
	FY 2022-23	20,800,000	FY 2022-23	17,300,000
	FY 2023-24	17,300,000	FY 2023-24	13,800,000
	FY 2024-25	13,800,000	FY 2024-25	12,900,000
	FY 2025-26	12,900,000	FY 2025-26	12,500,000
	Total Debt Service Fund Reduction =		10,300,000	



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: March 31, 2021
Subject: Bond Projects (Alert)

Bond Projects

As you may recall, we had a discussion at the last Board meeting regarding two potential bond projects. The first would be renovation of the current Bridge making it more efficient space for our 18 to 21-year-old program and the second project is the potential renovation of both existing field houses. We will be bringing a recommendation to accept the lowest most responsible bid for both projects at the April 19 Board meeting. These projects will be action items.

Another purchase we will be asking the Board to approve is the furniture for Cedar Trails Exploration Center. These items are currently out for bid and bids will be received on or before April 22nd. We will be bringing this to the Board for approval as a consent item at the Board meeting on May 3. Please contact me with questions or concerns you may have regarding these bond projects.



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: March 31, 2021

Subject: 2021 Capital Outlay Projects (Alert)

Capital Outlay Projects

We will be submitting recommendations for the two remaining Capital Outlay projects to the Board at the May meeting. Those will include two hoop houses and miscellaneous furniture throughout the district. Hoop houses will bid out on March 30 and the district furniture bid will take place in late April. Both of these items were part of the list of Capital Outlay projects the Board approved at the December meeting. These projects will be brought to the Board as consent items and as always, please contact me with any questions you may have regarding these projects.



Unified School District 232



Facilities Department

Steve Deghand
Director of Facilities

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

From: Steve Deghand

Date: March 31, 2021

Subject: Facility Use Fees (Alert)

It is the time of year again when Mr. Larsen and I will be reviewing facility use fees for the upcoming year. We will compare our fee schedule to surrounding districts in the county as well as look at our actual cost in repairs and upkeep to determine if some fees should be adjusted or remain unchanged. We anticipate no change in the majority of rental fees. However, we will need to establish rental fees for a couple new spaces which will come on line this fall. The districts we will use for comparison purposes are; Shawnee Mission, Olathe, Gardner-Edgerton, and Blue Valley. Attached you will find facility use fee schedule from the 2020-2021 school year as well as the facility-use guidelines for your review.

Please know that Mr. Larsen and I will have a recommendation regarding facility use fees for the 2021-2022 school year for your consideration and approval at the May Board meeting. As always, please contact me directly with any questions or concerns you may have regarding this topic.



FACILITY USE FEE SCHEDULE - May 4, 2020

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 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 - May 4, 2020

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 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.
 - 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.
 - (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 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.
 - 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 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 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.
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 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 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 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 Operations.



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: March 31, 2021
SUBJECT: 2021 - 2022 Ala Carte Pizza - ALERT

Ala Carte Pizza requests for proposal for the 2021-2022 school year were sent to all local pizza restaurants on February 17, 2021. The request for proposal was also posted on the USD 232 District website and published to the Legal Record. Proposals were received from Minsky's Pizza (Shawnee) and Papa Murphy's (Shawnee). The Student Nutrition Department will be hosting a taste test with selected students at each high school in April. We will bring forth results of the taste tests and a recommendation for this category at the May Board of Education Meeting.



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: March 31, 2021

SUBJECT: 2021-2022 Ala Carte Beverages - FYI REPORT

Requests for bid (RFPs) were sent to Coca-Cola, PepsiCo, Hiland Dairy, and US Foods. RFPs were received by Coca-Cola and Hiland Dairy. Because the total of these items will not exceed the \$100,000 Federal threshold for total food service purchases in 2021-2022, Board of Education approval is not required to award each line item to the recommended vendor(s). It is important to note that the conditions of this bid retain the use of the vendor's merchandising coolers proportionate to volume awarded. This was a very important component of the bid request for the Student Nutrition Department.

Coca-Cola will receive line-item a la carte beverage awards for all items except water and tea. The before mentioned items will be awarded to Hiland Dairy.