



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)

January 11, 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 December 7th regular meeting and December 21st special meeting.
- C. Approve payment of bills and transfer of funds (if appropriate).
- D. Approve employment recommendations made on January 6, 2021.
- E. Approve employment recommendations made on January 11, 2021.
- F. Approve updates to the following Board Policies: DFE – Investment of Funds, GAAB – Complaints of Discrimination, GAAC – Sexual Harassment, GAAD – Child Abuse, GAOC – Use of Tobacco Products, HAE – Board Negotiating Agents, IC – Curriculum Development, IDA – Educational Program, IJ – Evaluation of Instructional Program, JCDA – Tobacco and Nicotine Delivery Devices, JGEC – Sexual Harassment, JQKA – Foreign Exchange Students, KN – Complaints and LBA – Consideration of Requests for Tax Abatement and Tax Increment Financing.
- G. Adopt the following new Board Policies: KMA – Tobacco-Free School Grounds for Visitors and KNA – Complaints Regarding Child Nutrition Programs.

- H. Adopt the Kansas Homeland Security Region L Hazard Mitigation Plan Resolution.
- I. Approve adult paid lunch price increase to \$4.35 per meal.
- J. Declare ten (10) 5th Generation Apple iPads and five (5) Air 2 Apple iPads as surplus.
- K. Declare two (2) reptile cabinets as surplus.
- L. Accept a donation in the amount of \$40,000.00 from Huhtamaki to the Cedar Trails Exploration Center CAPS program.
- M. Accept a donation in the amount of \$1,000.00 from Timothy Golba to the De Soto High School Student Council.
- N. Accept a donation in the amount of \$500.00 from Walmart to Monticello Trails Middle School.

III. GOOD NEWS.

- A. Staff Member Recognition.

IV. ACTION ITEMS.

- A. BOE Organizational Items. [Dr. Frank Harwood]
- B. Transportation Services. [Steve Deghand]
- C. Coming Back Together Plan. [Dr. Frank Harwood]

V. PATRON INPUT.

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

- A. Recommended Calendar for the 2021-22 School Year.
- B. Early Childhood Peer Fees Adjustment.

VII. FYI REPORT.

- A. District Goals Update. [Dr. Frank Harwood]

VIII. EXECUTIVE SESSION.

- A. Negotiations.

IX. ADJOURNMENT.

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Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
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USD 232 BOARD OF EDUCATION **OFFICIAL MINUTES -- REGULAR MEETING**

Administrative Offices (35200 West 91st Street, De Soto, KS) December 7, 2020

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 (*Attended via Zoom*)
John Gaignat
Danielle Heikes
Stephanie Makalous
Ashley Spaulding
Rachele Zade

Others Present: Alvie Cater, Assistant Superintendent of Administrative & Educational Services
Wendy Denham, Board Clerk
Carrie Handy, Director of Human Resources/Elementary
Dr. Frank Harwood, Superintendent of Schools
Ken Larsen, Assistant Superintendent of Business & Operations
Sam Ruff, Principal, De Soto High School
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 53495 from Consent Agenda item "C. Approve payment of bills and transfer of funds" for approval separately.

Superintendent Harwood asked 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 November 2nd regular meeting, November 16th special meeting and November 23rd special meeting.
2. Payment of bills and issuance of checks numbered 53219 – 53277, 53279 – 53346, 53348 – 53434, 53440 – 53494 and 53496 – 53553.
3. Transfer of funds as follows:
 - a. \$675,000.00 from General (Fund 06) to Special Education (Fund 30)
 - b. \$3,500.00 from LOB (Fund 08) to State Pre-K (Fund 11)
 - c. \$210,000.00 from LOB (Fund 08) to At-Risk K-12 (Fund 13)
 - d. \$36,000.00 from LOB (Fund 08) to Bi-Lingual (Fund 14)
 - e. \$132,000.00 from LOB (Fund 08) to Vocational Education (Fund 34)
4. Personnel recommendations as follows:

Resignations – Certified

Elizabeth Fisher, School Counselor, MCMS *(at the conclusion of the 2020-2021 school year)*

Madeline Hatoum, SPED Teacher, MVHS *(at the conclusion of the 2020-2021 school year)*

Charisse Highlander, French Teacher, MVHS *(at the conclusion of the 2020-2021 school year)*

Arlan Vomhof, Residential Carpentry Teacher, MVHS *(effective 01/15/2021)*

Retirement – Certified *(at the conclusion of the 2020-2021 school year)*

Kim Gasiorowski, School Counselor, HE

Connie Nash, 2nd Grade Teacher, CCE

Jackie Traylor, 2nd Grade Teacher, CCE

Employment – Certified

Melissa Winder, 0.4 FTE Physical Therapist, DHS

Resignations – Classified

Brenda Carroll, School Nurse, MCMS

Derek Greer, Evening Custodian, MVHS

Alice Miller, ESOL Aide, DHS

Employment – Classified

David Adcox, Rule 10 Assistant Bowling Coach, DHS

Ellen Baeten, Center Based Paraprofessional, DHS

Andrew Bock, Paraprofessional, MVHS

Bryan Burnett, Rule 10 Assistant Wrestling Coach, DHS

Natalie Carrera, Paraprofessional Substitute, BE Early Childhood

Kathy Drum, Resource Paraprofessional, RE

Madalyn Gerber, Paraprofessional, BE

Kenneth Gragg, Evening Custodian, MVHS

Morgan Gurwell, Paraprofessional Substitute, Districtwide

Alyssa Hargrove, Paraprofessional Substitute, BE Early Childhood

Elizabeth Knappen, Paraprofessional Substitute, Districtwide
Nathaniel May, Evening Custodian, MVHS
Christopher Miller, Rule 10 Assistant Wrestling Coach, DHS
Erin Schneider, Resource Paraprofessional, HE
Noah Smith, Paraprofessional Substitute, Districtwide

5. Appointment of Alvie Cater, Ken Larsen, Carrie Handy, Brian Schwanz, Sam Ruff and Kris Meyer to serve as negotiating agents on behalf of the Board of Education with regard to the Professional Negotiated Agreement.
6. The 2021 Capital Outlay Committee report addressing various needs and projects with planned expenditures from the Capital Outlay Fund; with projects re-submitted to the Board of Education from time to time for approval based on submission of bids and costs as required by Kansas Statutes 72-8801.
7. Declaration of one (1) 2009 Ford Pick-up as surplus.
8. Purchase of one (1) 2021 Ford F-250 Pick-up from Shawnee Mission Ford in the amount of \$29,064.00.
9. Acceptance of the following donations:
 - \$4,000.00 from Bruce Garner to the Mill Valley High School Wrestling program.
 - Forty-thousand (40,000) non-hospital grade 210 N95 masks with a value of \$33,440.64 from Sekisui ZenoTech, LLC to USD 232.

Bill Fletcher declared a conflict of interest and left the meeting at 6:02 p.m.

Mr. John Gagnat moved to approve payment to Kansas Land Management, LLC in the amount of \$10,702.35 with check number 53495.

Mrs. Danielle Heikes seconded.

Carried 6/0.

Bill Fletcher returned to the meeting at 6:03 p.m.

GOOD NEWS.

Student Recognition. A video was shared recognizing Mill Valley student Libby Green for winning the Kansas Class 5A State Championship in Girls' Golf, the MVHS Silver Stars Dance Team for winning the first ever Division II 5A State Championship in dance and the MVHS Jaguar Football team that won a repeat in the Kansas Class 5A Championship in football.

Staff Member Recognition. Mize Elementary School staff members Christina Brandenburg, School Nurse and Suzanne Cox, 5th Grade Teacher, along with Mill Valley High School staff members Michelle

Hess, ELL Aide, Donna Riss, Science Teacher, and Dorothy Swafford, Video Production/Broadcast Journalism Teacher, were recognized for outstanding service in their district roles.

ACTION ITEM.

Fiscal Year 2020 Audit Report. Ken Larsen, Assistant Superintendent of Business & Operations, introduced Mr. Jim Long of Karlin & Long LLC who reviewed the district's 2020 fiscal year audit with the board. He gave clean opinions on internal control and compliance and reported that there were no statutory violations. Board members were given the opportunity to ask questions regarding the audit.

Mrs. Ashley Spaulding moved to approve the 2020 Fiscal Year Audit as presented.

Mr. John Gagnat seconded.

Carried 7/0.

DISCUSSION ITEM.

Coming Back Together Update. Superintendent Harwood started his update on the Coming Back Together Plan by sharing the number of parent/student requested changes for the second semester learning model. He said there are a total of 210 changes, with 45 students moving to the Optional Remote learning model and 165 students returning to the On-Site learning model. He explained that the biggest differences for families will be a need to make changes in staffing with more students returning to on-site learning (five elementary Optional Remote learning teachers will return to On-Site) and changes in class lists needed to balance class size.

Danielle Heikes asked when families would be notified if a student is changing classes. Dr. Harwood said right after winter break.

Dr. Harwood then updated the Board on staffing. Citing possible confusion about the district being in the Orange category of the Gating Criteria, he noted that the recommendation was made to change to Orange based on the community spread of COVID-19 and data from each of the metrics in the gating criteria. He said there was not a recommendation to alter the Kansas Gating Criteria because of staffing needs. Dr. Harwood said Morgan Hunter, the district's substitute service provider, filled 95% of open positions the prior week; however, because the district did not ask Morgan Hunter to fill secondary vacancies (due to some secondary teachers teaching remotely while quarantined) the fill rate would have been 75%. He said that eight to ten individuals have started the process to apply for emergency substitute licensure and that they have been encouraged to contact Morgan Hunter when they apply for the state license in an effort to speed up the process.

Dr. Harwood said that even though the week of Thanksgiving was short, the district had the highest rate of quarantines and isolations during this time for students and staff with 120 students recommended for quarantine, 30 in isolation and six staff members in quarantine, and two in isolation.

With regard to spectators at Kansas State High School Athletic Association (KSHSAA) sponsored events, Dr. Harwood reminded school board members that when they met on November 23rd they decided to allow up to two spectators per participant at events. He said that the next day the KSHSAA board decided to not allow any spectators, which supersedes the school board's decision as the district is a member of KSHSAA. Following parent requests, on December 4th the KSHSAA Appeals Board recommended the organization consider allowing 1-2 spectators per participant. Dr. Harwood said the KSHSAA Board is set to meet tomorrow, December 8th, to consider the Appeals Board recommendation. He said the district will plan on not allowing spectators until a decision is made by the KSHSAA Board.

Dr. Harwood said that last week the Centers for Disease Control and Prevention (CDC) announced a change in quarantine guidance (not isolation). He said there is no change to guidance if there is a positive case. Dr. Harwood explained that under the new guidance if someone is identified as a close contact that person can return if they have no symptoms after day 7 and can provide evidence of a negative test that was collected after day 5 post exposure. He said the test has to be a PCR test (antigen tests do not qualify). Without a test, the quarantine could end after the 10th day post exposure with no symptoms. Dr. Harwood noted that the Coming Back Together Plan states that close contacts must remain in quarantine until they have met the criteria for release from quarantine set by the Kansas State Department of Health & Environment (KDHE) and/or Johnson County Department of Health and Environment (JCDHE). Dr. Harwood said both KDHE and JCDHE have adopted the CDC guidance and noted that unless the Board directs otherwise, the district will continue to follow the JCDHE guidance. He said that the change is not retroactive, but if a quarantined person presents a negative test in the appropriate time frame it will be considered. Dr. Harwood said the district will communicate this change tomorrow.

In response to a question by Ashley Spaulding, Dr. Harwood explained that the CDC makes the change which is then approved by the KDHE and passed onto the county health departments for consideration.

On Snow Days, Dr. Harwood explained that student meal distribution will occur at Mill Creek Middle School if 250-day contract staff report to work and the Johnson County Parks & Recreation Department (JCPRD) childcare program is in operation. He said if no employees report to work and buildings are closed, then meals will not be served. Dr. Harwood talked about how the administration could implement Remote Learning classes if snow days can be predicted and there is adequate time to plan for it.

Dr. Harwood said the State Board of Education is looking at waiver options for the 1,116 hour rule regarding student contact time. He explained that if a waiver is approved it will provide more flexibility for snow days and could give the school board options on adding days for breaks to the school calendar.

Dr. Harwood shared a data update on the Kansas Schools Gating Criteria. He said looking at data collected the week of Thanksgiving, all criteria increased slightly, but none changed color. Dr. Harwood said the trend line is expected to level off and then start to go down. He said the State Board of Education is considering changes to the Gating Criteria tomorrow that will allow elementary students to be in

Hybrid or On-Site when the district is in the Red category. He explained that the KDHE and Kansas COVID Workgroup for Kids (KCWK) looked at Kansas data for COVID transmission in elementary-aged students and found a low risk of infection and severe cases, as well as low risk of transmission to non-household adults. He said there were no proposed changes for secondary students.

Ashley Spaulding asked if the district would give parents a chance to change learning models if the State Board of Education does approve a change for elementary students. Dr. Harwood said that the district would still be following the Kansas Schools Gating Criteria even with the change. The district would not be required to allow families to change learning models but that would be an option if the board chose to allow changes.

In response to a question from President Heikes, Superintendent Harwood said the school board can wait and not accept the State Board change until there is a recommendation to shift to the Red Category at which time it could be addressed. He said he will meet with the Superintendent's Advisory Committee and see what they recommend with regard to accepting a change.

Bill Fletcher asked what learning model students will be in after winter break. Superintendent Harwood said until the Board takes action to change the learning environment, students will remain in the current model. He recommended the Board meet on December 21st to receive up-to-date information in order to make a decision on what will happen in January. Board members were in agreement with the idea of holding a special meeting on December 21st.

Superintendent Harwood explained that the Board could choose to decide on the learning environment for students after winter break based on current data that would be presented on December 21st. The Board could also decide to base the learning environment decision on data available at a later date with or without another meeting.

In response to a question by Bill Fletcher, Superintendent Harwood explained that teachers are in the conversation about being included as essential workers to receive the coronavirus vaccine.

President Heikes said the Board will announce a special meeting on December 21 in the coming days. She also said that when the Board meets in January and sets the meeting calendar for the year it is recommended the Board meet twice a month through April.

Superintendent Harwood said he will be asking the Advisory Committee to consider looking at additional weightings for the gating criteria.

PATRON INPUT. With no comments submitted, President Heikes moved onto the next agenda item.

ALERTS. The following reports were included in the packet for this board meeting with notice that they will require future action by the Board of Education: 1. Resolution adopting Kansas Homeland Security Region L Multi-Hazard Mitigation Plan; and, 2. Recommended Policy Updates.

FYI REPORT. The following informational report was included in the packet for this board meeting: 1. Equity Cohort Opportunity – Update.

EXECUTIVE SESSION.

Non-Elected Personnel.

Mrs. Danielle Heikes moved to take a five-minute break and then go into executive session at 7:22 p.m. for a period of 20 minutes with Frank Harwood, Brian Schwanz and Carrie Handy to discuss an individual employee's performance pursuant to the non-elected personnel exception under KOMA and return to open session at 7:42 p.m. at this location.

Mrs. Ashley Spaulding seconded.

Carried 7/0.

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

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

Date Approved

Clerk, Board of Education

President, Board of Education



USD 232 BOARD OF EDUCATION
OFFICIAL MINUTES -- SPECIAL MEETING

USD 232 Administrative Office, 35200 W 91st Street, De Soto, KS

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

December 21, 2020

The meeting was called to order at 6:00 p.m. by the President, Mrs. Danielle Heikes. A quorum of the Board was present. Board members and administrators present were as follows:

Board Members:

Rick Amos
Bill Fletcher
John Gaignat
Danielle Heikes
Stephanie Makalous
Ashley Spaulding
Rachele Zade

Administrators: Alvie Cater, Assistant Superintendent of Administrative & Educational Services
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent
Carrie Handy, Director of Human Resources/Elementary
Dr. Frank Harwood, Superintendent

Those in attendance recited the Pledge of Allegiance.

President Heikes noted this meeting was called to discuss and possibly act on the Coming Back Together Plan, the 2020-21 School Calendar and other COVID related matters.

Superintendent Harwood shared statistics on substitute fill rates in November and December received from Morgan Hunter, the substitute teacher pool and number of active substitute teachers. He noted that the district is not asking Morgan Hunter to provide substitutes for secondary positions when teachers are teaching remotely. He added that the Kansas Bureau of Investigation (KBI) background check is what takes the most time in processing applications for emergency substitute licenses.

Superintendent Harwood talked about the COVID testing pilot program offered through the Kansas Department of Health & Environment (KDHE) in which the district is participating. After it started he said the district found out the state is now paying for PCR testing. He said the district has now done three weeks of testing volunteers, starting with 110 volunteers and now is average about 100 per week; as of today, Dec. 21, have had only one positive test result.

Superintendent Harwood shared a chart showing student and staff quarantines and isolations by week since September 16th. He noted that at this point the district does not have evidence of someone being identified as a close contact becoming COVID positive in a classroom setting. He said the district has seen student to student and adult to adult spread that did not result from a classroom setting.

In response to inquiries from Stephanie Makalous and Ashley Spaulding, Dr. Harwood said he could look at gathering aggregate data from September through December to see comparisons between elementary, middle school and high school quarantines and isolations.

Superintendent Harwood reviewed USD 232's current Kansas School Gating Criteria metrics (Absenteeism, Percent Positivity, Two Week Cumulative County Incidence Rate, One Week County Incidence Rate Trend and Regional Hospitals) which places the district in the Yellow category. He noted that the Mid America Regional Council (MARC) does not include Neonatal Intensive Care Unit (NICU) ICU beds in total ICU bed capacity, whereas the Kansas Department of Health & Environment (KDHE) does include NICU ICU beds in its total. He then showed a graph of the six week trend.

With regard to the Kansas School Gating Criteria, Dr. Harwood said each metric is currently assigned a score based on the color category: Green = 1, Yellow = 2, Orange = 3, Red = 4. The scores are then averaged; no weightings are applied. The result is rounded to the nearest whole number to determine the recommended color category. Dr. Harwood said the Advisory Committee has talked about student mental health at every meeting and how to include it in the metrics. He said in recognition of the concerns regarding student social emotional needs, the recommendation is to shift the color categories down two points. Instead of averaging the scores for each metric, they would be totaled using a scale to determine the recommended color category. He noted that the committee does believe schools are able to deal with higher community spread. He said this is not a change in the Kansas Schools Gating Criteria, but rather a change in how it is interpreted. Superintendent Harwood then shared a second review of USD 232's current Kansas School Gating Criteria using the recommended scale which also places the district in the Yellow category.

Rick Amos asked if there are plans by the Kansas COVID Workgroup for Kids to make any changes to the Kansas Schools Gating Criteria. Superintendent Harwood explained that no changes have been made to date, but the Advisory Committee is monitoring the Johnson County Department of Health & Environment (JCDHE) to see if changes are recommended to its gating criteria.

Ashley Spaulding noted that while students are still being exposed, she didn't see that schools are contributing to the use of ICU beds.

Agreeing with Mr. Amos, President Heikes said it might be time to go to the Kansas COVID Workgroup for Kids to ask if it has considered updates to the criteria.

Dr. Harwood said the district does have evidence of adult to adult COVID spread in the schools, even with mitigating factors in place. He said there is no evidence at this time of student to staff spread. In response to Mr. Amos and Mrs. Heikes' comments, he said he would be reluctant to have the Advisory Committee make recommendations to the Kansas COVID Workgroup for Kids. He reminded the Board about the mitigating strategies the district is using: masks, social distancing, hand hygiene and outside air exchange. When the district returns to the full on-site learning environment, social distancing within the classroom will not be possible. He also pointed out that as it gets colder, the exchange of air may have to be reduced in order to maintain classrooms at reasonable temperatures.

Ashley Spaulding said it should be some encouragement for staff to see that there is no evidence of student to adult COVID spread.

President Heikes challenged the Board to take the evidence to the Kansas COVID Workgroup for Kids. Superintendent Harwood said that he will bring it up to the group. He also suggested that once staff start getting vaccinated the COVID Advisory Committee could factor this data in the weighting.

Board members talked about other things like student grades that could be included in the weighting criteria.

Superintendent Harwood said it was the consensus of the Advisory Committee that the district not adopt the Kansas Board of Education approved change that puts elementary students in session when the district is in the Red category. He said the recommendation now is that the district be in the yellow category and if this is approved, then the Board will need to decide when to implement it. He said they could implement it on January 5th when students return from winter break, or with the start of second semester on January 20th. He then shared pros and cons with both dates. He said the board could also postpone a decision, or make a contingent decision.

Rick Amos asked if Superintendent Harwood could share what changes are being considered to the Hybrid learning model. Dr. Harwood said one of the things talked about was the high schools doing A/B/A/B and middle schools doing AA/BB, but he didn't want the secondary schools to be using different schedules. He said the high schools have started doing nesting. He said if staff had until January 20th there would be more time to explore other methods of instruction delivery.

Bill Fletcher asked if the district could look at doing a schedule like the Olathe School District with half students in the a.m. and half in the p.m. Dr. Harwood said Olathe's high schools are doing am/pm schedules while middle school students are doing an every other day schedule.

Dr. Harwood said that the Hybrid learning model is safer because it allows for social distancing, but is much harder on staff and students. He noted that Remote learning is more consistent than Hybrid.

Bill Fletcher said the Board could eliminate the Advisory Committee right now and bring students back fulltime.

President Heikes said she would be interested to know if the district has had any spread where both individuals are wearing a mask. She said if students are in class when in the Hybrid learning model she would like the students who are remote to be participating the whole class period.

Ashley Spaulding said the district needs to give secondary teachers time to prepare for the Hybrid learning model and start it second semester.

Rachele Zade said she would support starting second semester, but with a changed Hybrid learning model.

Ashley Spaulding said the Advisory Committee recommendation is a great start in adapting and moving toward on-site learning.

President Heikes said she would like to see more data on staff spread.

President Heikes opened the floor for patron input.

Alison Phillips, Shawnee, noted that she works with children that are being sexually exploited and abused. She said what she is seeing with kids right now is very alarming. Suicide rates across the country are rising at alarming rates and in our area. Online sexual solicitation of children is up 98.66% compared to this time last year. She shared some of the real life consequences of students not being in school. She encouraged the district to get kids back in front of mandated reporters.

Alisa Ayers, Kansas City, MO, Star side Elementary, addressed patrons who make comments about teachers quitting if they don't like teaching in this environment. She encouraged the community to adhere to Centers for Disease Control (CDC) guidelines. She noted that teachers are handling far above their normal workload. She asked the Board to think about decisions they can make that help teachers and keep them safe.

Jennifer Wackerla, Olathe, Lexington Trails Middle School teacher, noted that no learning model works better than fully in-person. She asked the Board to consider bringing students back in phases, starting with 6th graders. She said it pains her to see her 6th graders falling behind academically.

President Heikes declared a five-minute break at 7:49 p.m.

The Board returned to open session and President Heikes called the meeting back to order at 7:54 p.m.

Superintendent Harwood reiterated that the recommendation is to move to the Yellow category.

Board members were in agreement with directing Superintendent Harwood to implement more time students are engaged when in the Remote learning environment.

Rick Amos asked how the district is helping students who are struggling with Remote learning. Superintendent Harwood said the administration is identifying students who need to come into the schools for more supervision while they are in Remote learning.

Mrs. Danielle Heikes moved to accept the recommendation to use the scaled scoring method for the Kansas Schools Gating Criteria, as adopted by USD 232, and move USD 232 to the Yellow category as of January 20, 2021.

Mrs. Stephanie Makalous seconded.

Carried 7/0.

Superintendent Harwood said currently January 15th is a full day for pre-K through 8th grade students and a half day for 9th – 12th grade students, with a half work day for high school teachers. He recommended having January 15th be a half day (afternoon) staff collaboration for all grade levels with elementary students attending onsite and secondary students attending remotely in the morning. He explained that the Kansas State Department of Education has waived the number of school hours equal to the number of hours used for professional development up to 20 hours. He also said he would recommend the Board not do anything with scheduling flexibility they have before March to ensure there are enough days for inclement weather; in addition he does not recommend adding days to Spring Break.

Mrs. Stephanie Makalous moved to change the USD 232 2020-21 School Year Calendar so that January 15th will be half day staff collaboration in the afternoon; with students in grades K-5 attending on-site and students in grades 6-12 attending remotely in the morning.

Mrs. Ashley Spaulding seconded.

Carried 7/0.

Carrie Handy, Director of Human Resources/Elementary, said FFCRA stands for Families First Coronavirus Response Act and has been in place since April. She shared reasons that a staff member can take FFCRA leave. Currently employees have used over 2500 hours of FFCRA. She said the administration would like to see this program continued for employees after it expires on December 31st through the remainder of the school year. Superintendent Harwood pointed out that FFCRA is a government program that may end up being renewed.

Stephanie Makalous asked if the district knew what it would cost. Dr. Harwood explained that substitute costs would be the biggest part of it, as well as actual loss of work. He said the maximum would be \$43,023 based on current figures.

Ashley Spaulding asked where the dollars come from. Superintendent Harwood said the district has fewer substitutes coming in on a regular basis, compared to the previous year, which would offset the expense.

Mr. Rick Amos moved that USD 232 continue to provide benefits of the Families First Coronavirus Response Act until such time it is reauthorized by the federal government or through the end of the 2020-2021 school year.

Mrs. Rachele Zade seconded.

Carried 7/0.

President Heikes adjourned the meeting at 8:27 p.m.

Date Approved

Clerk, Board of Education

President, Board of Education



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
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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: Friday, January 8, 2021

SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 53554 – 53800 with Following Exceptions:

53554 BCBS Employee Health Insurance for November
53605-53606 1st Dec. Payroll Vendor Checks, Period 11-16/11-30-20, Pay Date 12-15-20
53674-53678 2nd Dec. Payroll Vendor Checks, Period 12-01/12-15-20, Pay Date 12-31-20

Approve the following transfers for month ending December 31, 2020:

\$ 900,000.00 From Gen Fund (06) to Sped (30)
\$ 4,300.00 From LOB (08) to State Pre-K (Fund 11)
\$ 220,000.00 From LOB (08) to At-Risk (Fund 13)
\$ 31,000.00 From LOB (08) to Bi-Lingual (Fund 14)
\$ 273,000.00 From LOB (08) to Voc Ed (Fund 34)

Check Journal - 12/10/2020

Check Number	Check Date	PAYEE	REASON	AMOUNT
53555	12/10/20	A. L. Huber, Inc.	DHS Stadium Upgrade/ MVHS Baseball/Softball	\$85,935.40
53556-53557	12/10/20	Amazon Capital Services	Supplies	\$2,001.62
53558	12/10/20	Atmos Energy	Heat-MC, CLC, DSC, DHS, LT, ME - Nov 2020	\$1,523.05
53559	12/10/20	B & H Photo Video Pro Audio	Broadcast camera/tripods	\$1,030.22
53560	12/10/20	Boone Brothers Roofing	Roof Repairs Transportation	\$1,520.00
53561	12/10/20	Cates Service Company	HVAC Maintenance Agreement	\$8,075.00
53562	12/10/20	cfm Distributors Inc	Kitchen Equipment Repairs	\$230.88
53563	12/10/20	Charles D Jones & Co, Inc.	Actuator for MVHS roof top unit #6	\$519.85
53564	12/10/20	City Of De Soto	W / S / T - Oct/Nov 2020	\$4,717.29
53565	12/10/20	Combes Construction LLC	Grounds Shop Replacement App by BOE 4/6/20	\$21,400.00
53566	12/10/20	Concentra Medical Centers	HPE Tests 20-21 school year	\$79.00
53567	12/10/20	Cosentino Enterprise, Inc.	Grocery supplies for Center Based program at MVHS	\$35.84
53568	12/10/20	De Soto High School	Huhtamaki Basketball Tourney	\$3,600.00
53569	12/10/20	Evergy	Energy for MVHS Fieldhouse Oct/Nov 2020	\$509.10
53570	12/10/20	Gopher Sport	Nitrile gloves	\$1,459.35
53571	12/10/20	Harp's Food Stores, Inc.	Supplies for Bridge program	\$7.71
53572	12/10/20	Hobart	Kitchen Equipment Repairs	\$21.70
53573	12/10/20	Houghton Mifflin Company	Teacher Editions for Into Math	\$1,343.24
53574	12/10/20	Interstate Elec. Supply, Inc.	Maintenance Supplies	\$1,227.50
53575	12/10/20	Jennifer Kerr	Fitness Classes Dec 2020 and prepay Jan 2021	\$1,680.00
53576	12/10/20	Lakeshore Learning Materials	Classroom Supplies	\$19.98
53577	12/10/20	Lakemary Center, Inc.	Student Services	\$4,716.00
53578	12/10/20	Lansing High School	MVHS-Swim Meet Entry Fees	\$100.00
53579	12/10/20	McConnell Machinery Co., Inc.	Grounds Supplies	\$92.36
53580	12/10/20	Mill Valley High School	Reimbursments for swim and COVID supplies	\$17,485.14
53581	12/10/20	Brian Bollinger	Student Nutrition Dept.	\$11.40
53582	12/10/20	Office Depot	Supplies	\$53.00
53583	12/10/20	Olathe T-Shirt & Trophy Inc.	New Hire Custodial Pants	\$637.50
53584	12/10/20	Oriental Trading Co., Inc.	20-21 Supplies	\$101.78
53585	12/10/20	Peggy J. Dey	Mileage for contracted School Psych	\$39.10
53586	12/10/20	Predator Termite & Pest	December Pest Control Service District Wide	\$1,824.00
53587	12/10/20	Procure Therapy	Contracted School Psychologist/Nurse services	\$2,794.50
53588	12/10/20	School Specialty Inc	Office supplies	\$440.39
53589	12/10/20	SEK Education Service Center	Greenbush contracted services	\$21,690.05
53590	12/10/20	SiteOne Landscape Supply, LLC	Grounds Supplies	\$54.74
53591	12/10/20	Smitty's Lawn & Garden Equipment	Snowblowers	\$1,399.98

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Check Number	Check Date	PAYEE	REASON	AMOUNT
53592	12/10/20	Stanion Wholesale Electric	Room Lighting Controller @ DHS	\$253.45
53593	12/10/20	Swank Movie Licensing USA	Movie License	\$517.00
53594	12/10/20	Teacher Synergy, LLC.	instructional materials	\$23.99
53595	12/10/20	The Sherwin-Williams Co.	Paint	\$112.52
53596	12/10/20	Time Warner Cable	Cable TV	\$12.22
53597	12/10/20	Time Warner Cable	Cable TV	\$44.04
53598	12/10/20	Time Warner Cable	Cable TV/internet	\$99.98
53599	12/10/20	Tire Hub	Vehicle Maintenance	\$339.98
53600	12/10/20	U.S. Foodservice, Inc	Student Nutrition Dept.	\$20,783.25
53601	12/10/20	Underground Vaults & Storage Inc	Contracted Services	\$70.00
53602	12/10/20	Waste Management	Roll Off Dumpster MVHS Stadium	\$208.62
53603	12/10/20	Waste Management	Grounds Shop Roll Off	\$238.55
53604	12/10/20	West Music Company	classroom supplies	\$149.95
				\$211,230.22

Check Journal - 12/18/2020

Check number	Check Date	PAYEE	REASON	AMOUNT
53607	12/18/20	24-7 Fire Protection LLC	Quarterly Inspections District Wide	\$1,035.00
53608	12/18/20	4imprint, Inc.	WWW End of 2020 Gifts for All Staff	\$2,727.26
53609	12/18/20	ABC-Clio	ABC-CLIO subscription	\$89.00
53610-53612	12/18/20	Amazon Capital Services	School Supplies	\$4,951.41
53615	12/18/20	Arvest Bank	December VISA	\$10,095.69
53616	12/18/20	Athco, Llc	Gym Divider Repair MVHS Gym	\$750.00
53617	12/18/20	Audio Acoustics, Inc.	Rolltop Desk MVHS	\$5,775.00
53618	12/18/20	AVID Center	AVID Materials, Membership	\$19,539.00
53619	12/18/20	B & H Photo Video Pro Audio	Equipment	\$349.00
53620	12/18/20	CDW Government	Security Camera Upgrade	\$2,827.56
53621	12/18/20	CE Distribution, Inc.	Water softener pellets	\$1,161.99
53622	12/18/20	Charles D Jones & Co, Inc.	Actuator for MVHS roof top unit #2	\$446.17
53623	12/18/20	Commenco LLC	Student Nutrition Dept.	\$38.00
53624	12/18/20	Control Service Co., Inc.	Service Agreement	\$1,887.00
53625	12/18/20	Cornerstones Of Care	Services for student	\$2,700.00
53626	12/18/20	De Soto High School	COVID Reimbursement & Quiz Bowl Entries	\$3,491.59
53627	12/18/20	Dowling Catholic HS	MVHS-Debate Entry Fee 12/11-13	\$120.00
53628	12/18/20	Eudora High School	MVHS Quiz Bowl Entry	\$45.00
53629	12/18/20	Evergy	November Electric Construction Meter	\$552.36
53630	12/18/20	Extra Duty Solutions	MVHS Security	\$315.90
53631	12/18/20	Fastenal Company	Grounds Supplies	\$80.50
53632	12/18/20	Gary Morsch	Medicaid compliance	\$165.00
53633	12/18/20	General Parts LLC	Kitchen Equipment Repairs	\$47.98
53634	12/18/20	Grainger	Pro Press for Maint. App by BOE 12/7/20	\$1,999.00
53635	12/18/20	Harp's Food Stores, Inc.	Supplies for Bridge program	\$6.34
53636	12/18/20	Heartland Coca Cola Bottling Co	Student Nutrition Dept.	\$250.37
53637	12/18/20	Heritage Tractor, Inc.	Grounds Supplies	\$119.82
53638	12/18/20	Industrial Sales Co., Inc.	PVC replacement caps & Leaf Rakes	\$138.24
53639	12/18/20	Interstate Elec. Supply, Inc.	Electrical Supplies	\$895.19
53640	12/18/20	Integrity Locating Services, LLC	Locate Charges	\$499.00
53641	12/18/20	J.W. Pepper & Son, Inc.	music	\$1,016.92
53642	12/18/20	Kansas City Audio-Visual	AV Classroom upgrade Bond	\$4,974.00
53643	12/18/20	Kansas Gas Service	Gas Service Nov. 2020-MT, MV, PRE, HE, RE, and TP	\$1,411.51
53644	12/18/20	Kennycos Industries, Inc.	Fire Alarm System Test and Inspection @ MVHS	\$1,062.50
53645	12/18/20	Kruger Technologies, Inc	Geo Tech Inspections for ETC/ECC Construction	\$3,788.75
53646	12/18/20	Lawrence High School	MVHS-Debate Entry Fee for Lawrence High Invitational	\$15.00

Check Journal - 12/18/2020

Check number	Check Date	PAYEE	REASON	AMOUNT
53647	12/18/20	Literacy Resources, Inc.	Office-Reading	\$67.99
53648	12/18/20	Martin Underground Const., Inc	Fiber Optic Pull Box for DHS Stadium/Access Road Projects	\$125.00
53649	12/18/20	McGraw-Hill School Education Holdings	My Math 4th & 5th Grade Teacher Edition	\$436.48
53650	12/18/20	Milburn Civil Engineering, LLC	Site Survey for DHS Summer 2020 Projects	\$2,724.95
53651	12/18/20	Mill Valley High School	Reimburse State Football Meals	\$2,193.34
53652	12/18/20	Janet Whaley	Student Nutrition Dept.	\$201.95
53653	12/18/20	Bridget Moser	Student Nutrition Dept.	\$38.85
53654	12/18/20	Norris, Keplinger,Hicks & Welder LLC	Legal Services & Expenses	\$1,587.00
53655	12/18/20	NPL Construction Co.	Installation of Gas Service Line CTEC	\$34,601.68
53656	12/18/20	Office Depot	HR supplies	\$375.23
53657	12/18/20	Office of the State Fire Marshal	Boiler Certificate	\$30.00
53658	12/18/20	Oriental Trading Co., Inc.	Classroom supplies	\$67.84
53659	12/18/20	Perma-Bound	Library Grant-Fall Book Order	\$658.82
53660	12/18/20	Procure Therapy	Contracted School Psychologist/Nurse services	\$5,426.25
53661	12/18/20	Propio LS, LLC	Document Translation	\$118.08
53662	12/18/20	Pur-0-Zone, Inc	Custodial equipment parts & repairs	\$499.14
53663	12/18/20	Raynor Garage Door Co., Inc.	Repairs East Transportation Office garage	\$669.00
53664	12/18/20	ReSound	AT equipment	\$144.95
53665	12/18/20	School Specialty, LLC	Lesson Plan Books	\$287.37
53666	12/18/20	Swank Movie Licensing USA	Movie Licensing	\$517.00
53667	12/18/20	Teacher Synergy, LLC.	Classroom Supplies	\$145.18
53668	12/18/20	Turner High School	MVHS Quiz Bowl Entry	\$80.00
53669	12/18/20	U.S. Foodservice, Inc	Student Nutrition Dept.	\$23,818.07
53670	12/18/20	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$920.59

\$151,101.81

Credit Card Statement
12.14.20

Date	Cardholder Name	Merchant	Merchant Location	Amount
12/1/2020	CLEAR CREEK ELEMENTARY	DOLLARTREE	SHAWNEE, KS 662260000	\$16.00
12/10/2020	CLEAR CREEK ELEMENTARY	OLD NAVY US 5988	MERRIAM, KS 662020000	\$126.00
12/3/2020	CLEAR CREEK ELEMENTARY	SAMSClub #8208	LENEXA, KS 662150000	\$156.20
12/3/2020	CLEAR CREEK ELEMENTARY	MICHAELS STORES 9975	SHAWNEE, KS 662170000	\$33.97
	CLEAR CREEK ELEMENTARY Total			\$332.17
11/17/2020	DESOTO HIGH SCHOOL	MICHAELS STORES 4725	LAWRENCE, KS 660460000	\$8.40
11/17/2020	DESOTO HIGH SCHOOL	HOBBY-LOBBY #0026	LAWRENCE, KS 660460000	\$56.44
11/19/2020	DESOTO HIGH SCHOOL	MICHAELS STORES 4725	LAWRENCE, KS 660460000	\$7.69
11/19/2020	DESOTO HIGH SCHOOL	HOBBY-LOBBY #0026	LAWRENCE, KS 660460000	\$49.30
11/20/2020	DESOTO HIGH SCHOOL	PITNEY BOWES PBP	844-256-6444, CT 069260000	\$200.00
11/24/2020	DESOTO HIGH SCHOOL	CALENDLY	HTTPSCALENDLY, GA 303630000	\$141.98
11/24/2020	DESOTO HIGH SCHOOL	CALENDLY	HTTPSCALENDLY, GA 303630000	\$141.99
11/24/2020	DESOTO HIGH SCHOOL	CALENDLY	HTTPSCALENDLY, GA 303630000	\$142.43
12/1/2020	DESOTO HIGH SCHOOL	GLAZIER DRIVE	GLAZIERDRIVE., CO 809200000	\$199.00
12/10/2020	DESOTO HIGH SCHOOL	THE HOME DEPOT #2211	LAWRENCE, KS 660460000	\$19.88
12/11/2020	DESOTO HIGH SCHOOL	FASTMODEL SPORTS	914-946-3020, IL 606110000	\$87.20
12/11/2020	DESOTO HIGH SCHOOL	SN KBCA	785-7478471, KS 669680000	\$27.31
12/2/2020	DESOTO HIGH SCHOOL	WAL-MART #5219	LAWRENCE, KS 660490000	\$12.44
12/3/2020	DESOTO HIGH SCHOOL	ACT JOCO PARK & RE	913-8313355, KS 662190000	\$504.00
12/4/2020	DESOTO HIGH SCHOOL	SN TRACKWRESTLING	715-8693444, MN 554130000	\$50.00
12/8/2020	DESOTO HIGH SCHOOL	SIGHT READING FACTORY	HTTPSWWW.SIGH, TX 770430000	\$35.00
	DESOTO HIGH SCHOOL Total			\$1,683.06
11/30/2020	ERIC ROBERTS	BLED SOES EQUIPMENT INC	OLATHE, KS 660610000	\$61.00
11/30/2020	ERIC ROBERTS	BLED SOES EQUIPMENT INC	OLATHE, KS 660610000	\$463.00
	ERIC ROBERTS Total			\$524.00
12/2/2020	HORIZON ELEMENTARY	HOBBY-LOBBY #0020	OVERLAND PARK, KS 662130000	\$13.94
	HORIZON ELEMENTARY Total			\$13.94
11/16/2020	JANET HOPKINS	SP PDMONSTER	HTTPSSHOP.PDM, CT 063750000	\$90.00
11/24/2020	JANET HOPKINS	THE WEBSTaurant STORE	717-392-7472, PA 176020000	\$84.19
12/1/2020	JANET HOPKINS	DOLLARTREE	SHAWNEE, KS 662260000	\$27.40
12/1/2020	JANET HOPKINS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$42.37
12/1/2020	JANET HOPKINS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$229.00
12/11/2020	JANET HOPKINS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$18.27
12/8/2020	JANET HOPKINS	WAL-MART #0484	LAWRENCE, KS 660460000	\$78.43
	JANET HOPKINS Total			\$569.66
11/13/2020	JODIE SAULTZ	REEVES - WIEDEMAN COMPANY	512-0800052, MO 641110000	\$410.62
11/23/2020	JODIE SAULTZ	CLIA LABORATORY PROGRAM	888-291-7289, MD 212440000	\$180.00
11/23/2020	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$1,269.70
11/23/2020	JODIE SAULTZ	REEVES - WIEDEMAN COMPANY	512-0800052, MO 641110000	\$264.41
12/4/2020	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$1,014.75
12/9/2020	JODIE SAULTZ	REEVES - WIEDEMAN COMPANY	512-0800052, MO 641110000	\$278.46
	JODIE SAULTZ Total			\$3,417.94
11/17/2020	JULIE MAURER	THE UPS STORE 5094	SHAWNEE, KS 662260000	\$15.64
11/19/2020	JULIE MAURER	THE UPS STORE 5094	SHAWNEE, KS 662260000	\$18.03
12/11/2020	JULIE MAURER	DRG LOGITECH STORE	ORDERFIND.COM, MN 553430000	\$723.92
12/8/2020	JULIE MAURER	THE UPS STORE 5094	SHAWNEE, KS 662260000	\$51.28
	JULIE MAURER Total			\$808.87
11/16/2020	MARGARET DIECKHOFF	WAL-MART #4611	SHAWNEE, KS 662260000	\$94.88
	MARGARET DIECKHOFF Total			\$94.88
11/22/2020	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$74.42
11/24/2020	MARY CAROLINE FRIDAY	WAL-MART #4611	SHAWNEE, KS 662260000	\$20.68
	MARY CAROLINE FRIDAY Total			\$95.10
11/30/2020	MELISSA MILLER	WAL-MART #4611	SHAWNEE, KS 662260000	\$31.80
12/8/2020	MELISSA MILLER	THE WEBSTaurant STORE	717-392-7472, PA 176020000	\$291.72
	MELISSA MILLER Total			\$323.52
11/25/2020	MILL CREEK MIDDLE SCHOOL	USPS PO 1924860025	DE SOTO, KS 660180000	\$73.30
12/11/2020	MILL CREEK MIDDLE SCHOOL	SAMSClub.COM	888-746-7726, AR 727120000	\$185.10
12/3/2020	MILL CREEK MIDDLE SCHOOL	SP LETSTICKTOGETHER	LETSTICKTOGET, NY 100140000	\$175.46
	MILL CREEK MIDDLE SCHOOL Total			\$433.86
11/15/2020	MILL VALLEY HIGH SCHOOL	SMK SURVEYMONKEY.COM	971-2445555, CA 943010000	\$276.00
11/18/2020	MILL VALLEY HIGH SCHOOL	THE HOME DEPOT #2213	SHAWNEE, KS 662170000	\$70.81

Credit Card Statement
12.14.20

Date	Cardholder Name	Merchant	Merchant Location	Amount
11/24/2020	MILL VALLEY HIGH SCHOOL	USPS PO 1983621532	SHAWNEE, KS 662260000	\$8.25
12/2/2020	MILL VALLEY HIGH SCHOOL	HOBBY-LOBBY #0020	OVERLAND PARK, KS 662130000	\$60.38
12/5/2020	MILL VALLEY HIGH SCHOOL	MICHAELS STORES 5166	LENEXA, KS 662150000	\$104.50
12/7/2020	MILL VALLEY HIGH SCHOOL	MICHAELS STORES 9975	SHAWNEE, KS 662170000	(\$40.05)
12/7/2020	MILL VALLEY HIGH SCHOOL	MICHAELS STORES 9975	SHAWNEE, KS 662170000	\$29.94
	MILL VALLEY HIGH SCHOOL Total			\$509.83
11/13/2020	MIZE ELEMENTARY	BOOM LEARNING	WOW.BOOMLEARN, WA 980340000	\$25.00
	MIZE ELEMENTARY Total			\$25.00
11/16/2020	MONTICELLO TRAILS MS	USPS PO 1983621532	SHAWNEE, KS 662260000	\$62.50
11/16/2020	MONTICELLO TRAILS MS	WALGREENS #09425	800-289-2273, KS 662260000	\$17.99
11/16/2020	MONTICELLO TRAILS MS	GOOGLE GOOGLE STORAGE	INTERNET, CA 940430000	\$2.99
11/18/2020	MONTICELLO TRAILS MS	THE BELIN BLANK CENTER	319-3355151, IA 522420000	\$28.00
11/18/2020	MONTICELLO TRAILS MS	USPS KIOSK 1983629550	SHAWNEE MISSI, KS 662260000	\$8.05
11/19/2020	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$11.50
11/19/2020	MONTICELLO TRAILS MS	EDPUZZLE PRO TEACHER	HTTPSEDPUZZLE, CA 941030000	\$11.50
11/30/2020	MONTICELLO TRAILS MS	STORYBOARD THAT	WWW.STORYBOAR, MA 021390000	\$44.94
11/30/2020	MONTICELLO TRAILS MS	TEACHERSPAYTEACHERS.COM	646-588-0910, NY 100030000	\$3.99
12/1/2020	MONTICELLO TRAILS MS	TEACHERSPAYTEACHERS.COM	646-588-0910, NY 100030000	\$4.95
12/11/2020	MONTICELLO TRAILS MS	EXPLAIN EVERYTHING SALES,	646-825-8552, NY 100110000	\$10.80
12/2/2020	MONTICELLO TRAILS MS	TEACHERSPAYTEACHERS.COM	646-588-0910, NY 100030000	\$7.00
12/2/2020	MONTICELLO TRAILS MS	SUBPLOT STUDIO, LLC	805-2345061, CA 934010000	\$50.00
12/3/2020	MONTICELLO TRAILS MS	BROADWAY LICENSING	646-844-1473, NY 100010000	\$460.00
12/8/2020	MONTICELLO TRAILS MS	KC REPERTORY THEATRE INC	816-235-2776, MO 641100000	\$60.00
	MONTICELLO TRAILS MS Total			\$784.21
11/16/2020	MVHS TRAVEL 2	AATSP	248-960-2180, AL 352030000	\$100.00
11/24/2020	MVHS TRAVEL 2	NATIONAL ENGLISH HONOR SO	815-9819974, IL 601150000	\$65.00
11/28/2020	MVHS TRAVEL 2	EZCATERSUBWAY	800-488-1803, MA 021080000	\$391.44
12/3/2020	MVHS TRAVEL 2	AATSP	248-960-2180, AL 352030000	\$65.00
12/3/2020	MVHS TRAVEL 2	AATSP	248-960-2180, AL 352030000	\$65.00
	MVHS TRAVEL 2 Total			\$686.44
11/12/2020	PRAIRIE RIDGE ELEMENTARY	LIBRARYSKILLS	910-6737500, NC 273760000	\$358.70
11/18/2020	PRAIRIE RIDGE ELEMENTARY	EDUCATIONCOM PREMIUM	EDUCATION.COM, CA 944010000	\$47.88
	PRAIRIE RIDGE ELEMENTARY Total			\$406.58
11/17/2020	RIVERVIEW ELEMENTARY	FOREIGN CURRENCY CONVERSI	ON MARKUP, 000000000	\$1.49
11/17/2020	RIVERVIEW ELEMENTARY	SP THEMES AND VARIAT	RED DEER, AB 004650000	\$149.95
	RIVERVIEW ELEMENTARY Total			\$151.44
11/20/2020	STARSLIDE ELEMENTARY	USPS PO 1924860025	DE SOTO, KS 660180000	\$27.30
11/22/2020	STARSLIDE ELEMENTARY	SMORE.COM - EDUCATOR	8317776673, PA 152060000	(\$79.00)
11/25/2020	STARSLIDE ELEMENTARY	DOLLAR TREE, INC.	CHESAPEAKE, VA 233200000	(\$72.00)
11/25/2020	STARSLIDE ELEMENTARY	DOLLAR TREE, INC.	CHESAPEAKE, VA 233200000	(\$24.00)
	STARSLIDE ELEMENTARY Total			(\$147.70)
11/28/2020	TAMI CASEY	APSTYLEBOOK.COM	310-951-3412, CA 904050000	\$44.00
11/30/2020	TAMI CASEY	APSTYLEBOOK.COM	310-951-3412, CA 904050000	\$168.00
12/3/2020	TAMI CASEY	HALF PINT KIDS INC.	724-809-8023, PA 161170000	\$395.51
	TAMI CASEY Total			\$607.51
11/18/2020	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$80.00
	WENDY DENHAM Total			\$80.00
	Grand Total		Total	\$11,400.31
			Check # 53615	\$10,095.69
			Check # 53361	\$410.62
			Check # 53360	\$894.00
			Total	\$11,400.31

Check Journal - 12/21/20

Check Number	Check Date	Payee	Reason	Amount
53671	12/21/20	Atmos Energy	Gas Service-Bridge & DHS for Nov/Dec 2020	\$332.44
53672	12/21/20	Kansas Gas Service	Gas Service Nov 2020-BE	\$128.00
53673	12/21/20	Procare Therapy	Contracted School Psychologist/Nurse services	\$5,334.00
				\$5,794.44

Check Journal - 01/07/2021

Check Number	Check Date	PAYEE	REASON	AMOUNT
53679	01/07/21	A. L. Huber, Inc.	DHS Stadium Upgrade/ MVHS Baseball/Softball	512666.18
53680	01/07/21	Agile Sports Technologies	Renewal Hudl Assist-Volleyball 2/13/2021-2/12/2022	800.00
53681	01/07/21	Alliance Fire Protection, LLC	Other Construction Services CTEC	28003.54
53682	01/07/21	Altmar, Inc.	Other Construction Services CTEC App	321154.75
53683-53684	01/07/21	Amazon Capital Services	Classroom supplies	4941.77
53685	01/07/21	American Top Soil, Inc.	Compost @ MCMS	505.00
53685	01/07/21	American Top Soil, Inc.	Topsoil & Compost District Wide	760.00
53686	01/07/21	Apple Inc.	Equipment	8267.00
53687	01/07/21	Assisted Student Transportation	Transportation for student	1423.44
53688	01/07/21	AT&T	Telephone Lines 12/17/20	2295.45
53689	01/07/21	B & H Photo Video Pro Audio	Equipment	149.90
53690	01/07/21	B.A.C. Horn Doctor, Inc.	Tenor Sax Repair	68.35
53691	01/07/21	Barkley Asphalt Co., Inc.	Other Construction Services CTEC	168248.70
53692	01/07/21	Barts Electric	Other Construction Services MVHS Add 2019	6140.70
53693	01/07/21	Barts Electric	Other Construction Services CTEC	183417.12
53694	01/07/21	Blue Moon Hauling, LLC	Other Construction Services	434.00
53695	01/07/21	Blue Valley Southwest HS	JV Wrestling entry fee	80.00
53696	01/07/21	Border States Industries Inc	Parking Lot Replacement	11475.00
53697	01/07/21	Buck Roofing & Construction LLC	New Roof for Activity Centers RE	34500.00
53698	01/07/21	CBIZ Insurance Services, Inc.	Builders Risk Insurance	8750.00
53699	01/07/21	CDW Government	Security Camera Upgrade	20665.32
53700	01/07/21	CFS Engineers, P.A.	Special Testing DHS Theater/Athletics	7461.15
53701	01/07/21	City of Lenexa	SRO 1st & 2nd Quarter - MC	3137.50
53702	01/07/21	City Of De Soto	W / S / T - Nov/Dec 2020	4294.52
53703	01/07/21	Clayton Paper & Distribution, Inc.	Nitrile gloves	1495.00
53704	01/07/21	Constellation NewEnergy - Gas Division	Heating Bill	2778.62
53705	01/07/21	Control Service Co., Inc.	Service Agreement	3774.00
53706	01/07/21	Dahmer Contracting Group	Other Construction Services MVHS	82317.10
53707	01/07/21	De Soto Auto Parts	Vehicle Maintenance Supplies	480.66
53708	01/07/21	Demco, Inc.	Library Grant	181.50
53709	01/07/21	Desco Coatings, Inc	Other Construction Services MVHS Add 2019	68672.80
53710	01/07/21	Dey Appliance Service	Maintenance Supplies	243.59
53711	01/07/21	Drexel Technologies, Inc.	Blueprint Printing	269.10
53712	01/07/21	Drywall Systems, Inc.	Other Construction Services CTEC App by BOE 2/3/20	216900.00
53713	01/07/21	Empathia, Inc.	EAP Services	1185.80
53714	01/07/21	Epic Concrete Construction Co., Inc.	Other Construction Services MVHS Add 2019	115372.94

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Check Number	Check Date	PAYEE	REASON	AMOUNT
53715	01/07/21	Eudora USD 491	EDTEC 2nd Installment of Contract	51335.94
53716	01/07/21	Evergy	Energy for MVHS Fieldhouse Nov/Dec 2020	122279.63
53717	01/07/21	Evergy	Electric Construction Meters CTEC	928.99
53718	01/07/21	Fastenal Company	Grounds Supplies	107.89
53719	01/07/21	First Student, Inc.	Student transportation - December 2020 (11/22/20 - 12/26/20)	322394.54
53720	01/07/21	Flex Made Easy	FME Fee December 2020	805.00
53721	01/07/21	General Parts LLC	Kitchen Equipment Repairs	167.34
53722	01/07/21	Global Equipment Company	Soap dispensers	496.19
53723	01/07/21	Godard & Son Rfg Co	Other Construction Services CTEC App by BOE 2/3/20	115090.20
53724	01/07/21	Gopher Sport	PE order	197.85
53725	01/07/21	Grainger	Cafeteria Table Wheels @ MVHS	75.88
53726	01/07/21	Heartland Seating, Inc.	Other Construction Services MVHS Add 2019	52816.90
53727	01/07/21	Herff Jones, LLC	Graduation Hoods	79.30
53728	01/07/21	Heritage Tractor, Inc.	Grounds Supplies	854.17
53729	01/07/21	Horst, Terrill & Karst Architects, P.A.	Architectural Fees CTEC	20703.45
53730	01/07/21	Inclusive TLC Special Needs LLC	Help Kids Learn subscription	120.00
53731	01/07/21	Interstate Elec. Supply, Inc.	Maintenance Supplies	1143.22
53732	01/07/21	J & A Traffic Products	Playground Signs PRE	226.25
53733	01/07/21	Jennifer Kerr	Jan 2021 Fitness Fee	900.00
53734	01/07/21	Jo Co Environmental Department	Paint Recycling	90.24
53735	01/07/21	Johnson Co Sheriff's Office	DHS Security 11/29-12/12	575.00
53736	01/07/21	Johnson Controls Security Solutions	Alarm Monitoring	712.14
53737	01/07/21	JR & Co., Inc.	Other Construction Services CTEC App by BOE 2/3/20	54732.60
53738	01/07/21	k12 ITC, Inc.	Invoice 16448,16382,16388,16443 - Contracted Services	171818.26
53739	01/07/21	Kansas Suicide Prevention HQ	Columbia Training for Debbie Gudenkauf - MVHS	300.00
53740	01/07/21	Kansas One-Call System, Inc.	Locate Charges	141.60
53741	01/07/21	Katalyst Sign & Gfix	Graphics MVHS	1245.00
53742	01/07/21	Kennyco Industries, Inc.	Service Call & Smoke Detectors @ LTMS	456.50
53743	01/07/21	Key Refrigeration Supply L.L.C.	HVAC Air Filters	2412.10
53744	01/07/21	Kristin Cooper	2021 Yoga	1780.00
53745	01/07/21	Kansas School For The Deaf	KSD - Equipment rental	350.00
53746	01/07/21	Lakemary Center, Inc.	Student Services	4192.00
53747	01/07/21	Lansing High School	Freshman Boys Basketball Tournament	120.00
53748	01/07/21	Learning Tree Institute	Greenbush Medicaid fee	666.00
53749	01/07/21	Lowe's	Grounds Supplies	1161.57
53750	01/07/21	Manning Construction Company, Inc.	Construction Management for CTEC	59633.12

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Check Number	Check Date	PAYEE	REASON	AMOUNT
53751	01/07/21	Meyer Music	MCMS - Summer repairs	1605.83
53752	01/07/21	Midland Steel Co.	Construction Services CTEC App by BOE 2/3/20	161273.00
53753	01/07/21	Midwest Glass & Glazing, LLC	Construction Services CTEC App by BOE 2/3/20	41360.13
53754	01/07/21	Ben Pretz	Student Nutrition Dept.	101.80
53755	01/07/21	Nicole Sears	Student Nutrition Dept.	41.75
53756	01/07/21	Bridget Moser	Student Nutrition Dept.	5.00
53757-53758	01/07/21	Morgan Hunter Companies	Substitute Teachers	98432.11
53759	01/07/21	Nelco	2020 W-2/1099 Supply Order	403.68
53760	01/07/21	Office Depot	Classroom supplies	610.50
53761	01/07/21	Options Services Inc.	Contracted services for student	128.80
53762	01/07/21	P.B. Hoidale Co., Inc.	West Diesel Fuel Pump Parts	138.22
53763	01/07/21	Pearson Education Inc.	Psych testing assessments	430.00
53764	01/07/21	Peggy J. Dey	Mileage for contracted School Psych	16.56
53765	01/07/21	Plank Road Publishing, Inc.	Aiken Drum Downloadable Pack	17.45
53766	01/07/21	Plumbing By Fisher, Inc.	Waterline Break LTMS & Construction	58898.15
53767	01/07/21	Plumbmaster, Inc.	Bottle Filling Stations	2009.84
53768	01/07/21	Prairie Ridge Elementary	Student Nutrition Dept.	40.00
53769	01/07/21	4NN-Praxair Distribution Inc	Oxygen Bottle refills for Torch Cutter @ Grounds Shop	69.69
53770	01/07/21	Procure Therapy	Contracted School Psychologist/Nurse services	5334.00
53771	01/07/21	Propio LS, LLC	Intepreting Services - DHS 12.7.20	642.90
53772	01/07/21	Puradigm Mid-America	Air Purifiers for MVHS Weight and Wrestling	17589.00
53773	01/07/21	Pur-0-Zone, Inc	Custodial equipment parts & repairs	1416.42
53774	01/07/21	Quench USA, Inc.	2 month rental Jan/Feb 2021	236.94
53775	01/07/21	R.D. Johnson Excavating Co. LLC	Other Construction Services CTEC App by BOE 2/3/20	73691.55
53776	01/07/21	Regents Flooring	Other Construction Services MVHS Add 2019	34910.50
53777	01/07/21	All American Sports Corp.	2020-2021 Helmet Reconditioning	2941.90
53778	01/07/21	Roberts Dairy	Student Nutrition Dept.	13977.34
53779	01/07/21	Roma Bakery	Student Nutrition Dept.	910.85
53780	01/07/21	Saladino Mechanical Co.	Other Construction Services CTEC App by BOE 2/3/20	188889.30
53781	01/07/21	School Nurse Supply, Inc.	stock warehouse	407.00
53782	01/07/21	School Specialty, LLC	Art Program Supplies	599.86
53783	01/07/21	Smallwood Lock Supply	Maintenance Supplies	136.85
53784	01/07/21	Sprint Nextel Communications	Journalism Phones	844.02
53785	01/07/21	Sundance/Newbridge LLC	Guided Reading Books	1033.00
53786	01/07/21	T-Mobile USA, Inc.	District Hot Spots	388.37
53787	01/07/21	The Legal Record	Legal Ad	128.64

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Check Number	Check Date	PAYEE	REASON	AMOUNT
53788	01/07/21	Toshiba Business Solutions	Maintenance Fee - Printer	45.63
53789	01/07/21	Turnitin, LLC	Turnitin 6 mth Trial Subscription	1337.67
53790	01/07/21	U.S. Foodservice, Inc	Student Nutrition Dept.	34626.81
53791	01/07/21	Unemployment Insurance Srvcs	Quarterly Service Charges	478.00
53792	01/07/21	United Rentals (North America), Inc.	Large Scissor Lift Rental for Repairs District Wide	847.39
53793	01/07/21	Validity Screening Solutions	Employee background checks	43.00
53794	01/07/21	Waste Management	Trash/Recycle - December 2020	4857.40
53795	01/07/21	Water District No 1 Of Jo Co	Water-MT,MC,MV,PRE,HE,BE,CCE,ME,RE&TP-Nov/Dec 2020	3498.63
53796	01/07/21	Weigel Construction Inc.	Other Construction Services CTEC App by BOE 2/3/20	44658.90
53797	01/07/21	Wells Fargo Vendor Fin Serv	Equipment Lease	814.66
53798	01/07/21	Zimmerman Construction Company Inc.	Flagpole MVHS	2344.00
53799	01/07/21	Zimmerman Construction Company Inc.	Other Construction Services MVHS Add 2019	6295.50
53800	01/07/21	Zimmerman Construction Company Inc.	Other Construction Services MVHS Add 2019	166240.10

3790168.01



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: January 6, 2021
Subject: **Recommended Policy Updates (CONSENT)**

We will seek the Board's approval for recommended policy changes at the regularly scheduled meeting on January 11. We are including a copy of the detailed written report from the December meeting.

Our process for policy revisions is a written report submitted as an Alert, followed by requested action via the Consent Agenda the following month. As a reminder, the Board may choose to remove items from Consent for further discussion.

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

Recommendations to add or amend policies will generally fall into three categories with some overlap:

- **Required Changes** – in order to comply with new federal/state laws and regulations
- **New Policies** – to address emerging issues and/or comply with federal/state regulations
- **Recommended Revisions** – to fill gaps in existing language, eliminate redundancy, correct punctuation, and/or make policies easier to administer.

We are presenting 13 policy updates and two (2) new policies for your consideration.

How to review policy updates

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

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

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

Policy DFE – Investment of Funds

This policy update reflects the statutory language requiring school district monies be deposited with a main branch office located within the district, county, or counties in which part of the district is located. The district meets this requirement. Policy language is being updated to address the new requirements of state and/or federal regulations.

DFE – Investment of Funds

The investment of school district monies shall be the responsibility of the superintendent, business manager and/or the district treasurer.

Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute.

Posting Securities

All investments of district monies shall be secured *to 100% of the amount of district monies* by F.D.I.C. coverage, a pledge of direct federal obligations, or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations (*hereafter “financial institution(s)”*) with main or branch offices located within the *district and the* county or ~~adjoining~~ counties *in which part* of the district *is located* shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The treasurer or other person designated by the board shall inform each eligible financial institution of the total amount of money to be invested on a specified date and the maturity date of the investment. Each financial institution responding shall submit a single proposal of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the financial institution offering the highest interest rate in such amount as the financial institution will accept, and any remaining amounts shall be invested with the financial institution(s) offering the next highest interest rates in such amounts as it will accept until all funds offered for investment are invested. No financial institution shall be eligible to receive any funds in the same offering at a rate lower than its proposal rate.

No proposal less than the most recently determined investment rate as defined in K.S.A. 12-1675a shall be accepted unless otherwise authorized by K.S.A. 12-1675. No funds will be invested for maturities of more than two years.

Any monies not otherwise invested in eligible financial institutions located in the district due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in financial institutions which have offices located in counties in which a part of the school district is located.

Any monies not invested in financial institutions in the district or located in counties in which a part of the school district is located may be invested as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the financial institution holding such monies provided the financial institution agrees to pay the same or higher rate as that offered by the highest proposal at the time the requests for proposals were accepted.

In the event of identical high proposals, the allocation of monies to be invested between the financial institutions offering the high proposals shall be at the discretion of the superintendent.

The treasurer shall record the following information: the date of each request for proposal; the name of each financial institution notified; the name of the officer notified; the proposal; the amount of monies the financial institution is willing to accept at the rate proposed.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible financial institution shall have on file in the office of the district treasurer a letter requesting its inclusion in any request for proposal and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

BOE Approved: 10/2005; 01/2008; 01/2021

Policy GAAB – Complaints of Discrimination

This policy is amended to state that any complaint of student sexual harassment would be reported to the Title IX Coordinator and covered by student policy JGEC, and complaints of sexual harassment by employees reported to the Title IX Coordinator and addressed by policy GAAC. It also refers complaints concerning child nutrition programs to policy KNA. These changes reflect requirements under federal regulations.

As you may recall, the U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

GAAB – Complaints of Discrimination (~~See JDDC, JGECA and KN~~)

(See GAAC, GAACA, JDDC, JGEC, JGECA, KN and KNA)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, sexual orientation, gender identity, age, national origin or disability. *Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA,* ~~Any~~ *any* incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in the admission ~~to, or~~ access to, ~~or~~ treatment, or employment in the district's programs and activities is prohibited. The Director of Human Resources, ~~De Soto~~ USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 *except discrimination on the basis of sex*, ~~Title IX of the Education Amendments of 1972~~, and The Americans with Disabilities Act of 1990, *the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended*. The Director of Special Services has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX

Coordinator at USD 232, Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200. More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA, and more information may be obtained on procedures for such complaint by contacting the district compliance officer.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Unless otherwise provided herein, ~~Complaints~~ *complaints* of discrimination will be resolved using the district's discrimination complaint procedures in policy KN.

The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

BOE Approved: 07/2009; 12/2017; 12/2019; *01/2021*

Policy GAAC – Sexual Harassment

This sexual harassment policy applicable to school employees reflects significant Title IX regulatory changes issued by the U.S. Department of Education on May 6, 2020. These new regulations address major changes to the definition of what constitutes sexual harassment, what triggers the district's legal obligation to respond, and how the district must respond.

The new regulations require a school district to respond "promptly" and not in a "deliberately indifferent" manner, which is defined as "not clearly unreasonable in light of known circumstances" when it has "actual knowledge" of sexual harassment. No investigation of sexual harassment may occur until a formal complaint has been filed by the victim or the Title IX Coordinator. The role and responsibilities of the Title IX Coordinator are expanded to provide "supportive measures" to the victim and requires the district to provide for procedural safeguards to both parties during the investigation and decision-making stages.

These regulations became effective August 14, 2020 including the new training requirements for the Title IX Coordinator, the investigator, the decision-maker and anyone else involved in any informal resolution process. The district took steps during the summer to comply with the new regulations.

GAAC – Sexual Harassment (See GAF and JGEC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. *The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment* will not be tolerated in the school district. *Discrimination on the basis of sex* Sexual harassment of employees or students of the district by board members, administrators, ~~certificated~~ *licensed* and ~~support~~ *classified* personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events *within the United States*. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include *conduct on the basis of sex* but not be limited to, ~~unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:~~ *involving one or more of the following:* (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. *(1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.*

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse *of a sexual nature*; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. *Any person may make a verbal or written report of sex discrimination by any means and at any time.*

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss

the problem with the building principal *administrator* or the *Title IX Coordinator* district compliance coordinator. ~~Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.~~ *All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.*

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence.

Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to *stop it and* prevent its reoccurrence.

~~Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.~~

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within ten (10) business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and*
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.*

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.*
- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.*
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.*
- An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.*

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
 - the identities of the parties involved, if known;*
 - the conduct allegedly constituting sexual harassment; and*
 - the date and location of the alleged incident, if known.**
- The district's investigation procedures, including any informal resolution process;*

- *A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;*
- *Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and*
- *Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.*

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- *Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;*
- *Provide an equal opportunity for the parties to present witnesses and evidence;*
- *Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;*
- *Allow the parties to be accompanied with an advisor of the party's choice;*
- *Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate;*
- *Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;*
- *Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;*

- *Not have conflicts of interest or bias for or against complainants or respondent;*
- *Not make credibility determinations based on the individual's status as complainant, respondent, or witness.*

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- *Identify the allegations potentially constituting sexual harassment;*
- *Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;*
- *Include the findings of fact supporting the determination;*
- *Address any district policies and/or conduct rules which apply to the facts;*
- *Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and*
- *The procedures and permissible bases for the complainant and/or respondent to appeal the determination.*

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;*
- New evidence that was not reasonably available at the time that could affect the outcome; and/or*
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.*
- The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.*
- The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.*

The appeal decision-maker shall:

- *Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;*
- *Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;*
- *Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;*
- *Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;*
- *Describe the result of the appeal and the rationale for the result in the decision; and*
- *Provide the written decision simultaneously to both parties and to the Title IX Coordinator.*

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- *The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;*
- *At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process;*
- *The parties voluntarily and in writing consent to the informal resolution process; and*
- *The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.*

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing involving a ~~sexual harassment complaint~~ *sex discrimination including sexual harassment* is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible *while still following the above procedures*, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, *to provide supportive measures to both parties*, to take appropriate corrective action, *and* ~~or~~ *to provide due process to the accused, complainant and the respondent.*

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include

a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

BOE Approved: 01/2006; 08/2008; 12/2017; *01/2021*

Policy GAAD – Child Abuse

The mandatory child abuse reporting policy is amended to add the requirement that school districts provide annual training to employees on reporting child abuse. It is recommended the district retain records that the training occurred, of the materials presented, and of the employees in attendance at the trainings. This annual training for school employees is required for the Kansas Education System Accreditation.

GAAD – Child Abuse - All Employees (see JCAC & JGEC)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. *Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.*

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF *or Law Enforcement* Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises and shall act as appropriate *to facilitate the agency's access to the child and* to protect the student's interests during the *process* ~~interview~~. *State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.*

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time

shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Annual Training

Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

BOE Approved: 01/2006; 08/2008; *01/2021*

Policy GAOC – Use of Tobacco Products

This policy change reflects the recommendations of the Vaping Task Force as adopted by the Kansas State Board of Education. The definition of “tobacco product” is expanded to cover products made or derived from tobacco, including electronic nicotine delivery systems and any components or accessories used in the consumption of tobacco products. It also prohibits school employees from the “promotion” of tobacco products including product advertising.

~~GAOC – Use of Tobacco Products and Nicotine Delivery Devices~~ **Tobacco-Free School Grounds for Staff**

(See JCDA ~~and KMA~~)

The use, *possession, or promotion* of *any* tobacco products ~~in any form and/or of any nicotine delivery device is prohibited for~~ *by* staff members *is prohibited at all times* in any *district facility; school building, in school vehicles; at school-sponsored activities, programs, or events; and on school* owned *or operated property*. ~~, leased or rented by the district; in other district facilities; and in school vehicles.~~

~~The use and/or possession of tobacco products in any form and/or of any nicotine delivery device is prohibited in any attendance center, at school-sponsored events or on school property.~~

~~For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.~~

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited

to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

~~USD 232 requests and encourages staff, students, and visitors to support a tobacco-free environment on all district property and at school district events and activities. Parents and others visiting or attending school events and activities are requested to cooperate and assist in providing our students a tobacco-free setting in which to learn and participate in activities.~~

~~The use of tobacco products in any form and/or of any nicotine delivery device is not permitted by any person (staff, student, or visitor) at any time in or on USD 232 property, whether owned, leased, or rented. Staff who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies. Visitors who violate this policy will be asked to cease use of tobacco products and/or of any nicotine delivery device in all areas regularly accessible to others and near any facility entry, doorway, open window or air intake where smoking is prohibited. Visitors who refuse to comply with this request may be referred to school security or local law enforcement for violation of district policy and state law related to the Clean Air Act or unwanted presence on school district property.~~

~~The policy further prohibits tobacco advertising, marketing, and sponsorship on district property, at school functions, and in school publications.~~

~~USD 232 will use signage and, when possible, provide written and verbal notices in district communications and announcements at events to provide awareness of this policy. The district will make available current information regarding smoking and tobacco use cessation programs and provide information to employees who wish to participate in a tobacco cessation program.~~

BOE Approved: 01/2006; 08/2008; 08/2010; 08/2018; *01/2021*

Policy HAE – Board Negotiating Agents

This policy change deletes the word “agent” and replaces it with the more legally accurate term of board “representatives.” The update also adds language to reflect the annual requirement for the board to designate its representatives for the purpose of negotiating during the current school year.

HAE – Board Negotiating Agents

The board shall select as its ~~agents~~ *representatives* those persons the board feels will best represent the interests of the district.

Each year the board shall designate its representatives for the purpose of negotiating during the current school year. The superintendent and the board president shall make recommendations to the board regarding who shall be members of the negotiating team for the board.

BOE Approved: 10/2005; 02/2008; *01/2021*

Policy IC – Curriculum Development

Working with KASB legal services, we recommend renaming this policy “Instructional Program” as it more accurately reflects State Board of Education requirements and district goals approved by the board. In addition, the recommendation includes new language regarding financial resources related to curriculum development.

~~IC – Curriculum Development~~ **Instructional Program** (See CJ, CL, IDA, and IJ)

~~The licensed~~ **Licensed** staff shall cooperatively develop an integrated, comprehensive performance-oriented preK-12 curriculum **instructional program, which will be composed of the specific courses and programs offered that allow students to meet the goals and objectives set forth in the educational program. The instructional program is to include district instructional goals and learning objectives and be based on valid educational research and current State Board of Education requirements. After board of education approval, district instructional goals and learning objectives shall be used by the staff as the basis for developing and implementing specific curricula. The superintendent may develop a schedule for periodic curriculum reviews.** ~~based on valid educational research and current State Board of Education requirements, which includes goals and learning objectives for review and consideration by the board. When approved by the board of education the district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs. The superintendent shall develop a schedule for periodic curriculum review on a subject by subject basis.~~

Modification

~~All~~ **Additions, deletions, or major alterations to the Instructional Program** ~~of a course of study~~ shall be approved by the board.

Personnel

Outside resources and district personnel may be used in curriculum development.

Financial Resources

The board encourages the superintendent to secure federal, state and private grants, or other alternative funding sources for use in curriculum development. The certified staff is encouraged to use available commercial, public domain and community resources to assist in developing the instructional program and extending it beyond the traditional classroom setting.

Evaluation

(See IJ)

BOE Approved: 04/2005; 11/2008; **01/2021**

Policy IDA – Educational Program

This update deletes the outdated policy “handbook” language and adds “curricular offerings” to accurately reflect the current practice of districts developing course outlines and learning objectives that are approved by the board. We also recommend adding references to related policies.

IDA – Educational Program (see IC, *IDA, IDAA, IDAB, IDAC, and IJ*)

The academic program shall assist students to grow intellectually, to master the curriculum objectives, and to prepare for further education or training. The board may consider the district's basic educational program each year. When approved, the program shall constitute the district's basic curriculum.

~~Curriculum Document / Handbooks~~ *Curricular Offerings*

~~Curriculum handbooks shall contain a scope and sequence~~ *An outline* of each basic course *curricular offering* and the learning objectives to be mastered *shall be developed*. ~~Each handbook,~~ *When approved by the board, they* shall become a part of these policies and rules by reference.

Educational Goals and Objectives

District educational goals and curriculum objectives for the basic educational program shall be on file in the district office, and available for inspection upon request.

~~Other~~ *Additional* Educational Programs

~~Other~~ *Additional* educational programs ~~provided by the district~~ shall be in one of the following categories: Special Programs (IDAA), Support Programs (IDAB) and Exceptional Programs (IDAC).

BOE Approved: 04/2005; 11/2008; *01/2021*

Policy II – Evaluation of Instructional Program

This policy was last updated in 2008. Changes are recommended to provide the superintendent with flexibility in developing guidelines to evaluate the instructional program as part of the district's improvement efforts. We are changing the word "shall" to "may", as the edit reflects the legal recommendation that "shall" should only be used in district policy when a specific law or regulation requires certain board action.

II – Evaluation of Instructional Program (See IC, ICA, and II)

The superintendent ~~shall~~ **may** develop guidelines ~~for an annual evaluation of~~ **to evaluate** the district's instructional programs. This evaluation ~~shall~~ **may** be part of the district's school improvement efforts ~~as required by current regulations~~.

The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may require reports from these committees which may include the committee's recommendations for improvement, modification, or elimination of any part of the instructional program. The superintendent may submit a comprehensive report from the committees to the board.

BOE Approved: 04/2005; 11/2008; **01/2021**

Policy JCDA - Tobacco and Nicotine Delivery Devices

This policy addresses the student use of nicotine products and adopts the recommendations of the Kansas State Board of Education as previously shared in policy GAOC. These policy edits expand the definition of “tobacco product,” adds a definition of “electronic nicotine delivery system,” and prohibits the “promotion” of tobacco products on school grounds. The policy updates the reference to student discipline violations set forth in board policies by also adding “student handbooks.” We will also work with our schools to review existing student handbook language to add the expanded definitions and ensure any student handbook language addresses the authority of the building administrator to require the student to participate in a tobacco and electronic nicotine delivery systems education program, refer them to a cessation program, and/or community service program as a disciplinary consequence.

~~JCDA - Tobacco and Nicotine Delivery Devices~~ ***Tobacco-Free School Grounds for Students (See GAOC and KMA)***

~~Use and/or~~ ***The use***, possession, ***or promotion*** of any tobacco product ~~or nicotine delivery device~~ by ***any student*** ~~students~~ is prohibited ***at all times*** in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

~~Administrators may report students who are in violation of this policy to law enforcement, as appropriate.~~

~~For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.~~

~~USD 232 requests and encourages staff, students, and visitors to support a tobacco free environment on all district property and at school district events and activities. Parents and others visiting or attending school events and activities are requested to cooperate and assist in providing our students a tobacco free setting in which to learn and participate in activities.~~

~~The use of tobacco products in any form and/or of any nicotine delivery device is not permitted by any person (staff, student, or visitor) at any time in or on USD 232 property, whether owned, leased, or rented. Staff and students who violate this policy will be subject to disciplinary measures in accordance with applicable school and district policies. Visitors who violate this policy will be asked to cease use of tobacco products and/or of any nicotine delivery device in all areas regularly accessible to others and near any facility entry, doorway, open window or air intake where smoking is prohibited. Visitors who refuse to comply with this request may be referred to school security or local law enforcement for violation of district policy and state law related to the Clean Air Act or unwanted presence on school district property.~~

~~The policy further prohibits tobacco advertising, marketing, and sponsorship on district property, at school functions, and in school publications.~~

~~USD 232 will use signage and, when possible, provide written and verbal notices in district communications and announcements at events to provide awareness of this policy. The district will make available current information regarding smoking and tobacco use cessation programs and provide information to employees who wish to participate in a tobacco cessation program.~~

Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. Disciplinary actions may include parent/guardian notification, participation in a tobacco and electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substances used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the student by a medical practitioner or obtained over the counter and used in accordance with label requirements.

“Electronic nicotine delivery system” or “(ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

BOE Approved: 06/2005; 12/2008; 08/2010; 05/2013; 07/2017; 08/2018; **01/2021**

Policy JGEC – Sexual Harassment

These changes to the definition of what constitutes sexual harassment, what triggers the district's legal obligation to respond, and how the district must respond are required by the new Title IX regulations that became effective August 14, 2020. The Title IX Coordinator's responsibilities are increased including providing "supportive measures," filing a complaint if the complainant chooses not to do so, and ensuring both parties are treated equitably throughout the investigation and responsibility determination process. There are new procedures for investigating complaints, preparing an investigation report, and having a separate individual make the final determination. The Title IX Coordinator, the investigator, and the decision-maker cannot be the same person, and there are new training requirements for all employees involved in Title IX compliance.

JGEC – Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. *The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination.* ~~Sexual harassment shall~~ *Discrimination on the basis of sex, including sexual harassment, will* not be tolerated in the school district. ~~Sexual harassment~~ *Discrimination on the basis of sex* of employees or students of the district by board members, administrators, ~~certificated~~ *licensed* and ~~support~~ *classified* personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events *within the United States*. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

~~Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:~~

- ~~1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;~~

- ~~2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or~~
- ~~3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.~~

Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse *of sexual nature*; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. ~~The district will promptly investigate all complaints~~ *Complaints of sexual harassment will be promptly investigated and resolved and take prompt corrective action to end the harassment. Any person may make a verbal or written report of sex discrimination by any means and at any time.*

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes that he or she has been subjected to sexual harassment should ~~discuss~~ *report* the alleged harassment ~~with~~ *to* the building principal, another administrator, the guidance counselor, *the Title IX Coordinator,*

or another ~~certified~~ *licensed* staff member. ~~Any school~~ *All* employees ~~who receives a~~ *receiving reports* of sexual harassment from a student shall *notify the Title IX Coordinator*. ~~inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.~~

Definitions

The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination.

The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator.

"Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment.

The “investigator” is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report.

A “respondent” is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

The “Title IX Coordinator” is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. The Title IX Coordinator’s responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to *stop it and* prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows:

- Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and*
- Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process.*

Supportive Measures

The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Formal Complaint

No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows:

- *At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.*
- *A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.*
- *A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.*
- *An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.*

Formal Complaint Notice Requirements

Upon filing of a formal complaint, the district shall provide written notice to the known parties including:

- *Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:*
 - *the identities of the parties involved, if known;*
 - *the conduct allegedly constituting sexual harassment; and*
 - *the date and location of the alleged incident, if known.*
- *An explanation of the district's investigation procedures, including any informal resolution process;*
- *A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;*
- *Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and*

- *Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.*

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties.

Formal Complaint Investigation Procedures

To ensure a complete and thorough investigation and to protect the parties, the investigator shall:

- *Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;*
- *Provide an equal opportunity for the parties to present witnesses and evidence;*
- *Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;*
- *Allow the parties to be accompanied with an advisor of the party's choice;*
- *Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate;*
- *Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made;*
- *Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;*
- *Not have conflicts of interest or bias for or against complainants or respondents;*
- *Not make credibility determinations based on the individual's status as complainant, respondent, or witness.*

Formal Complaint Investigation Report

The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response.

Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration.

The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination

Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;*
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;*
- Include the findings of fact supporting the determination;*
- Address any district policies and/or conduct rules which apply to the facts;*
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the district to the complainant; and*
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.*

A copy of the written determination shall be provided to both parties simultaneously.

The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed.

Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years.

The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed; or on the date the opportunity for an appeal expires.

Appeals

The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

- Procedural irregularity that affected the outcomes;*
- New evidence that was not reasonably available at the time that could affect the outcome; and/or*
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.*

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination.

The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result.

The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;*
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;*
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;*
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;*

- *Describe the result of the appeal and the rationale for the result in the decision; and*
- *Provide the written decision simultaneously to both parties and to the Title IX Coordinator.*

Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- *The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;*
- *At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the investigation of the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process;*
- *The parties voluntarily and in writing consent to the informal resolution process; and*
- *The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.*

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the

complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

~~An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.~~

~~When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.~~

~~To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.~~

The filing of a complaint or otherwise reporting *sex discrimination including* sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a *sex discrimination, including* sexual harassment, ~~complaint~~ is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and *the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility shall be published in student handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.* ~~related materials shall be posted on the~~

~~District website. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator.~~

BOE Approved: 6/2005; 12/2008; 12/2017; *01/2021*

Policy JQKA – Foreign Exchange Students

This change provides flexibility to the board in determining whether to admit foreign exchange students. Before enrolling exchange students, administrators can review whether “staff, facilities, equipment, and supplies are available.”

JQKA – Foreign Exchange Students (See JBC)

Foreign exchange students from organizations approved each year by the ~~KSHSAA~~ *Kansas State High School Activities Association* may be admitted to the district on a tuition-free basis *to the extent staff, facilities, equipment, and supplies are available*. Other foreign exchange students who meet residency requirements may be allowed to enroll in the district under rules established by the board. Students who enter the country on an F-1 visa *and who are admitted to the district* shall pre-pay tuition equal to the current cost per pupil as calculated by the *Kansas* State Department of Education. ~~(See JQKA Foreign Exchange Application Form in appendix.)~~

BOE Approved: 06/2005; 12/2008; *01/2021*

Policy KMA – Tobacco-Free School Grounds for Visitors

This is a new policy that prohibits the use of tobacco products including the use of “any product that is made from or derived from tobacco” by parents and other visitors on school property including “electronic nicotine delivery systems.” It is important to note that while district has authority to discipline students and employees for violations of tobacco-free school policies, when it comes to parents and visitors, the district should only request the parent or visitor to stop, request the visitor or parent to voluntarily leave the premises, or request the assistance of local enforcement. Because this is a new policy, we are presenting the language in normal type.

***New Policy* KMA – Tobacco-Free School Grounds for Visitors (See GAOC and JCDA)**

The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited at all times in any district facility; in school owned or operated property.

The following definitions apply to this policy.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter “ENDS”), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco products also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic nicotine delivery system” or “ENDS” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

BOE Approved: 01/2021

Policy KN – Complaints

This policy now excludes claims of discrimination on the basis of sex from the KN policy and requires them to be reported to the Title IX Coordinator and to be addressed under the specific procedures required under revised board policies GAAC for employee complaints and JGEC addressing student complaints. Note that boards could designate the Title IX Coordinator to investigate discrimination complaints under all federal and state laws or designate another employee to be responsible for the complaints based on race, national origin, age, and other protected classes. Language excluding complaints regarding child nutrition programs was excluded, also, and complainants were referred to policy KNA. References to other relevant policies are also added.

KN – Complaints (See BCBI, *GAAC*, GAACA, GAAB, GAAF, IF, IKD, ~~and JCE~~, *JGEC, JGECA, and KNA*)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

The Director of Human Resources, (USD 232, 35200 W. 91 St., De Soto, KS 66018, 913-667-6200) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964 *regarding discrimination on the basis of sex*, Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendments of 1972~~, and The Americans with Disabilities Act of 1990, *the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, as amended*. The Director of Special Services has been designated to coordinate compliance with nondiscrimination requirements contained in Section 504 of the Rehabilitation Act of 1973. Information concerning the provisions of these Acts, and the rights provided there under, are available from the compliance coordinator.

Complaints about Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, *excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs*, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. *Such complaints* ~~Complaints~~ by a student should be addressed to the building principal, another administrator, the guidance counselor, or another ~~certified~~ *licensed* staff member. Any school employee who receives a complaint of *such* discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the

complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging *such* discrimination should be addressed to the building principal or the district compliance coordinator. *Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints* Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of *such* discrimination *or* harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If *such* discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each *school* building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building

principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
 - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at USD 232, Director of Human Resources, 35200 West 91st Street, De Soto, KS 66018, 913-667-6200.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints about Section 504 of the Rehabilitation Act of 1973

Complaints concerning Section 504 shall be addressed in accordance with the grievance process outlined in the Section 504 Handbook for USD 232.

Complaints about Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints about Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints about Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints about Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints about Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints about Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

BOE Approved: 07/2009; 12/2017; 12/2019; *01/2021*

Policy KNA – Complaints Regarding Child Nutrition Programs

This new nondiscrimination policy is required to participate in the National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, At-Risk Afterschool Meals, Fresh Fruit and Vegetable Program, Summer Food Service Program, and other child nutrition programs funded and operated by the U.S. Department of Agriculture. Because this is a new policy, we are presenting the language in normal type.

***New Policy* KNA – Complaints Regarding Child Nutrition Programs**

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture is prohibited. The Director of Human Resources, USD 232, 35200 W. 91st Street, De Soto, KS, 66018, 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act, Age Discrimination Act of 1975, Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints About Discrimination in Child Nutrition Programs

To file a complaint of discrimination regarding child nutrition programs offered by the district, complete the USDA Program Discrimination Complaint Form (AD-3027) at:

http://www.ascr.usda.gov/complaint_filing_cust.html; or

write a letter and provide the information requested in the form. To request a complaint form, call (866) 632-9992.

Submit the completed form to:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.
FAX: (202) 690-7442
Email: program.intake@usda.gov

BOE Approved: 01/2021

Policy LBA – Consideration of Requests for Tax Abatement and Tax Increment Financing

This policy update amends language to specifically add requests for tax increment financing be added as an agenda item to a board meeting agenda.

LBA – Consideration of Requests for Tax Abatement and Tax Increment Financing

Recognizing the potential impact on school district operations (enrollment/staffing) and financing, all official information received and related to requests for tax abatement and/or tax increment financing will be forwarded to members of the Board of Education. ~~Requests for tax increment financing will be and also added~~ included as an agenda a Discussion item at a Board of Education meeting.

BOE Approved: 12/2013

This concludes the review of policies to be revised or added. As always, let us know what questions you may have.

###



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: January 6, 2021
Subject: **Resolution adopting Kansas Homeland Security Region L Multi-Hazard Mitigation Plan (CONSENT)**

We are asking the Board of Education to approve a resolution adopting the Regional Multi-Jurisdictional Hazard Mitigation Plan. Approving the resolution would make the school district eligible to receive hazard mitigation funds following a disaster should federal funding become available. This written report was included in the December Board meeting packet as an alert.

Background

Over the course of 2018 and 2019, the school district participated in an effort led by Johnson County Emergency Management that worked with surrounding school districts, cities, Wyandotte County, Leavenworth County, and Kansas Division of Emergency Management to develop the Region L Multi-Jurisdictional Hazard Mitigation Plan. The regional mitigation plan was approved by FEMA on October 3, 2019.

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. Hazard mitigation planning is the process through which hazards that threaten communities are identified, impacts of those hazards are determined, mitigation goals and strategies are determined, and actions are prioritized and implemented. The Disaster Mitigation Act of 2000 requires all political entities in the United States to have an approved Hazard Mitigation Plan in order to be eligible to receive hazard mitigation funds following a disaster should funding become available. Approving the resolution also provides eligibility to apply for hazard mitigation grant funds if/when grant funds are available.

The Region L Multi-Hazard Mitigation Plan is available for viewing on Johnson County's website.

- <https://www.jocogov.org/dept/emergency-management/emergency-management-program/county-emergency-plans/mitigation-plan>

A copy of the resolution follows this memo. As always, please let us know what questions you may have.

####



RESOLUTION

Adopting the Kansas Homeland Security Region L Hazard Mitigation Plan

Whereas, the Board of Education of Unified School District No. 232, Johnson County, Kansas, recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, the U.S. Congress passed the Disaster Mitigation Act of 2000 (“Disaster Mitigation Act”) emphasizing the need for pre-disaster mitigation of potential hazards;

Whereas, the Disaster Mitigation Act made available hazard mitigation grants to state and local governments; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre- and post-disaster mitigation grant programs; and

Whereas, Unified School District No. 232 fully participated in the FEMA prescribed mitigation planning process to prepare this Multi-Hazard Mitigation Plan; and

Whereas, the Kansas Division of Emergency Management and FEMA Region VII officials have reviewed the Region L Multi-Hazard Mitigation Plan, and approved it contingent upon this official adoption of the participating governing body; and

Whereas, Unified School District No. 232 desires to comply with the requirements of the Disaster Mitigation Act and to augment its emergency planning efforts by formally adopting the Region L Multi-Hazard Mitigation Plan; and

Whereas, adoption of this legitimizes the plan and authorizes responsible agencies to carry out their responsibilities under the plan.

Now, therefore, be it resolved, that Unified School District No. 232 adopts the Kansas Homeland Security Region L Hazard Mitigation Plan as an official plan; and

Be it further resolved, Unified School District No. 232 will submit this Adoption Resolution to the Kansas Division of Emergency Management and FEMA Region VII officials to enable the plan's final approval.

The resolution is hereby adopted the 11th day of January, 2021.

BOARD OF EDUCATION OF UNIFIED SCHOOL DISTRICT NO. 232, JOHNSON COUNTY, KS

Danielle Heikes, President

ATTEST:

Wendy Denham, Clerk of the Board



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: January 6, 2021
SUBJECT: 2021 Adult Paid Lunch Price Increase (Consent Agenda)

In October 2020, the United States Department of Agriculture (USDA) extended the free meals program for all students through the end of the 2020-2021 school year. This means that we are currently operating under the USDA's Summer Food Service Program (SFSP). The SFSP year operates by the calendar year (January – December). We are now in SFSP year 2021 with new Federal reimbursement rates.

Per Federal guidelines, we are required to price adult meal prices higher than the reimbursement rate. Meal reimbursement rates for 2020 and 2021 can be referenced below, along with our current adult meal prices.

Type of Meal	2020 Reimbursement Rate	2021 Reimbursement Rate	Current Adult Meal Price
Breakfast	\$2.39	\$2.47	\$2.50
Lunch	\$4.17	\$4.33	\$4.25

Due to the increase in reimbursement rates, we are required to increase the adult lunch meal price. We are recommending the adult paid lunch price increase to \$4.35 for the remainder of the school year.



Unified School District 232

Department of Curriculum and Instruction

Joseph Kelly, Ed.D.

Director of Secondary Curriculum and Instruction

Board Meeting Date: January 11th, 2021

Item Type: Consent

Topic: Surplus Technology

Prepared by: Dr. Joseph Kelly

Date: 1/5/20

We are requesting approval to declare certain technology equipment as surplus, pursuant to Kansas Statute 72-3216. The items, purchased by the district a few years ago, have been deemed as no longer able to be utilized effectively within the educational setting. This is due to the age of the devices and/or condition. Following approval by the board, we will have the items wiped of data, picked up, and will recover any residual value that may be available. Currently, the devices have residual values ranging from \$65 to \$95, depending on their condition and age. Items to be considered surplus:

Decommissioned/Surplus

Description	Brand	Model	Qty
iPad	Apple	5 th Generation	10
iPad	Apple	Air 2	5

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Unified School District 232

Department of Curriculum and Instruction

Joseph Kelly, Ed.D.

Director of Secondary Curriculum and Instruction

Board Meeting Date: January 11th, 2020

Item Type: Consent

Topic: Surplus Materials

Prepared by: Dr. Joseph Kelly

Date: 1/5/20

Pursuant to Kansas Statute 72-3216, we will seek the Board's approval to declare the following reptile cabinets as surplus. We determined the cabinets, one of which is homemade, are no longer suitable for classroom use due to their age and their conditions. The doors do not open correctly and the lights are not in working order. After reaching out to district staff, the Ernie Miller State Park, and several individuals who own reptiles, we have concluded that there is no interest in the items and have no value.

We have undertaken a systematic effort to clean, sort, and organize old resources across the district, which is why we are bringing these items to your attention. Upon Board approval, the items will be appropriately disposed. Please let us know what questions you may have.

Items for Surplus

<u>Title</u>	<u>Quantity</u>
Reptile Cabinet	2

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De Soto Unified School District 232



Shawnee – Lenexa – Olathe – De Soto

www.usd232.org

DR. CINDY SWARTZ
Career & Technical Education

TO: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Dr. Cindy Swartz, Career & Technical Education
DATE: Tuesday, December 22, 2020
SUBJECT: Request to accept donation

We are requesting Board approval to accept a donation from Huhtamaki in the amount of \$40,000.00 to CTEC CAPS. The donation is for the intended use to purchase equipment, materials and supplies for the Emerging Technologies CAPS strand, specifically for the manufacturing lab.

We respectfully request your approval.

Thank you,

Dr. Cindy Swartz
Career & Technical Education
Unified School District #232

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

December 18, 2020

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

I seek the approval from the Board of Education to accept the following donation to DHS STUCO (this is a collected donation for Project 10/20). STUCO will be donating the money to Project 10/20.

Timothy Golba donated \$1,000.00

Respectfully submitted for Board approval,



Ryan Johnson
Associate Principal/A.D.

HOME OF THE WILDCATS!

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

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

De Soto Unified School District 232

Monticello Trails Middle School

6100 Monticello Road

Shawnee, KS 66226

Phone: (913) 422-1100

Fax: (913) 422-4990

Web: mtms.usd232.org



Melissa Hansen
Principal

Bryan LeBar
Associate Principal

Kelly Robinson
School Improvement Specialist

Dave Anderson
Cara Olson
Counselors

I seek the approval from our Board of Education to accept a donation to Monticello Trails Middle School from Walmart for a community grant in the amount of \$500.00. This donation would be used to purchase The Invention of Wings for our students to use in the classroom. The funds will be deposited into our general building fund.

Respectfully submitted for Board Approval,

Melissa Hansen
MTMS Principal



BOARD OF EDUCATION
FEBRUARY 2021 - JANUARY 2022 REGULAR MEETING SCHEDULE

<u>MEETING DATE (DAY)</u>	<u>LOCATION</u>
1. January 19, 2021 (Tuesday)	Administrative Office/Boardroom
2. February 1, 2021 (Monday)	Administrative Office / Boardroom
3. February 16, 2021 (Tuesday)	Administrative Office/Boardroom
4. March 1, 2021 (Monday)	Administrative Office / Boardroom
5. March 22, 2021 (Monday)	Administrative Office/Boardroom
6. April 5, 2021 (Monday)	Administrative Office / Boardroom
7. April 19, 2021 (Monday)	Administrative Office/Boardroom
8. May 3, 2021 (Monday)	Administrative Office / Boardroom
9. June 7, 2021 (Monday)	Administrative Office / Boardroom
10. July 12, 2021 (Monday)	Administrative Office / Boardroom
11. August 2, 2021 (Monday)	Administrative Office / Boardroom
12. September 13, 2021 (Monday)	Administrative Office / Boardroom
13. October 4, 2021 (Monday)	Administrative Office / Boardroom
14. November 1, 2021 (Monday)	Administrative Office / Boardroom
15. December 6, 2021 (Monday)	Administrative Office / Boardroom
16. January 10, 2022 (Monday)	Administrative Office / Boardroom

Board work sessions and special meetings will be scheduled as needed.

Other Important Dates:

Foundation Breakfast – TBD

Retirement Reception – Monday, May 10, 2021 – 5:00 – 7:00 PM (Tentative)

Graduation – Saturday, May 22, 2021

New Teacher Academy Luncheon – Monday, August 2, 2021 – 11:30 – 1:00 (Tentative)

Convocation – Friday, August 6, 2021 8:00 – 11:00 AM at MVHS

KASB Annual Convention – Saturday, December 5, 2021 – Sunday, December 6, 2021

**RESOLUTION
TO ESTABLISH ELECTION OF SCHOOL BOARD OFFICERS**

WHEREAS, K.S.A. 72-1133 requires boards of education to elect the board president and vice-president at the first meeting on or after the second Monday in January of each year or at a later meeting date during the calendar year if so determined by the board at that first meeting;

WHEREAS, Unified School District No. 232, Johnson County, Kansas must act each year on or after the second Monday in January or at a later meeting date during the calendar year to establish when it will elect its president and vice-president;

BE IT RESOLVED THAT, the Board of Education of Unified School District No. 232, Johnson County, Kansas will elect its school board president and vice-president at its first meeting of the Board of Education in July, 2021.

By:

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 232, Johnson County, Kansas, on the 11th day of January, 2021.

Clerk of the Board of Education



Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: January 6, 2021
Subject: Transportation Services (Action)

Transportation Services (Action)

Unified School District 232 issued a Request for Proposal (RFP) regarding transportation services for fall of 2021 through spring of 2026 on November 10, 2020. Legal advertisements were published on that day as well as being sent directly to five vendors. A mandatory pre-proposal meeting was conducted on November 17 with seven transportation providers in attendance. Proposals were due to the district in sealed envelopes by 4:00 pm on December 15, 2020. Four transportation providers submitted a proposal; Apple Bus, DS Bus Lines, First Student, and North America Central School Bus. We were excited to see all four proposals two of which were first-time submitters. DS Bus Lines is actually a local company and North America Central (based out of Illinois) were vendors submitting to the district for the first time.

The district last went out for a transportation RFP in 2011. Transportation services have always been placed on a five-year contract and our current provider, First Student, has delivered transportation services to the district for the past 20 years. In the past, the district has gone out for a transportation RFP every 10 years and this year was no different. Our overall goal in issuing an RFP was to make sure we continue receiving quality transportation services at a competitive cost. This RFP was in no way initiated due to issues with current transportation provider.

The four submitted proposals underwent a comprehensive review by Frank Harwood, Ken Larsen, and Steve Deghand from December 15 through December 22. After reviewing proposals, we believe that all four companies, which provided outstanding references, could provide the district the transportation services desired. However, when looking at the cost to provide these services, First Student was significantly lower than the rest. One vendor, DS Bus Lines provided alternate pricing models. These models were based on an anticipated savings which would be returned to the district at the end of each year. When factoring in the anticipated rebates that DS Bus Lines believes can be realized through partnering to find internal efficiencies, the overall cost decreased but would still be higher than First Student's proposal.

When looking at all four providers' costs, the proposals from three vendors were 9% to 13% higher than First Student's fees for year one. First Student also maintained the lowest year over year escalation percentage at 2.25%. Other providers had a year to year escalation of that ranged from 2.5% to 4.5% respectively. This would mean that costs from other vendors would rise faster than those submitted by First Student. In addition, part of our evaluation process was to plug two previous months into all providers' proposed fee chart to compare actual costs for two months. We used October and November of 2019 for our comparisons. Again, when doing this, First Student was 9% to 13% lower which equates to about \$1,800,000 over five years. We also used this method to compare costs incorporating DS Bus Lines anticipated rebates. If the anticipated rebates are realized, First Student's proposal is still about 1.4% lower than DS Bus Lines. This would equate to about \$300,000 over the five-year contract period.

After completing the analysis, we recommend that the district continues using First Student for district transportation services. First Student is currently providing very good service and their proposed fee schedule is lower than the other three transportation providers. At this time, we are asking the Board to approve First Student for district transportation services for the next five years. Please contact Frank, Ken, or Steve with any questions or concerns you may have regarding these services.



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: January 6, 2021
Subject: **Recommended Calendar for the 2021-22 School Year (ALERT)**

We will ask the Board of Education to consider a recommended calendar for the 2021-22 school year at the regularly scheduled meeting in February.

We purposely delayed our process for developing a 21-22 school year calendar given the circumstances surrounding the current school year. The administration, in accordance with guidelines established in the Professional Negotiated Agreement, prepared a draft calendar through a committee consisting of teachers and administrators. The committee provided input and feedback to assist with the development of the proposed calendar.

As you may recall, school districts in Kansas are required by statute to have school terms consisting of not less than 186 school days or a minimum of 1,116 hours of student contact time. USD 232 has for many years adopted the 1,116-hour method. A copy of the draft calendar is included at the end of this report.

Background

The recommended calendar submitted for the Board's consideration reflects a typical school year. Most importantly, it restores student contact time that we reduced from the current school year calendar when the first day of school moved to September 8. It is the practice of the school district to always exceed the minimum number of student contact hours required by the state. The current school year calendar (20-21) reduced the total number of contact hours to just slightly above the minimum level.

2021-22 Calendar

The teacher contract will not exceed 187 days, as stipulated within the Professional Negotiated Agreement. The calendar will provide the district a minimum of four (4) days to accommodate inclement weather/emergency school closures with a maximum of six (6) days. As you may recall, the calendar builds in time for two (2) emergency closure days. If they are used, the state will in turn give the district two (2) additional days for inclement weather/emergency closures for a total of four (4). There is a third day we can potentially identify for this purpose, which means the state would forgive one additional day for a maximum of six (6) days. The third day option would only be used if we experience an active winter season or have other unforeseen

circumstances. In all cases, the school year would not have to be extended (up to six days for emergency closure). If the district does not use any emergency closure days, the school year would end two days earlier. If only one day is utilized, then the school year could end one day earlier.

The Kansas State Board of Education approved a recommendation for aligning spring break calendars across the education system. The recommendation came from a proposal by a work group representing the Kansas Board of Regents, Kansas State Board of Education and the Coordinating Council. The week of Spring Break in our recommended calendar aligns with the state's recommendation, which is identified as the week of March 14-18, 2022.

The district would like to include three (3) delayed start days as a way to help improve staff training/development. On these particular days, classes for students would begin two hours later than normal. Staff would report for duty at regular times for training/professional development. The district's first experience with delayed start days occurred during the first semester of the 2019-20 school year. The purpose for those delayed start days, as you may remember, was to allow the district the opportunity to experience a delayed start following an extremely active winter weather season during the 2018-19 school year. It provided the district an opportunity to consider the logistics of conducting a delayed start should it be needed in response to winter weather. When the delayed start was piloted in 2019, the district identified staff development as an added benefit. The training/professional development that takes place during the two-hour window has potential to improve the effectiveness of professional development, which is why it is recommended at this time.

The 21-22 draft calendar maintains teacher workdays at a total of nine (9) days. Professional Development (PD) time, including the delayed starts, would only be 8.2 days total for the school year. PD time does count toward student contact time. For example, two hours of PD would count as one hour of student contact time.

The Board will notice that the recommended calendar provides two full weeks for winter break and restores a full week for spring break. The last day for teachers would be Wednesday, May 25, 2022. Please let us know what questions you have about the draft calendar.

####

FIRST SEMESTER
1st Quarter
 Aug 12 → Oct 14

2nd Quarter
 Oct 19 → Dec 16

Unified School District 232
2021-22 DRAFT
SECOND SEMESTER
3rd Quarter
 Jan 5 → Mar 11

4th Quarter
 Mar 22 → May 24

July 2021 SU M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							August SU M T W T F S 1 2 3 (4) 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							September SU M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
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BEGINNING OF QUARTER END OF QUARTER ENROLLMENT (see schedule next page) New Teacher Academy H.S. Exams – ½ day only for high school; Regular day for K-8 and Early Childhood ½ day only for grades K-12; NO SCHOOL for Early Childhood Two-hour Delayed Start All K-12 Students; No A.M. Early Childhood	Start of school: ½ day only for grades K-6 and 9 First Full Day of Class, all grades and Early Childhood; regular school day NO SCHOOL (Professional In-Service Day) NO SCHOOL (1/2 Professional, 1/2 Workday) [] Professional In-Service Day (floating)	½ day only for grades K-8; Regular day for high school; NO SCHOOL for Early Childhood; Parent/Teacher Conferences NO SCHOOL Parent/Teacher Conferences – See narrative page for details NO SCHOOL (Teacher Workday) NO SCHOOL (Schools/Offices Closed) GRADUATION - High School Commencement Ceremonies
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See next page for calendar narrative

Four emergency closure days are included in the calendar. The Board reserves the right to change the calendar to respond to unforeseen circumstances. Board approved _____

DRAFT 2021-22 School Calendar Narrative

July 2021

28..... ENROLLMENT: **Grades 6-8** > students new to district only; **Grades 9-12** > Contact high schools for details 8 a.m. - 3 p.m.
29..... ENROLLMENT -- Students Grades K-12..... 1 p.m. - 8 p.m.
30..... ENROLLMENT -- Students Grades K-12..... 8 a.m. – Noon
30..... New Teacher Academy

August 2021

2-3..... New Teacher Academy
4..... NO SCHOOL FOR ALL STUDENTS – Professional In-Service Day (floating)
5..... NO SCHOOL FOR ALL STUDENTS – Teacher Workday
6..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
9-11..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
12..... First Day of School, ½ day only for Kindergarten and Grades 1-6 and 9 -- Start of First Quarter
13..... First Day of School Early Childhood and Grades 7, 8, and 10-12; Regular school day for all students

September 2021

6..... NO SCHOOL FOR ALL STUDENTS AND STAFF – Buildings Closed – Holiday (Labor Day)
22..... **Two-hour Delayed Start for All K-12 Students; No A.M. Early Childhood**; Two hours of Professional Development for Teachers
29..... NO SCHOOL for Early Childhood-- Parent-Teacher Conferences 8:15 a.m. – 4:15 p.m. ½ Day of School for grades K-8; Regular school day for Grades 9-12
Elementary Parent-Teacher Conferences 4:15 pm - 8:15 pm; Secondary Parent-Teacher Conferences 3:30 pm - 7:30 pm
30..... NO SCHOOL FOR ALL STUDENTS -- Parent-Teacher Conferences

October 2021

1..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed
14..... End of First Quarter
15..... NO SCHOOL FOR ALL STUDENTS – ½ Professional In-Service Day / ½ Teacher Workday
18..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
19..... Start of Second Quarter – Classes Resume

November 2021

10..... **Two-hour Delayed Start for All K-12 Students; No A.M. Early Childhood**; Two hours of Professional Development for Teachers
24-26..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed (Thanksgiving Holiday)

December 2021

15-16..... Half Day Final Exams – High School students
16..... ½ Day of School for Grades K-12; NO SCHOOL for Early Childhood
16..... End of 2nd Quarter
17..... NO SCHOOL FOR ALL STUDENTS -- Teacher Workday
20-31..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- WINTER BREAK

January 2022

3..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
4..... NO SCHOOL FOR ALL STUDENTS – Teacher Workday
5..... Start of 3rd Quarter – Classes Resume
17..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed – Holiday (Martin Luther King, Jr. Day)

February 2022

16..... NO SCHOOL for Early Childhood-- Parent-Teacher Conferences 8:15 a.m. – 4:15 p.m. ½ Day of School for grades K-8; Regular school day for Grades 9-12
Elementary Parent-Teacher Conferences 4:15 pm - 8:15 pm; Secondary Parent-Teacher Conferences 3:30 pm - 7:30 pm
17..... NO SCHOOL FOR ALL STUDENTS --Parent-Teacher Conferences
18..... NO SCHOOL FOR ALL STUDENTS AND STAFF – Buildings Closed
21..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed – Holiday (Presidents' Day)
22..... Classes Resume

March 2022

11..... End of Third Quarter
14-18..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- SPRING BREAK
21..... NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
22..... Start of 4th Quarter – Classes Resume

April 2022

6..... **Two-hour Delayed Start for All K-12 Students; No A.M. Early Childhood**; Two hours of Professional Development for Teachers
15..... NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed
18..... NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day

May 2022

21..... High School Graduation Ceremonies
23..... **LAST DAY of school for Early Childhood**
23-24..... Half Day Final Exams – High School students
24..... ½ Day of School for Grades K-11; NO SCHOOL for Early Childhood
25..... Teacher Workday
30..... Buildings Closed – Holiday (Memorial Day)



To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Andrea West, Early Childhood Coordinator
Date: January 6, 2021
Subject: Early Childhood Peer Fees Adjustment (ALERT)

At the January 2021 Board of Education meeting, we will ask the board to adopt an adjustment to Early Childhood peer fees. Specifically, we request to adjust current Early Childhood peer fees to be even numbers that are more workable for both parents and Early Childhood office staff. The adjustment (*see attachment one*) will allow USD 232 to continue to see similar revenue from peer fees and will be a minimal increase, of less than ten dollars per semester, to families.

Background Information

USD 232 Early Childhood serves district students, ages three to five, by delivering special education services and completing special education screenings/evaluations, providing a preschool experience to students who may not have access to preschool through grant funding (KSDE At-Risk and Kansas Preschool Pilot Grants) as well as offering a fee based preschool experience for USD 232 families (previously titled the peer model program).

In February of 2017, USD 232 Board of Education approved a five percent increase in Early Childhood peer fees to begin the 2017-2018 school year. That specific increase created unique dollar amounts (e.g. \$142.68 per month for 3-year-old peer students) (*see attachment two*). Over the past several years, office staff and parents have noted that it would be more convenient for fees to be even amounts so that they can be easily prorated and entered into the fee management system.

Approval for the adjustment in fees will be included as a consent agenda item at the February Board Meeting. Please let us know if you have any questions.

(Attachments follows this alert)

Attachment One
De Soto USD #232
Department of Special Services
Early Childhood Peer Fee Structure
2021-2022

The following guidelines are used to determine the fees for the Early Childhood Peer Program. Fees are based on a sliding scale using the same income guidelines as the government Child Nutrition Program. Please contact the Belmont Elementary Office for information regarding free or reduced fees. Checks may be made payable to USD #232 and submitted to the Belmont Elementary office. When payment is made **in full** at the beginning of the semester, a 10% reduction will apply. Staff will receive a 15% discount.

Monthly tuition payments are due the 5th day of each month. If the bank returns a check for any reason, a fee will be assessed to recover charges. In the event payment cannot be made for the month, please call the Belmont office at (913)667-1810 to discuss payment arrangements.

1.) Full Fees (Does not qualify for free or reduced lunch)

Number of Days per Week	Cost Per Semester (Yearly Total)	10 Monthly Payments	Semester Cost with 10% Fee Reduction (Full Payment at beginning of semester)	Semester Total with 15% Fee Reduction (Staff Discount)
Five	\$900 (\$1800)	\$180	\$810	\$765
Three	\$720 (\$1440)	\$144	\$648	\$612

2.) Reduced Fees (Qualifies for reduced lunch)

Number of Days per Week	Cost per Semester (Yearly Total)	10 Monthly Payments	Semester Cost with 10% Fee Reduction (Full Payment at beginning of semester)	Semester Total with 15% Fee Reduction (Staff Discount)
Five	\$450 (\$900)	\$90	\$405	\$383
Three	\$360 (\$720)	\$72	\$324	\$306

3.) No Fees (Qualifies for free lunch)

****A \$50.00 fee is due with the application, refundable if the child does not attend as a peer model.***

Attachment Two
De Soto USD #232
Department of Special Services
Early Childhood Peer Model Fee Structure
2020-2021

The following guidelines are used to determine the fees for the Early Childhood Peer Model Program. Fees are based on a sliding scale using the same income guidelines as the government Child Nutrition Program. Please contact the Belmont Elementary Office for information regarding free or reduced fees. Checks may be made payable to USD #232 and submitted to the Belmont Elementary office. When payment is made **in full** at the beginning of the semester, a 10% reduction will apply. Staff will receive a 15% discount.

Monthly tuition payments are due the 5th day of each month. If the bank returns a check for any reason, a fee will be assessed to recover charges. In the event payment cannot be made for the month, please call the Belmont office at (913)667-1810 to discuss payment arrangements.

1.) Full Fees (Does not qualify for free or reduced lunch)

Number of Days per Week	Cost Per Semester (Yearly Total)	10 Monthly Payments	Semester Cost with 10% Fee Reduction (Full Payment at beginning of semester)	Semester Total with 15% Fee Reduction (Staff Discount)
Five	\$892.50 (\$1785.00)	\$178.50	\$803.25	\$758.63
Three	\$713.44 (\$1426.88)	\$142.68	\$642.10	\$606.42

2.) Reduced Fees (Qualifies for reduced lunch)

Number of Days per Week	Cost per Semester (Yearly Total)	10 Monthly Payments	Semester Cost with 10% Fee Reduction (Full Payment at beginning of semester)	Semester Total with 15% Fee Reduction (Staff Discount)
Five	\$446.25 (\$892.50)	\$89.25	\$401.63	\$379.31
Three	\$356.72 (\$713.44)	\$71.34	\$321.05	\$303.21

3.) No Fees (Qualifies for free lunch)

****A \$50.00 fee is due with the application, refundable if the child does not attend as a peer model.***



Unified School District 232

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

Frank Harwood
Superintendent of Schools

To: Members of the Board of Education
From: Frank Harwood, Superintendent of Schools
Date: January 6, 2021
Subject: District Goals Update - FYI

During the last four years, the Board of Education has approved District Goals to help direct the work of district staff. Attached is an update on the progress for the 2020-21 District Goals.



Vision

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

Mission

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

District Goals for 2017-2022

Achievement

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

Buildings & Budgets

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

Community Engagement

Work proactively with the community to improve educational programs.

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

**USD 232 Board of Education
District Action Steps for 2020-2021**

Achievement

Improve achievement for all students while reducing the achievement disparities of various disaggregated groups.
Objective A1: USD 232's Five Year Effectiveness Rate for Post-Secondary Success will exceed 72% by 2022 reporting year.
Objective A2: Sixty percent or more of all USD 232 students will perform in the College and Career Ready category on the Kansas State Assessments or the ACT by the 2022 assessment period.

Strategy #1 Fully Implement the Multi-Tiered System of Supports by the 2022-23 school year (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
1	1,4,7	Identified Reading Specialists will receive LETRS certification to provide direct professional development, for all teacher K-5 and ELA teacher 6-12 on phonics instruction for student literacy development as required by KSDE.	2020-2021 School Year	Hite	
1	1,4,7	Use various assessments to monitor student performance in reading and math as well as social-emotional well-being K-12, this is especially important considering the school closures due to COVID-19.	2020-2021 School Year	Hite	Fall and winter assessments completed.
1	1,4,7	Assess current academic levels for all students and develop plans to make up for learning loss due to COVID-19 related school facility closures.	2020-2021 School Year	Hite, Hanson, Kelly	
1	1,4,6,7	Full implementation of the MTSS Handbook will be honored with fidelity at all buildings	2020-2021 School Year	Hite, Hanson, Kelly	
1	1,4,7	Identify behavior Tier resources for grades 9-12	2020-2021 School Year	Hite, Hanson	
1	1,4,7	Complete MTSS Social/Emotional and Behavior Tier 2 and 3 Protocols for all grade levels	First Semester of 2020 School Year	Hite, Hanson	
1	1,7	Collaborate with building leadership teams to determine any needed changes to MTSS protocols in the 2021-2022 MTSS Handbook	2020-2021 School Year	Hite, Hanson, Kelly	

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Strategy #2 Fully implement Individual Plans of Study and revised CTE Pathways by the 2022-23 school year (Relevance)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4,8	6,7	Finalize plans for the implementation of career pathways, including courses to be offered at Cedar Trails Exploration Center.	December 2020	Kelly	Completed, courses approved November, 2020
6,8	4,6,7	Incorporate established student IPS into CTE Pathway participation, course selection and other learning opportunities.	2020-2021 School Year	Kelly	
8	6,7	Develop contacts and protocols for increased Work Based Learning opportunities for secondary students.	2020-2021 School Year	Kelly	
8	6,7	Expand career exploration opportunities for elementary students.	2020-2021 School Year	Kelly	
2,4,8	6,7	Continue to work with stakeholder groups to update career pathways and provide more Real World Learning opportunities.	2020-2021 School Year	Kelly	

Strategy #3 Fully implement One Device per Learner program and improve technology integration by the 2022-23 school year (Relevance)					
FS	Rose	Action steps	Timeline	Staff	Progress
8	7	Present iPad Initiatives Policies & Procedures to the Board of Education for approval	July 2020	Cater	Completed July, 2020
8	7	Provide continued Apple and Canvas training for all staff and specific training for elementary staff incorporating the One-Device per Learner initiative.	August 2020 with follow-up though out the year.	Kelly	August training was successful. Both District Instructional Specialists are continuing to provide training at building sites.
8	7	Monitor One Device per Learner initiative and recommend changes as needed	August 2020 – July 2023	Kelly, Riffel	

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Buildings & Budgets

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

Strategy #4 2018 Bond projects fully implemented by August of 2022.			
Action steps	Timeline	Staff	Progress
Cedar Trails Exploration Center	March 2020-August 2021	Deghand	
Mill Valley Stadium and Soccer Projects DHS Parking and Access Road	March 2020-September 2020	Deghand	Completed September, 2020
DHS Stadium and Soccer Projects	March 2020-February 2021	Deghand	Bids Approved November, 2020
Board approval of Phase 3 Construction Contracts	February, 2020	Deghand	
Board approval for the Phase 3 Bond Sale	April & June, 2021	Larsen	
2018 Bond Summary and Additional Planning	Spring 2020	Deghand	
Provide information to keep the community up to date on the progress of the 2018 Bond	2020-2021 School Year	Cater	

Strategy #5 Budgets plans based on the Kansas Legislatures school funding plan through the 2022-23 school year.			
Action steps	Timeline	Staff	Progress
Plan for Staffing and Budget needs for Cedar Trails Exploration Center	February 2021	Handy, Schwanz, Larsen	
Use projected enrollment to estimate future General Fund Resources	November 2020	Larsen	Enrollment report delivered October, 2020
Monitor state revenues shortfalls related to COVID-19 and plan for impacts to the USD 232 budget.	2020-2021 School Year	Larsen	
Present recommendations to the board as appropriate	TBD		

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Community Engagement

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

Strategy #6 Increase parent and community engagement. (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Provide parent and community sessions about the implementation the Elementary One Device per Learner initiative.	August-November 2020	Kelly, Riffel	Completed in September, 2020
2,4		Continue to develop and Expand the Student Well-Being Series.	Throughout 2019-20	Cater	November 12, parents session for online learning
2,4		Expand the involvement of the newly formed USD 232 Education Foundation	2020-2021 School Year	Cater	Started the Making a Difference Award to recognize staff.

Strategy #7 Improve racial and ethnic equity and inclusion throughout the district. (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Analyze existing data to identify racial and ethnic achievement and opportunity gaps	November 2020	Hite	Will be part of an overall equity audit.
2,4		Identify professional learning opportunities for staff to increase their knowledge and understanding of racial inequities and biases in schools.	November 2020	Cater, Kelly	Joined the Kaufman Foundation Equity Cohort and established a staff Equity Workgroup.
2, 4		Create a Parent Advisory Committee to provide input about the state of the district's equity and inclusion initiatives. Propose and initiate equity and inclusion programming as appropriate.	September 2020	Cater	Parent Advisory Committee has been established and has met.