



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>

De Soto High School (35000 West 91st Street, De Soto, Kansas)

July 13, 2020

Public should enter through doors on the north side of the facility. Signs will mark the entrance > [Link to map](#)
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. ORGANIZATIONAL DECISIONS.

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

III. 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 June 1st regular meeting.
- C. Approve payment of bills and transfer of funds (if appropriate).
- D. Approve employment recommendations made on July 7, 2020.
- E. Approve employment recommendations made on July 13, 2020.
- F. Approve the revised 2020-2021 Classified & Health Services Handbook as proposed.
- G. Approve the 2020-2021 Lease Agreement between USD 232 and the Johnson County Park & Recreation District (JCPRD).
- H. Approve waiver of Facility Use Fees to the cities of De Soto and Shawnee during the 2020-21 school year.

- I. Approve a two-year agreement (through the 2021-22 school year) with Skyward, Inc. for software and services in the amount of \$71,232.00 each year.
- J. Accept a donation in the amount of \$468.00 from YourCause, LLC Trustee for Ericsson Inc. to Clear Creek Elementary School.
- K. Accept a donation in the amount of \$18,000.00 from De Soto Youth Athletics to the De Soto High School Boys and Girls Basketball programs.

IV. ACTION ITEMS.

- A. 2020-2021 Organizational Items. [Dr. Frank Harwood]
- B. Coming Back Together: USD 232 Learning Guidelines for 2020-21. [Dr. Frank Harwood]
- C. Budget Publication & Notice of Hearing. [Ken Larsen]
- D. Technology Use Fee - Elementary. [Alvie Cater]
- E. Milestone Video Security System. [Brandon Riffel]

V. DISCUSSION ITEMS.

- A. 2020-2021 Proposed District Goals. [Dr. Frank Harwood]
- B. DHS Stadium Renovation/Fieldhouse Projects. [Steve Deghand]

VI. PATRON INPUT.

VII. FYI REPORT.

- A. Unencumbered Cash Balances.

VIII. EXECUTIVE SESSION.

- A. Negotiations.

IX. ADJOURNMENT.

#



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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES -- REGULAR MEETING

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

June 1, 2020

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 – via Zoom
Bill Fletcher – via Zoom
John Gaignat – via Zoom
Danielle Heikes – In Person
Stephanie Makalous – via Zoom
Ashley Spaulding – via Zoom
Rachele Zade – via Zoom

Others Present: Gerri Balthazor, Principal, Mize Elementary School – via Zoom
Alvie Cater, Assistant Superintendent of Administrative & Educational Services
Wendy Denham, Board Clerk/Executive Assistant to the Superintendent
Dr. Frank Harwood, Superintendent of Schools
Ken Larsen, Assistant Superintendent of Business & Operations
Clark McCracken, Principal, Lexington Trails Middle School
Brandon Riffel, Director of Technology

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 51489 from Consent Agenda item “C. Approve payment of bills and transfer of funds (if appropriate)” for approval separately.

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

Mrs. Rachele Zade seconded.

Carried 7/0.

Roll Call Vote:

Rick Amos - Yes

Bill Fletcher – Yes

John Gagnat - Yes

Danielle Heikes – Yes

Stephanie Makalous – Yes

Ashley Spaulding – Yes

Rachele Zade - Yes

The following Consent Agenda items were approved:

1. Minutes of the May 4th regular meeting.
2. Payment of bills and issuance of checks numbered 51418 – 51434, 51437 – 51488, 51490 - 51559 and 51565 – 51678.
3. Transfer of funds as follows:
 - a. \$600,000.00 from General (Fund 06) to Special Education (Fund 30)
 - b. \$330,000.00 from LOB (Fund 08) to Special Education (Fund 30)
 - c. \$4,000.00 from LOB (Fund 08) to State Pre-K (Fund 11)
 - d. \$214,000.00 from LOB (Fund 08) to At-Risk K-12 (Fund 13)
 - e. \$36,000.00 from LOB (Fund 08) to Bi-Lingual (Fund 14)
 - f. \$1,000.00 from LOB (Fund 08) to Drivers Education (Fund 18)
 - g. \$19,000.00 from LOB (Fund 08) to Parents as Teachers (Fund 28)
 - h. \$166,000.00 from LOB (Fund 08) to Vocational Education (Fund 34)

4. Personnel recommendations as follows:

Resignations – Classified *(At the conclusion of the 2019-20 school year.)*

Brenda Barger, Paraprofessional, SE

Joshua Brown, School Psych Paraprofessional, LTMS

Megan Brown, School Psych Paraprofessional, MVHS

Janice Church, Student Nutrition Assistant, DHS

Ashlee Cronkright, Paraprofessional, ME

Kimberly Gadwood, Rule 10 Assistant Track Coach, DHS

Connie Gramke, Paraprofessional, MVHS

Janice Morris, Lunchroom Aide, PRE

Jaclynne Putney, Paraprofessional, BE

Cameron Wiggins, Paraprofessional, MVHS

Retirement – Classified *(At the conclusion of the 2019-20 school year.)*

Carolyn Irish, Paraprofessional, MVHS

Employment – Classified *(Effective for the 2020-21 school year.)*

Becky Becker, Rule 10 Assistant Girls' Basketball Coach, MVHS

Ariel Everett, School Psych Practicum Student/Paraprofessional, Location TBD

Dustin Parks, Rule 10 Assistant Girls' Basketball Coach, DHS

Resignations – Certified *(At the conclusion of the 2019-20 school year.)*

Tracy Brill, 2nd Grade Teacher, SE

Loralea Hubert, Early Childhood Special Education Teacher, BE

Kara Lindenmeyer, 8th Grade Math Teacher, MTMS

Larry Oder, Math Teacher, MVHS

Abigail Spencer, Reading Specialist, RE

Miranda Young, Engineering Teacher, DHS

Employment – Certified (Effective for the 2020-21 school year.)

Amanda Hartegan, School Counselor, CCE

Brian Kirkpatrick, 7th Grade Pathways Teacher, MCMS

Elaine Mayer, English Teacher, DHS

Cathryn Monroe, Social Studies Teacher, DHS

Kaitlyn Morrell, Counselor, DHS

Andrew Pinnell, Special Education Resource Teacher, DHS

5. One (1) wheelchair declared as surplus.
6. An increase of \$0.05 in all student paid meal prices and \$0.10 in adult meal prices with the start of the 2020-21 school year.
7. Execution of a partial buy-out option on the 2016 technology device lease for Apple and Dell devices from First American Equipment Finance in the amount of \$90,930.53.
8. Post-lease services not to exceed \$54,440.00 from Synetic Technologies for all remaining technology devices that are at end of lease and will not be retained by USD 232.
9. Acceptance of a donation from the De Soto Quarterback Club in the amount of \$1,000.00 to the De Soto High School Cross Country program.

Bill Fletcher declared a conflict of interest and left the meeting at 6:04 p.m.

Mrs. Rachele Zade moved to approve payment to Kansas Land Management, LLC in the amount of \$14,269.80 with check number 51489.

Mr. John Gaignat seconded.

Roll Call Vote:

Rick Amos – Yes

John Gaignat – Yes

Danielle Heikes – Yes

Stephanie Makalous – Yes

Ashley Spaulding – Yes

Rachele Zade - Yes

Carried 6/0.

Bill Fletcher returned to the meeting at 6: 05 p.m.

ACTION ITEMS.

Mize Elementary – Permission to accept donation. Gerri Balthazor, Principal of Mize Elementary, explained that she did research and talked with a local company about a new marquee for Mize. She said that after seeking bids Golden Rule Signs out of Kentucky came in at \$10k less than the local company. Mrs. Balthazor explained that the school decided to raise money to fund the new

marquee to aid volunteers in changing out messages on the marquee which has been challenging with weather and a poor latch on the existing marquee. She said that Golden Rule will obtain necessary permits through Shawnee. In visiting with Brandon Riffel, Director of Technology, it was decided the 10 mm sign which costs \$29k, would be the best option for the school. Mrs. Balthazor said that the Mize PTO raised the funds and is offering to donate them for this purchase.

Superintendent Harwood noted that the administration is not opposed to moving forward with this project. He said it is being brought to the board for approval separate from Consent Agenda items because another school may want a digital marquee but may be within city limits that prohibit electronic signs. He also noted that some schools have the ability to raise more funds than others and the district cannot pay for the upgrades at every school. In addition, he noted that if this is approved any future repairs would have to be paid for by the Mize PTO.

Ashley Spaulding asked if the local company was shown the best offer and given an opportunity to match it. Mrs. Balthazor said they weren't, but she could do that if directed to. She also noted that with Golden Rule Signs it isn't necessary to purchase a data plan which was a part of the local company's bid.

Bill Fletcher asked if the sign could be broken if someone were to throw a rock at it. Mrs. Balthazor said it will have a protective case around it.

Danielle Heikes asked if the digital sign would use the existing base. Mrs. Balthazor said it would, but the actual sign would be larger. Mrs. Heikes asked if it could be done during the summer months. Mrs. Balthazor said they informed her it would be 12-14 weeks to get it going and they were running a bit behind so not likely. Mrs. Heikes also asked if construction of it would impede traffic flow. Superintendent Harwood said it wouldn't.

Stephanie Makalous asked if there were ongoing annual fees and how the Board is assured that the PTO will have funds to pay for repairs if needed. Mrs. Balthazor said the PTO funds can change from year to year so there isn't a guarantee. Mrs. Makalous asked if there is a written agreement with the PTO. Mrs. Balthazor said they don't have anything in writing, but she can certainly ask them for it. She also said that in talking with Mr. Riffel and staff at Golden Rule she was told that this sign could last a good 15-20 years. Superintendent Harwood said that if the sign were to be hit by a car it would be covered by the district's insurance since it is on district property. Mrs. Balthazor said there is no annual fee. It is run through a Cat 5 cable and a device on top of the building that would communicate with the sign.

Bill Fletcher asked who would be responsible for maintenance on the sign. Mrs. Balthazor said there is a 5 year warranty and Golden Rule Signs would be the ones to do warranty work. Brandon Riffel, Director of Technology, said these panels are really modular with parts that can be removed and mailed out for repair easily. Mr. Fletcher mentioned that one of the facilities guys should be there when it is installed and Mr. Riffel agreed.

Mr. John Gaignat moved to accept a donation from the Mize Elementary Parent Teacher Organization in the amount of \$29,437.16 to Mize Elementary School for the purchase of a new marquee.

Mr. Bill Fletcher seconded.

Roll Call Vote:

Rick Amos – Yes

Bill Fletcher – Yes

John Gagnat – Yes

Danielle Heikes – Yes

Stephanie Makalous – Yes

Ashley Spaulding – Yes

Rachele Zade – Yes

Carried 7/0.

Bond Sale. Ken Larsen, Assistant Superintendent of Business & Operations, introduced the district's bond advisor, David Arteberry from Stifel, Nicolaus & Company, Inc. The Board is issuing \$35 million in new bonds to continue bond projects in Phase II and also refunding \$19,920,000 of existing bonds (Series 2010A) to take advantage of low interest rates. Mr. Arteberry reviewed bid results, noting eight competitive bids were received on the new bond sale with the award going to Robert W. Baird & Co. who offered the lowest total interest rate of 1.916 percent.

Mrs. Danielle Heikes moved to adopt a Resolution authorizing and directing the issuance, sale and delivery of general obligation improvement bonds, Series 2020-A, of Unified School District No. 232, Johnson County, Kansas (De Soto); providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on said bonds as they become due; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith.

Mr. Rick Amos seconded.

Roll Call Vote:

Rick Amos – Yes

Bill Fletcher – Yes

John Gagnat – Yes

Danielle Heikes – Yes

Stephanie Makalous – Yes

Ashley Spaulding – Yes

Rachele Zade – Yes

Carried 7/0.

Mr. Arteberry said that ten competitive bids were received on the Series 2010A bond refunding with the award going to KeyBanc Capital Markets who offered the lowest total interest rate of 1.538 percent. He said the district will realize \$4,002,384 in interest cost savings with this refund.

Mrs. Ashley Spaulding moved to adopt a Resolution authorizing and directing the issuance, sale and delivery of general obligation refunding bonds, Series 2020-B, of Unified School District No. 232, Johnson County, Kansas (De Soto), for the purpose of providing funds to refund a portion of the issuer's outstanding general obligation bonds; providing for the levy and collection of an annual tax for the purpose of paying the principal of and interest on said bonds as they become due; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith.

Mrs. Rachele Zade seconded.

Roll Call Vote:

Rick Amos – Yes

Bill Fletcher – Yes

John Gagnat – Yes

Danielle Heikes – Yes

Stephanie Makalous – Yes

Ashley Spaulding – Yes

Rachele Zade – Yes

Carried 7/0.

Proposed Secondary Course Modification – Coed PE Proposal for LTMS. Clark McCracken, Principal of Lexington Trails Middle School, said that he is requesting that Lexington Trails offer co-ed physical education. Following are key points he made on the proposal:

- It will open up the exploratory schedule so that each student gets to take the classes they signed up for.
- Every incoming 6th grader would be able to take Computers 6, which in the past has been limited to 100 students per year.
- 113 7th graders signed up for Computers 7, the proposal would allow all of them to take the class they want.
- The proposal would balance class sizes throughout the day by allowing the school to offer sections each hour.
- The number of students in the gymnasium at a time would be cut in half, allowing for more space to exercise and participate in physical education.

He said there is a plan in place to make sure there is a female staff member present in the girls' locker room and Mrs. Slater, Assistant Principal/Athletic Director and Certified PE Teacher, or the school nurse, Mrs. Leggatt, would co-teach the female sections of the human growth and development portions of the PE curriculum. In conclusion, Mr. McCracken said that he shared this proposal with Lexington Trails parents and hasn't received any negative feedback. Superintendent Harwood added that Mrs. Slater is currently ½ time Associate Principal and ½ time PE teacher. With the proposal, he said that Mrs. Slater will be moved to a full-time Associate Principal.

Rachele Zade asked if the female staff member in the locker room will be the same staff member throughout the year or change. Mr. McCracken said they are looking to get the same person for morning and the same person for afternoon to do this throughout the year.

Stephanie Makalous asked if they will take into consideration how many boys and girls will be in a classroom. Mr. McCracken said their counselor does a great job of setting up student schedules and said the goal is to have 15 boys and 15 girls in each class; or maintain the classes with a minimum of 12 and maximum of 17 of either gender.

Danielle Heikes noted that she was initially opposed and wasn't sure how it would work, but after visiting with Mr. McCracken and Dr. Harwood she really got on board and feels like it's a great option for the school.

Mrs. Danielle Heikes moved to approve modification to the Lexington Trails Middle School Physical Education course to make it Co-Ed for grades 6, 7 and 8.

Mrs. Stephanie Makalous seconded.

Roll Call Vote:

Rick Amos - Yes

Bill Fletcher - Yes

John Gagnat - Yes

Danielle Heikes - Yes

Stephanie Makalous - Yes

Ashley Spaulding - Yes

Rachele Zade - Yes

Carried 7/0.

DISCUSSION ITEM.

District Goals – 2019-20 Review. Superintendent Harwood informed board members about progress that was made during the 2019-20 school year on strategies and action steps identified under each district goal (Achievement, Buildings & Budgets and Community Engagement). Under Achievement work was done on MTSS, Individual Plans of Study, and One Device per learner. Under Buildings & Budgets work was done on the Bonds (Phases II and III) and building a multi-year General Fund budget. Under Community Engagement work was done on One Device per Learner, the student wellbeing series, the USD 232 Education Foundation, and providing information to the public. Superintendent Harwood noted that he will have preliminary 2020-21 goals to give the Board in July for approval in August.

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. 2020-2021 Organizational Items; and, 2. Revisions for the 2020-2021 Classified & Health Services Employee Handbook.

FYI REPORTS. The following informational reports were included in the packet for this board meeting: 1. 2020-2021 Student Nutrition A la Carte Beverages; and, 2. Kansas Education Systems Accreditation Outside Visiting Team Report.

EXECUTIVE SESSION.

Negotiations.

Mrs. Danielle Heikes moved to go into executive session at 6:55 p.m. for a period of ten minutes with Frank Harwood, Alvie Cater, Ken Larsen, Brian Schwanz, Carrie Handy, Sam Ruff and Kris Meyer to discuss Negotiations pursuant to the exception for employer-employee negotiations under KOMA and return to open session at 7:05 p.m. at this location.

Mrs. Ashley Spaulding seconded.

Roll Call Vote:

Rick Amos – Yes

Bill Fletcher – Yes

John Gagnat – Yes

Danielle Heikes – Yes

Stephanie Makalous – Yes

Ashley Spaulding – Yes

Rachele Zade – Yes

Carried 7/0.

The Board returned to open session and President Heikes called the meeting back to order at 7:05 p.m.

President Heikes adjourned the meeting at 7:05 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, July 10, 2020

SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 51679 – 52206 with Following Exceptions:

Payroll & Payroll Vendor Checks:

51679 BCBS Employee Health Insurance for May 2020
51680-51681 1st June Payroll Vendor Checks, Period 05-16/05-31-20, Pay Date 06-15-20
51682-51766 Voided, Printer Error
51852-51854 2nd June Balance of Contracts Payroll Checks, Pay Date 06-30-20
51855-51857 1st July Balance of Contracts Payroll Checks, Pay Date 07-15-20
51858-51862 2nd July Balance of Contacts Payroll Checks, Pay Date 07-31-20
51863 BCBS Employee Health Ins. For July Bal. of Contracts Payment
51944-51945 Voided, Printer Error
51946-51949 2nd June Payroll Vendor Checks, Period 06-01/06-15-20, Pay Date 06-30-20
52068-52069 1st August Balance of Contracts Payroll Checks, Pay Date 08-14-20
52070-52075 2nd August Balance of Contacts Payroll Checks, Pay Date 08-31-20
52112 BCBS Employee Health Insurance for June 2020

Approve the following year end transfers for fiscal year ended June 30, 2020:

\$ 1,582,995.00 From Gen. Fund (06) to Sped (30)
\$ 1,457,500.00 From LOB (08) to Sped (30)
\$ 17,300.00 From LOB (08) to Pre-School (11)
\$ 555,230.00 From LOB (08) to At-Risk K-12 (13)
\$ 123,000.00 From LOB (08) to Bi-Lingual (14)
\$ 18,018.00 From LOB (08) to Drivers Ed (18)
\$ 43,000.00 From LOB (08) to Professional Development (Fund 26)
\$ 535,000.00 From LOB (08) to Voc. Ed (34)

Check Journal - 06/04/20

Check Number	Check Date	Payee	Reason	Amount
51767	06/04/20	ABC-Clio	2020-21 Renewal for Mill Valley High School	\$1,970.00
51768	06/04/20	Advanced Turf Solutions Inc	Fertilizer Grounds	\$2,568.00
51769	06/04/20	Amazon Capital Services	Teaching/Office Supplies	\$4,340.71
51770	06/04/20	AVID Center	AVID Summer Institute Registrations	\$8,500.00
51771	06/04/20	B.A.C. Horn Doctor, Inc.	Instrument Repair	\$173.25
51772	06/04/20	BirdBrain Technologies, LLC	Gifted materials - Gifted Grant	\$199.00
51773	06/04/20	Breakout EDU	Gifted materials - Gifted Grant	\$150.00
51774	06/04/20	Brooksie Childers	Family mileage	\$1,204.53
51775	06/04/20	BSN Sports, LLC	DHS - 20-21 Girls basketball needs	\$777.33
51776	06/04/20	Cengage Learning Inc.	College Algebra	\$17,512.00
51777	06/04/20	City Of De Soto	W / S / T - April 2020	\$3,768.18
51778	06/04/20	Crisis Prevention Institute, Inc.	CPI Training materials	\$3,525.00
51779	06/04/20	De Soto Auto Parts	Vehicle Maintenance	\$248.05
51780	06/04/20	Empathia, Inc.	EAP Services	\$1,185.80
51781	06/04/20	Evergy	Electricity for April/May 2020	\$49,035.86
51782	06/04/20	Gifted Unlimited, LLC	Andrea's order	\$296.94
51783	06/04/20	International Society for Technology in E	ISTE Registration Fees for N Gurwell/R Mikel	\$1,100.00
51784	06/04/20	Junior Library Guild	Junior Library Guild order for 4 levels of books	\$937.30
51785	06/04/20	k12 ITC, Inc.	Contracted Services	\$166,945.35
51786	06/04/20	Kenton Brothers Inc.	Safety/Security	\$3,930.29
51787	06/04/20	Lakemary Center, Inc.	Student Services	\$3,430.00
51788	06/04/20	Learning Without Tears	EC Curriculum materials	\$989.18
51789	06/04/20	Learning Tree Institute	Greenbush Medicaid fee	\$66.60
51790	06/04/20	Lowe's	Custodial/Grounds/Maint. Supplies	\$609.65
51791	06/04/20	Makerbot Industries, LLC	Gifted materials - Gifted Grant	\$151.50
51792	06/04/20	Mill Creek Mdl School	Reimb for overpayment	\$274.06
51793	06/04/20	Eric Hillner	Refund cancelled soccer field reservation fee for Spring 2020	\$100.00
51794	06/04/20	Lindsey Sudac	Refund cancelled soccer field reservation fee for Spring 2020	\$50.00
51795	06/04/20	Bradley Pitts	Student Nutrition Dept.	\$57.70
51796	06/04/20	Kristy Grega	Student Nutrition Dept.	\$42.60
51797	06/04/20	Erica Baruth	Student Nutrition Dept.	\$14.10
51798	06/04/20	Dianna Kelley	Student Nutrition Dept.	\$24.80
51799	06/04/20	Beth Stoneburner	Student Nutrition Dept.	\$18.10
51800	06/04/20	Brook Vitt	Student Nutrition Dept.	\$30.05
51801	06/04/20	Darcey Klein	Student Nutrition Dept.	\$33.35
51802	06/04/20	Janet Pickert	Student Nutrition Dept.	\$14.35

Check Journal - 06/04/20

Check Number	Check Date	Payee	Reason	Amount
51803	06/04/20	Lisa Adams	Student Nutrition Dept.	\$11.65
51804	06/04/20	Linda Miller	Student Nutrition Dept.	\$29.05
51805	06/04/20	Beth Kowynia	Student Nutrition Dept.	\$23.40
51806	06/04/20	Megan McGee	Student Nutrition Dept.	\$20.00
51807	06/04/20	Lisa Lawson	Student Nutrition Dept.	\$144.50
51808	06/04/20	Karen Rodgers	Student Nutrition Dept.	\$11.35
51809	06/04/20	Cari Rodriguez	Student Nutrition Dept.	\$168.85
51810	06/04/20	Amy Lingner	Student Nutrition Dept.	\$54.95
51811	06/04/20	Leslie Mason	Student Nutrition Dept.	\$50.35
51812	06/04/20	Shayna Grieshaber	Student Nutrition Dept.	\$12.98
51813	06/04/20	Dawn Iddings	Student Nutrition Dept.	\$45.90
51814	06/04/20	Mark Altman	Student Nutrition Dept.	\$28.20
51815	06/04/20	Monica Forshey	Student Nutrition Dept.	\$13.15
51816	06/04/20	Melanie Ricks	Student Nutrition Dept.	\$8.35
51817	06/04/20	Scott Ceule	Student Nutrition Dept.	\$45.30
51818	06/04/20	Julie Heinking	Student Nutrition Dept.	\$102.80
51819	06/04/20	Rebecca Terry	Student Nutrition Dept.	\$27.65
51820	06/04/20	Erich Oberle	Student Nutrition Dept.	\$32.35
51821	06/04/20	Cynthia Laluk	Student Nutrition Dept.	\$36.05
51822	06/04/20	Darlene Deas	Student Nutrition Dept.	\$23.00
51823	06/04/20	Ezequiel Cabrera	Student Nutrition Dept.	\$38.30
51824	06/04/20	Morgan Hunter Companies	Teacher Sub Pay	\$890.00
51825	06/04/20	Nasco	Supplies for Crafty Kids	\$6.93
51826-51827	06/04/20	Office Depot	Teaching/Office Supplies	\$367.50
51828	06/04/20	Performance Glass, Inc.	Exterior Door Pivot Hinges @ PRE - DB	\$1,249.94
51829	06/04/20	Pinnacle Plotting and Supply LC	Epson SureColor T5170 Wireless Printer (MVHS)	\$1,995.00
51830	06/04/20	Pitney Bowes Reserve	Lease for postage machine	\$61.50
51831	06/04/20	Procare Therapy	Contracted nursing services	\$500.00
51832	06/04/20	Propio LS, LLC	Interpreting Services May 2020	\$55.10
51833	06/04/20	Prufrock Press Inc	Gifted materials - Gifted Grant	\$338.09
51834	06/04/20	Region IX Education Cooperative	APSI online - Chemistry Session for Lawrence Meier	\$500.00
51835	06/04/20	Renaissance Learning	Student Curriculum	\$7,350.00
51836	06/04/20	Roberts Dairy	Student Nutrition Dept.	\$5,135.30
51837	06/04/20	Rogue Fitness	See attachment	\$5,679.07
51838	06/04/20	Roma Bakery	Student Nutrition Dept.	\$379.08
51839	06/04/20	Scholastic Magazines	CHOICES 2020-2021 Renewal for Mill Valley High School	\$313.17

Check Journal - 06/04/20

Check Number	Check Date	Payee	Reason	Amount
51840	06/04/20	School Specialty Inc	School supplies	\$881.20
51841	06/04/20	SEK Education Service Center	Greenbush contracted services	\$2,645.05
51842	06/04/20	Smallwood Lock Supply	Maintenance Supplies	\$171.38
51843	06/04/20	Teacher Synergy, LLC.	Teacher materials	\$61.79
51844	06/04/20	Underground Vaults & Storage Inc	Contracted Services	\$60.00
			Recycling old math books	\$4,105.00
51845	06/04/20	US Postal Service	Postage for Meter	\$5,000.00
51846	06/04/20	Validity Screening Solutions	Employee Background checks	\$394.00
51847	06/04/20	Voyager Sopris Learning	LETRS Training	\$554.40
51848	06/04/20	Waste Management	Trash/Recycle - May 2020	\$2,778.97
51849	06/04/20	Water District No 1 Of Jo Co	W/S-MT,MC,MV,PRE,HE,BE,CCE,ME,RE, TP-Apr/May 20	\$1,407.78
51850	06/04/20	Wichita State University	KSNO Conference 2020	\$3,000.00
51851	06/04/20	William Sadlier Inc.	Sadlier Phonics Materials	\$2,264.19
				\$323,346.20

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Check Number	Check Date	Payee	Reason	Amount
51950	06/18/20	Altmar, Inc.	Altmar Pay App 2 CTEC	\$71,254.50
51951	06/18/20	Amazon Capital Services	Supplies	\$559.22
51952	06/18/20	Apple Inc.	Equipment	\$2,604.00
51953-51955	06/18/20	Arvest Bank	June 2020 Visa Statement	\$73,158.02
51956	06/18/20	Associated Theatrical Contractors, Inc.	Other Construction Services MVHS Add 2019	\$37,800.00
51956	06/18/20	Associated Theatrical Contractors, Inc.	Other Construction Services MVHS Add 2019	\$190,660.43
51957	06/18/20	Barts Electric	Barts Pay App 3	\$12,691.88
51958	06/18/20	Barts Electric	Other Construction Services MVHS Add 2019	\$72,295.91
51959	06/18/20	Blackboard Engage	Web Hosting for USD 232 Renewal	\$15,403.72
51960	06/18/20	Blue Moon Hauling, LLC	Other Construction Services MVHS Add 2019	\$35,505.00
51961	06/18/20	Boan Masonry Co., Inc.	Other Construction Services MVHS Add 2019	\$75,107.00
51962	06/18/20	Brookes Publishing	EC At-Risk materials	\$446.07
51963	06/18/20	CDW Government	Equipment	\$53,044.18
51964	06/18/20	CFS Engineers, P.A.	Special Inspections DHS Parking Addition/Access Road	\$343.75
51965	06/18/20	Combes Construction LLC	Grounds Shop Replacement App by BOE 4/6/20	\$33,362.10
51966	06/18/20	Cornerstones Of Care	Services for student	\$2,400.00
51967	06/18/20	Dahmer Contracting Group	Other Construction Services MVHS Add 2019	\$42,801.74
51968	06/18/20	Dahmer Contracting Group	Other Construction Services MVHS Add 2019	\$36,535.19
51969	06/18/20	De Soto Auto Parts	Rear Brakes & Rotors for E 350 KUV Maint. Truck	\$166.46
51970	06/18/20	Desco Coatings, Inc	Other Construction Services MVHS Add 2019	\$39,445.20
51971	06/18/20	De Soto Feed & Garden, LLC	Propane gas for custodians	\$84.95
51972	06/18/20	Epic Concrete Construction Co., Inc.	Other Construction Services MVHS Add 2019	\$25,010.65
51973	06/18/20	Evergy	Energy for CTE building June 2020	\$147.56
			Energy for MVHS Construction May 2020	\$191.81
51974	06/18/20	Fastenal Company	Grounds Supplies	\$3,604.13
51975	06/18/20	Grainger	300 ft tape measures & First Aid Refill - ER	\$258.66
51976	06/18/20	Horst, Terrill & Karst Architects, P.A.	Architectural Services for MVHS Addition	\$9,600.43
			Architectural Services for CTE Center	\$97,890.72
			Architectural Fee for DHS Theater	\$31,690.50
			Architectural Services DHS/MVHS Stadium	\$79,300.00
			Architectural Services DHS/MVHS Soccer Fields	\$1,062.50
51977	06/18/20	Interstate Elec. Supply, Inc.	Waterproof Switch Cover & Male Prong @ PRE - MC	\$12.36
51978	06/18/20	J & J Survey	Survey for DHS Theater Site	\$4,500.00
51979	06/18/20	J & J Survey	Survey for DHS Road Addition	\$445.00
51980	06/18/20	Johnson Controls Fire Protection LP	Other Construction Services MVHS Add 2019	\$2,904.84
51981	06/18/20	Johnson Controls Security Solutions	Alarm Monitoring Warehouse	\$662.46

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Check Number	Check Date	Payee	Reason	Amount
51982	06/18/20	Kansas Gas Service	Gas Service May 2020-MT, MV, PRE, HE, BE, RE, and TP	\$541.20
51983	06/18/20	Kansas Assn Of School Boards	Worker's Comp Ins. Premium	\$179,316.00
51984	06/18/20	Kaw Roofing & Sheet Metal, Inc.	Other Construction Services MVHS Add 2019	\$36,009.00
51985	06/18/20	KC Mechanical Inc	Other Construction Services MVHS Add 2019	\$46,696.46
51986	06/18/20	Key Refrigeration Supply L.L.C.	Combi Oven Filter Kit & Filters	\$994.42
51987	06/18/20	Kone Inc.	Elevator Maint. Agreement LTMS	\$1,026.60
51988	06/18/20	KPATA	KPATA Memberships	\$120.00
51989	06/18/20	Kruger Technologies, Inc	Geo Tech Inspections for ETC/ECC Construction	\$2,251.88
51990	06/18/20	Learning Without Tears	Handwriting Books	\$22,117.21
51991	06/18/20	Learning Tree Institute	Greenbush Medicaid fee	\$41.25
51992	06/18/20	Linaweaver Construction, Inc.	Linaweaver Pay App 2	\$177,979.50
51993	06/18/20	Lowe's	12V DeWalt Drill Combo/Marking Paint & Flags	\$210.24
51994	06/18/20	Manning Construction Company, Inc.	Building Permit MCMS Field House	\$1,466.00
			Construction Manager Mill Valley Addition 2019	\$41,794.22
			Construction Management CTEC	\$49,382.76
51995	06/18/20	Midwest Glass & Glazing, LLC	Other Construction Services MVHS Add 2019	\$10,233.19
51996	06/18/20	Milburn Civil Engineering, LLC	Site Survey for DHS Summer 2020 Projects	\$4,420.00
			Site Survey of DHS Site Improvements for 2020 Projects	\$4,016.00
			Reimbursables for Bond Projects	\$624.73
51997	06/18/20	Shelly Guenther	Student Nutrition Dept.	\$38.60
51998	06/18/20	Erin O'Donnell	Student Nutrition Dept.	\$22.10
51999	06/18/20	Karen Hertog	Student Nutrition Dept.	\$42.40
52000	06/18/20	Angela Glunt	Student Nutrition Dept.	\$115.55
52001	06/18/20	Robyn Hayes	Student Nutrition Dept.	\$9.55
52002	06/18/20	Scott Crain	Student Nutrition Dept.	\$254.30
52003	06/18/20	Chad Philhour	Refund for spring field reservation	\$50.00
52004	06/18/20	Christy Fornal	Student Nutrition Dept.	\$18.55
52005	06/18/20	Christy Phlieger	Student Nutrition Dept.	\$61.50
52006	06/18/20	Robert Valencia	Student Nutrition Dept.	\$8.30
52007	06/18/20	Jennifer Spiess	Student Nutrition Dept.	\$28.70
52008	06/18/20	Emily Kirkpatrick	Student Nutrition Dept.	\$10.70
52009	06/18/20	Karen Turner	Student Nutrition Dept.	\$11.80
52010	06/18/20	Phyllis Howe	Student Nutrition Dept.	\$29.35
52011	06/18/20	Michele Evans	Student Nutrition Dept.	\$64.15
52012	06/18/20	Stacy Greene	Student Nutrition Dept.	\$13.50
52013	06/18/20	Carey Yale	Student Nutrition Dept.	\$42.95

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Check Number	Check Date	Payee	Reason	Amount
52014	06/18/20	Wendy Morris	Student Nutrition Dept.	\$45.80
52015	06/18/20	Josh Norsworthy	Student Nutrition Dept.	\$14.35
52016	06/18/20	William Li	Student Nutrition Dept.	\$321.75
52017	06/18/20	Julie Gress	Student Nutrition Dept.	\$42.10
52018	06/18/20	Shelly Davis	Student Nutrition Dept.	\$231.10
52019	06/18/20	Keir Mercer	Student Nutrition Dept.	\$5.10
52020	06/18/20	Kelly Pettigrew	Student Nutrition Dept.	\$5.10
52021	06/18/20	Julie Heinking	Student Nutrition Dept.	\$102.80
52022	06/18/20	Scott Cleland	Refund spring & summer baseball reservation fee	\$100.00
52023	06/18/20	Matthew Grippen	Refund spring baseball reservation	\$50.00
52024	06/18/20	Jim Ryan	Refund summer session baseball reservation fees.	\$100.00
52025	06/18/20	Chris Rahimian	Refund spring & summer baseball reservation fee	\$200.00
52026	06/18/20	Craig Enloe	Refund spring & summer baseball reservation fee	\$100.00
52027	06/18/20	Todd Middleton	Refund spring & summer baseball reservation fee	\$100.00
52028	06/18/20	Morgan Hunter Companies	Teacher Sub Pay	\$6,230.00
52029	06/18/20	Mps	Stats Books	\$7,168.16
52030	06/18/20	Office Depot	Supplies	\$575.31
52031	06/18/20	Overhead Door Company of KC	Wall Addition Door LTMS App by BOE 12/5/19	\$790.00
52032	06/18/20	Perma-Bound	Book Order: List #Q- 17345039	\$1,986.57
52033	06/18/20	Pioneer Manufacturing Company	Paint Striper Grounds App by BOE 12/5/19	\$3,932.40
52034	06/18/20	Plumbmaster, Inc.	Junction Box @ BE - WM	\$229.04
52035	06/18/20	Professional Service Industries, Inc.	Special Testing MVHS	\$4,618.00
52036-52037	06/18/20	Pur-0-Zone, Inc	Custodial equipment supplies/repairs	\$1,694.78
52038	06/18/20	Reconnecting Youth Company	Reconnecting Youth program - DHS	\$1,205.50
52039	06/18/20	Redexium Turf Products	Aerator Tines /Grounds - ER	\$599.28
52040	06/18/20	Regents Flooring	Other Construction Services MVHS Add 2019	\$12,290.40
52041	06/18/20	Reinders, Inc.	1 Gallon Podium MAXX Pesticide - ER	\$731.25
			30 Gal Drum Ranger Pro Glyphosate / Grounds - ER	\$450.00
52042	06/18/20	Rew Materials	Wall Materials @ ME Discovery Area - DB	\$96.58
52043	06/18/20	River Oak Mechanical, LLC	Other Construction Services MVHS Add 2019	\$53,416.89
52044	06/18/20	Rogers Athletic Company	MTMS - District athletics - Tackle Wheel	\$325.00
52045-52046	06/18/20	School Specialty Inc	Teaching/Office Supplies	\$3,939.92
52047	06/18/20	SEK Education Service Center	Greenbush contracted services	\$2,981.25
52048	06/18/20	Shawnee Area Chamber Of Comm	Annual Mermbership Investment	\$335.00
52049	06/18/20	Shiffler Equipment Sales, Inc.	Locker Hardware @ MCMS & MTMS - DB	\$399.68
52050	06/18/20	Skyward, Inc.	Annual Renewal Student/Finance management services	\$71,232.00

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Check Number	Check Date	Payee	Reason	Amount
52051	06/18/20	Switzer & Associates Inc	PRE Interior Paint Project App by BOE 4/6/20	\$43,142.50
52052	06/18/20	Switzer Brothers Painting, LLC	Other Construction Services MVHS Add 2019	\$40,500.00
52053	06/18/20	The Sherwin-Williams Co.	Paint for BE	\$104.82
52054	06/18/20	Time Warner Cable	Cable TV	\$6.11
52055	06/18/20	Time Warner Cable	Cable TV	\$22.02
52056	06/18/20	Time Warner Cable	Cable TV/internet	\$99.98
52057	06/18/20	Tobii Dynavox LLC	Boardmaker subscription- DHS	\$398.00
52058	06/18/20	Trans Texas Tennis LTD	MVHS Tennis Court Replacement App by BOE 1/13/20	\$351,182.70
52059	06/18/20	Treadwell, LLC	District Resinous Flooring App by BOE 1/13/20	\$179,023.10
52060	06/18/20	Tresko	Tubing & Hose Flush Tubing for Ice Machine - JH	\$252.16
52061	06/18/20	U.S. Engineering Company	BE Chiller Control Panel Replacement	\$16,546.00
			BE Chiller Capacitor Replacement	\$8,925.00
52062	06/18/20	U.S. Foodservice, Inc	Student Nutrition Dept.	\$791.76
52063	06/18/20	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$920.33
52064	06/18/20	W.W. Norton & Company	Music Fundamentals	\$7,271.44
52065	06/18/20	Waste Management	Dumpster for Shed	\$254.07
52066	06/18/20	Wiese USA	Quarterly PM Labor on Warehouse Pallet Jacks	\$165.00
52067	06/18/20	Zimmerman Construction Company Inc.	Other Construction Services MVHS Add 2019	\$86,884.86
			MVHS Stadium Renovation Pay App	\$453,053.10
				\$2,999,201.66

06/14/20 Visa Statement

Date	Cardholder Name	Merchant	Merchant Location	Amount
5/21/2020	DEBBIE ATWELL	USPS PO 1924860025	DE SOTO, KS 660180000	\$110.00
	DEBBIE ATWELL Total			\$110.00
5/21/2020	DHS TRAVEL 1	CCI RESERVATIONS.COM	800-468-3578, TX 752340000	(\$1,342.10)
5/21/2020	DHS TRAVEL 1	CCI RESERVATIONS.COM	800-468-3578, TX 752340000	(\$1,336.36)
	DHS TRAVEL 1 Total			(\$2,678.46)
5/21/2020	DHS TRAVEL 2	CCI RESERVATIONS.COM	800-468-3578, TX 752340000	(\$4,008.96)
5/21/2020	DHS TRAVEL 2	CCI RESERVATIONS.COM	800-468-3578, TX 752340000	(\$1,336.36)
	DHS TRAVEL 2 Total			(\$5,345.32)
5/13/2020	DR CINDY SWARTZ	VENDINI TIX	SAN FRANCISCO, CA 941330000	(\$225.00)
	DR CINDY SWARTZ Total			(\$225.00)
6/10/2020	ERIC ROBERTS	QT 327	WICHITA, KS 672300000	\$38.56
	ERIC ROBERTS Total			\$38.56
5/20/2020	JANET HOPKINS	USPS PO 1924860025	DE SOTO, KS 660180000	\$76.20
5/22/2020	JANET HOPKINS	USPS PO 1924860025	DE SOTO, KS 660180000	\$11.20
6/1/2020	JANET HOPKINS	AMZN MKTP US M701S7R22	AMZN.COM/BILL, WA 981090000	\$71.92
	JANET HOPKINS Total			\$159.32
5/15/2020	JODIE SAULTZ	ILLUMINATE EDUCATION INC	949-6563133, CA 926180000	\$51,100.00
5/18/2020	JODIE SAULTZ	CDW GOVT #XKX4338	800-808-4239, IL 600610000	\$11,531.16
6/1/2020	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$2,029.85
6/1/2020	JODIE SAULTZ	IN KANSAS CITY AUDIO-VIS	816-3335300, MO 641310000	\$2,675.00
6/1/2020	JODIE SAULTZ	REEVES - WIEDEMAN CO	816-9606400, MO 641110000	\$191.76
6/11/2020	JODIE SAULTZ	IN KANSAS CITY AUDIO-VIS	816-3335300, MO 641310000	\$4,665.00
6/3/2020	JODIE SAULTZ	IN CORE COMMUNICATIONS L	816-5816400, MO 641160000	\$4,473.90
	JODIE SAULTZ Total			\$76,666.67
6/5/2020	MELISSA MILLER	SAMS CLUB #4870	KANSAS CITY, KS 661090000	\$150.15
	MELISSA MILLER Total			\$150.15
5/18/2020	MICHELLE HITE	SMORE.COM - EDUCATOR	WWW.SMORE.COM, PA 152060000	\$79.00
	MICHELLE HITE Total			\$79.00
6/2/2020	MIKE JEROME	LOGAN CONTRACTOR SUPPLY I	OLATHE, KS 660610000	\$31.17
6/3/2020	MIKE JEROME	LOGAN CONTRACTOR SUPPLY I	OLATHE, KS 660610000	\$20.46
	MIKE JEROME Total			\$51.63
5/14/2020	TAMI CASEY	UT K-16 CENTER	866-3618847, TX 787130000	\$575.00
5/18/2020	TAMI CASEY	AMERICAN BOX TAPE CO	913-384-0992, KS 662260000	\$220.00
5/18/2020	TAMI CASEY	USA KANSAS	785-2326566, KS 666140000	\$120.00
5/19/2020	TAMI CASEY	DELTA AIR 0062425086461	DELTA.COM, CA 303540000	\$446.49
5/19/2020	TAMI CASEY	DELTA AIR 0062425086462	DELTA.COM, CA 303540000	\$446.49
5/19/2020	TAMI CASEY	DELTA AIR 0062425086461	DELTA.COM, CA 303540000	(\$446.49)
5/19/2020	TAMI CASEY	DELTA AIR 0062425086462	DELTA.COM, CA 303540000	(\$446.49)
5/20/2020	TAMI CASEY	DELTA AIR 0062425749883	DELTA.COM, CA 303540000	\$436.69
5/20/2020	TAMI CASEY	DELTA AIR 0062425749884	DELTA.COM, CA 303540000	\$436.69
5/21/2020	TAMI CASEY	GUILFORD PUBLICATIONS IN	212-431-9800, NY 100010000	\$24.50
5/22/2020	TAMI CASEY	GOUCHER COLLEGE - C	410-337-6000, MD 212040000	\$1,016.00
5/23/2020	TAMI CASEY	EVENT APSI AT THE UNI	WWW.CVENT.COM, VA 221020000	\$410.00
6/10/2020	TAMI CASEY	AP CONFERENCE	801-402-5235, UT 840250000	\$500.00
6/4/2020	TAMI CASEY	SQ SQUARE HARDWARE	877-417-4551, MI 493020000	(\$129.25)
6/9/2020	TAMI CASEY	AP BY THE SEA	858-8742560, CA 921110000	\$550.00
	TAMI CASEY Total			\$4,159.63
5/16/2020	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	(\$93.16)
5/16/2020	WENDY DENHAM	HY-VEE SHAWNEE 1560	SHAWNEE, KS 662160000	\$85.00
	WENDY DENHAM Total			(\$8.16)
	Grand Total			\$73,158.02

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Check Number	Check Date	Payee	Reason	Amount
51152 -Void	06/24/20	Mike Smoots	Refund spring session gym reservation	-\$280.00
51268 - Void	06/23/20	Integrity Locating Services, LLC	Locate Charges	-\$504.00
51443 - Void	06/23/20	Integrity Locating Services, LLC	Locate Charges	-\$420.00
51967 - Void	06/22/20	Dahmer Contracting Group	Other Construction Services MVHS Add 2019	-\$42,801.74
52076	06/25/20	Amazon Capital Services	Order# 113-2187290-2533821	\$70.07
52077	06/25/20	Amazon Capital Services	Supplies	\$2,069.37
52078	06/25/20	Arvest Bank	CDWG - Equipment	\$1,999.00
			Core Communications - Fiber Replacement West Pressbox	\$10,122.00
			Core Communications - New Fiber MVHS FieldHouse	\$12,620.00
			Reeves-Wiedeman - Garbage Disposal PRE	\$94.52
			Reeves-Wiedeman - Flush Valve & Plumbers Putty	\$22.74
			Reeves-Wiedeman - Plumbing Parts for Combi Oven @ RE	\$98.96
52079	06/25/20	Atmos Energy	Gas Service-Bridge & DHS for May/June 2020	\$113.76
52080	06/25/20	AuBurn Pharmacy, Inc.	Covid-19 supplies	\$359.60
52081	06/25/20	B.A.C. Horn Doctor, Inc.	Summer Instrumental Maintenance and Cleaning	\$1,953.00
52082	06/25/20	BCBS of Kansas City	Health Insurance	\$23,820.82
52083	06/25/20	BSN Sports, LLC	MVHS - Baseball Athletic Needs-baseballs, pants	\$1,204.76
			DHS -Game Balls for Football & mouthpieces	\$757.41
			DHS - Boys and Girls Soccer order	\$795.27
52084	06/25/20	CBIZ Insurance Services, Inc.	Property Insurance	\$173,034.42
52085	06/25/20	Dave Burgess Consulting, Inc.	Classroom Supplies	\$570.00
52086	06/25/20	EBSCO Information Services	Magazine Renewals	\$84.35
52087	06/25/20	Financial Printing Resource, Inc.	Printing Official Statement-2020 Bonds	\$650.00
52088	06/25/20	Follett School Solutions, Inc.	Algebra Trig books	\$2,827.44
			Supplies	\$515.84
52089	06/25/20	Gilmore & Bell, P.C.	Legal Services for 2020 Bonds	\$104,000.00
52090	06/25/20	Houghton Mifflin Company	Into Math Grade 6-8	\$6,806.80
52091	06/25/20	Integrity Locating Services, LLC	Locate Charges	\$924.00
52092	06/25/20	Lowe's	Custodial supplies - 2019-2020 school year	\$52.63
52093	06/25/20	McGraw-Hill School Education Holdings	Elementary Math Consumables	\$3,809.08
52094	06/25/20	Mendez Foundation	Elementary Too Good for Drugs Workbooks	\$4,145.10
52095	06/25/20	Mike Smoots	Refund spring session gym reservation	\$280.00
52096	06/25/20	Tracy Nice	Student Nutrition Dept.	\$38.55
52097	06/25/20	Moody's Investors Service	Financial Ratings Report for 2020 Bonds	\$41,000.00
52098	06/25/20	Mps	Myers Psychology Textbooks	\$4,680.71
52099	06/25/20	Office Depot	Office Supplies	\$486.00

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Check Number	Check Date	Payee	Reason	Amount
52100	06/25/20	P.A.T. National Center, Inc.	PATNC 2020-2021 Affiliate and Renewal Fees	\$2,450.00
52101	06/25/20	Pur-0-Zone, Inc	Custodial Supplies and repairs	\$635.87
52102	06/25/20	Quill Corporation	Office supplies	\$2,083.48
52103	06/25/20	R.D. Johnson Excavating Co. LLC	Pay App #1 for CTEC	\$42,801.74
52104	06/25/20	Scholastic Book Clubs, Inc.	Books-***Already ordered online!	\$170.60
52105	06/25/20	School Nurse Supply, Inc.	AED battery	\$178.99
52106	06/25/20	School Specialty Inc	Classroom supplies	\$1,630.40
52107	06/25/20	Skyward, Inc.	database tuning	\$2,080.00
52108	06/25/20	Southwest Audio Visual Inc.	Digital Mixing Console	\$2,295.00
52109	06/25/20	Stifel, Nicolaus & Company, Inc	Advisory Fees 2020 Bonds	\$50,000.00
52110	06/25/20	Travelers CL Remittance Center	Treasurers Bond	\$295.00
52111	06/25/20	United Office Products, Inc.	Bookcases for Belmont	\$2,259.50
				\$462,881.04

Check Journal - 07/09/20

Check Number	Check Date	Payee	Reason	Amount
52113	07/09/20	4imprint, Inc.	Recruiting materials	\$962.67
52114	07/09/20	ABCreative, Inc.	New Playgrounds-BE, HE, PRE, RE App by BOE 2/3/2020	\$183,999.47
52115	07/09/20	American Top Soil, Inc.	Topsoil & Compost District Wide - ER	\$1,940.00
52116	07/09/20	AT&T	Telephone Lines 06/17/20	\$2,202.27
52117	07/09/20	Atmos Energy	Heat-MC, CLC, DSC, DHS, LT, ME - May Service 2020	\$786.52
52118	07/09/20	Attorney General's Office	2020-A and 2020-B Bond Review Fees	\$405.00
52119	07/09/20	BSN Sports, LLC	MCMS - Volleyball Jersey's	\$2,384.24
			MCMS - High jump cover	\$920.00
52120	07/09/20	Cates Service Company	Compressor for HVAC MVHS & TP	\$2,550.15
52121	07/09/20	CDW Government	Equipment	\$1,140.00
52122	07/09/20	CFS Engineers, P.A.	Special Inspections and Testing	\$2,898.50
52123	07/09/20	City Of De Soto	W / S / T - May/June 2020	\$3,694.05
52124	07/09/20	Clayton Paper & Distribution, Inc.	Disinfecting wipes	\$1,710.00
52125	07/09/20	Constellation NewEnergy - Gas Division	Heating Bill	\$355.42
52126	07/09/20	Daymark Solutions, Inc.	Badge Holders for New Access System	\$407.00
52127	07/09/20	De Soto Auto Parts	Student Vehicle & Grounds Equipment Parts - JW	\$552.21
52128	07/09/20	Drexel Technologies, Inc.	Printing for CTEC	\$393.62
			Printing for Projects	\$18.28
52129	07/09/20	E3 Diagnostics	Pediatric Foam Ear tips	\$245.00
52130	07/09/20	Empathia, Inc.	EAP Services	\$1,185.80
52131	07/09/20	EnergyCAP, Inc.	Energy CAP Software License	\$2,593.00
52132	07/09/20	Everygy	Relocate Electric Poles DHS	\$6,100.74
52133	07/09/20	Everygy	Electricity for May/June 2020	\$73,394.66
52134	07/09/20	Explain My Benefits, LLC	July - Sept 2020 Service Fee	\$3,847.50
52135	07/09/20	First Student, Inc.	Student transportation - June 2020 (5/24/20 - 6/27/20)	\$1,537.46
52136	07/09/20	Flex Made Easy	FME Fees June 2020	\$794.50
52137	07/09/20	Foundation Building Materials	Ceiling Tile	\$58.24
52138	07/09/20	Frontline Technologies Group, LLC	2020-21 Professional Learning Management	\$13,125.88
52139	07/09/20	Gopher Sport	PE Equipment	\$137.82
			Classroom Supplies	\$1,221.42
			MTMS - Tumble Mats	\$5,468.58
52140	07/09/20	Gulleys Carpets LLC	Carpet Repairs @ MCMS - MJ	\$600.00
52141	07/09/20	Heartland Seating, Inc.	MTMS Bleacher Move	\$49,885.00
52142	07/09/20	Honey Creek Disposal Service, Inc.	Roll Off Dumpster	\$367.78
52143	07/09/20	Interstate Elec. Supply, Inc.	Grounds Supplies	\$490.17
52144	07/09/20	k12 ITC, Inc.	Contracted Services	\$171,733.72

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Check Number	Check Date	Payee	Reason	Amount
52145	07/09/20	Kansas State Treasurer	2020-A & 2020-B Bonds Registrar & Transfer Agent Fee	\$9,410.00
52146	07/09/20	Kansas Depart Of Health And Environme	Stormwater Runoff Permit DHS Stadium	\$60.00
52147	07/09/20	Kansas One-Call System, Inc.	Locate Charges	\$177.60
52148	07/09/20	Kennyco Industries, Inc.	Open Circuits for Fire Alarm System @ MV - MJ	\$167.50
52149	07/09/20	Lakemary Center, Inc.	Student Services	\$3,920.00
52150	07/09/20	Learning Tree Institute	Greenbush Medicaid fee	\$172.83
52151	07/09/20	Lowe's	Maintenance Supplies	\$268.42
52152	07/09/20	Martin Underground Const., Inc	Security Replacement	\$1,125.00
52153	07/09/20	Meyer Music	Summer Instrumental Maintenance and Cleaning	\$6,060.08
52154	07/09/20	Kristina Chapman	Student Nutrition Dept.	\$60.05
52155	07/09/20	Karen McDaniel	Student Nutrition Dept.	\$11.60
52156	07/09/20	Max Pinney	Student Nutrition Dept.	\$20.00
52157	07/09/20	Kim Johannes	Student Nutrition Dept.	\$72.55
52158	07/09/20	Leslie Mason	Student Nutrition Dept.	\$100.00
52159	07/09/20	Shelly Martin	Student Nutrition Dept.	\$14.05
52160	07/09/20	Roberta Kinkade	Student Nutrition Dept.	\$20.00
52161	07/09/20	Denise Rock	Student Nutrition Dept.	\$22.15
52162	07/09/20	Lisa D'Andrea	Student Nutrition Dept.	\$58.05
52163	07/09/20	Linda Post	Student Nutrition Dept.	\$16.20
52164	07/09/20	Stacy Kerr	Student Nutrition Dept.	\$11.20
52165	07/09/20	Marti Hinkle	Student Nutrition Dept.	\$22.35
52166	07/09/20	Nancy Zubenel	Student Nutrition Dept.	\$21.85
52167	07/09/20	Lori Lovegren	Student Nutrition Dept.	\$146.55
52168	07/09/20	Lori Gregg	Student Nutrition Department	\$28.90
52169	07/09/20	Christine Rapp	Refund spring field reservation	\$100.00
52170	07/09/20	Stephen Brown	Refund spring & summer field reservations	\$150.00
52171	07/09/20	Justin Weigel	Refund spring field reservation	\$100.00
52172	07/09/20	Marcus Fizer	Refund spring field reservation	\$50.00
52173	07/09/20	Seth Parrish	Refund spring & summer field reservation	\$100.00
52174	07/09/20	Lindsey Forsythe	Refund spring field reservation	\$50.00
52175	07/09/20	Jason Bass	Refund spring field reservation	\$50.00
52176	07/09/20	Cindy Kelley	Refund spring field reservation	\$50.00
52177	07/09/20	Chris Rogers	Refund spring field reservations	\$100.00
52178	07/09/20	Kelly Colter	Student Nutrition Dept.	\$43.40
52179	07/09/20	Stephanie Oxandale	Refund spring field reservation	\$50.00
52180	07/09/20	Tom Howard	Turf field reservation refund	\$300.00

Check Journal - 07/09/20

Check Number	Check Date	Payee	Reason	Amount
52181	07/09/20	NextPage, Inc.	Face masks	\$2,434.27
52182	07/09/20	Night Raptor Tactical LLC	Covid-19 supplies	\$450.00
52183	07/09/20	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$368.00
52184	07/09/20	Perma-Bound	Books for Library Collection -- Online Quote	\$314.68
52185	07/09/20	Predator Termite & Pest	July Pest Control District Wide	\$2,348.00
52186	07/09/20	Pro Auto Polish Shop	Annual Student Vehicle Detailing	\$1,040.00
52187	07/09/20	Professional Service Industries, Inc.	Special Testing for MVHS	\$7,342.00
52188	07/09/20	Propio LS, LLC	Interpretation Services	\$20.00
52189	07/09/20	Pur-0-Zone, Inc	Cleaning equipment for custodian	\$54.55
			Custodial equipment parts/repair	\$929.43
			Gym floor resurfacing	\$1,043.00
			Hand sanitizer	\$3,953.50
52190	07/09/20	Quench USA, Inc.	2 month rental July-Aug 2020	\$236.94
52191	07/09/20	Roberts Dairy	Student Nutrition Dept.	\$3,026.20
52192	07/09/20	Roma Bakery	Student Nutrition Dept.	\$70.20
52193	07/09/20	School Datebooks, Inc.	20-21 Elementary Datebooks	\$3,760.79
52194	07/09/20	School Specialty Inc	Classroom supplies	\$217.82
52195	07/09/20	SEK Education Service Center	XELLO Subscription Renewal June 1, 2020 - June 30, 2020	\$12,042.80
52196	07/09/20	SpedTrack	SpedTrack	\$9,570.00
52197	07/09/20	Ted Systems, LLC	Security	\$560.00
52198	07/09/20	The Sherwin-Williams Co.	Paint for SE	\$39.37
52199	07/09/20	U.S. Foodservice, Inc	Student Nutrition Dept.	\$1,050.93
52200	07/09/20	Unemployment Insurance Svcs	Quarterly Service Charges	\$478.00
52201	07/09/20	Validity Screening Solutions	Employee background checks	\$254.00
52202	07/09/20	Waste Management	Trash/Recycle - June 2020	\$2,520.97
			Roll Offs for MTMS	\$1,011.08
52203	07/09/20	Water District No 1 Of Jo Co	Relocate Water Main CTEC	\$42,381.46
52204	07/09/20	Water District No 1 Of Jo Co	W/S-MT,MC,MV,PRE,HE,BE,CCE,ME,RE,TP-May/June 20	\$5,021.80
52205	07/09/20	Waterboy Graphics LLC	Building Improvements	\$2,001.00
52206	07/09/20	Wells Fargo Vendor Fin Serv	Equipment Lease	\$814.66
				\$668,592.45



Unified School District 232

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

Human Resources Department

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

To: USD 232 Board of Education
Dr. Frank Harwood, Superintendent of Schools
From: USD 232 Human Resources Department
Date: July 8, 2020
Re: Revisions for the 2020-2021 Classified and Health Services Employee Handbook
(Consent)

The recommended changes for the 2020 – 2021 Classified and Health Services Employee Handbook are outlined below. Pending Board approval, we will post the updated handbook on the USD232 Benefits Intranet and the Human Resources Intranet. Additionally, hard copies will be made available in each building's main office with individual copies provided to those who so request. All classified and health services employees will be required to sign-off on an acknowledgment form to ensure receipt and understanding of their revised handbook.

Summary of Proposed Revisions 2020-2021 Classified and Health Services Employee Handbook

1. Table of Contents

Updated to match updated handbook

2. Page 7 – Job Posting

We are recommending the edit of the last sentence since we post all openings: USD232 provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. ~~In general, notices of job openings are posted on the USD232 website, although USD232 reserves the right not to post all openings.~~

3. Page 9 – Performance Evaluations

We are recommending to change the evaluation deadline date back to what we have done the previous year when evaluations are due. The May date was due to COVID-19.

- Delete "May 15th" and replace with "April 20th".

4. Page 10 – Health Insurance

We are recommending adding the following in bold to the last sentence:

The employee would be responsible for paying the remainder of the premium **plus any buy-up option amount chosen by the employee.**

This is the current practice of the district and clarifies the language.



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5. Page 11 – Health Insurance for Retirees

We are recommending adding the following change in bold to this sentence:

A retiring employee may continue to participate in the district's health insurance program at the retiring employee's own expense, at the ~~same cost as paid by the district for active employees~~ **full premium charged by the medical insurance provider for active employees.**

This is the current practice and clarifies the language.

6. Page 11 – Life Insurance

We are recommending the following deletion: All eligible employees, ~~with the exception of substitute employees,~~ are entitled to the life insurance benefit.

Substitute employees are not eligible for benefits

7. Page 12 – Short-Term Disability (STD)

We are recommending the rewording of the following sentence with the bold section: USD 232 provides a basic weekly short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an ~~injury or illness off the job~~ **off-the-job injury or illness.**

The rewording of the sentence we feel makes the language clearer for our employees.

8. Page 13 – Workers Compensation

We are recommending rewording the following paragraph:

Original: An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.



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Proposed:

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment. An employee who is injured while deviating from the course of his/her employment is generally not eligible for benefits unless such deviation is expressly approved by the employer.

9. Page 16 – Sick Leave Buy Back Chart

We are recommending to update the amount of money paid for employees to have their leave bought back. We are also recommending an additional incentive for early notice of resignation.

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

We are recommending that this section be separate into two sections. One section would be for employees that are FMLA eligible and one section would be for employees not eligible for FMLA.

Original:

An eligible employee may request Extended Leave beyond the entitlement established by the Family Medical Leave Act of 1993 (FMLA).

- a. At the conclusion of any eligible FMLA Leave (when possible), an eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave shall be limited to a maximum of 60 calendar days from the date FMLA expires or Extended Leave begins. Employee's not eligible for FMLA may be granted up to a maximum of 120 calendar days of Extended Leave.
- e. Extended Leave may not be taken intermittently.
- f. Employee benefits while on Extended Leave:
 1. An employee on Extended Leave is responsible for paying the cost of all benefits they have in effect, either in person or by mail. Payment for benefits must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums,



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2. coverage will be cancelled. However, the employee will be given 10 days' notice before coverage is cancelled.
3. Employees not eligible for FMLA requesting and granted Extended Leave will be responsible for paying the cost of all benefits they have in effect, beginning with the first day of Extended Leave. Payment must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled.
- g. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to return to work.
- h. If an employee is unable to return to work after the maximum 60-120 calendar days of Extended Leave the employee's employment will be terminated.

Proposed:

An eligible employee may request Extended Leave beyond the entitlement established by the Family Medical Leave Act of 1993 (FMLA).

- a. At the conclusion of any eligible FMLA Leave (when possible), an eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave shall be limited to a maximum of 60 calendar days from the date FMLA expires or Extended Leave begins.
- e. Extended Leave may not be taken intermittently.
- f. Employee benefits while on Extended Leave:
 1. An employee on Extended Leave is responsible for paying the cost of all benefits they have in effect, either in person or by mail. Payment for benefits must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled. However, the employee will be given 10 days' notice before coverage is cancelled.
 2. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to



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return to work.

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

Extended Injury/Illness Leave (Employees Not Eligible for FMLA)

Classified employees who are not qualified for family and medical leave as defined by federal statute due to the fact that they work less than 1250 hours yearly or have worked for USD232 less than 12 months may apply for an extended health leave of up to 60 calendar days.

- a. An employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Employee's not eligible for FMLA may be granted up to a maximum of 60 calendar days of Extended Leave.
- e. Extended Leave may not be taken intermittently.
- f. Employee benefits while on Extended Leave:
 1. An employee on Extended Leave is responsible for paying the cost of all benefits they have in effect, either in person or by mail. Payment for benefits must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled. However, the employee will be given 10 days' notice before coverage is cancelled.
 2. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to return to work.
 3. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee's employment will be terminated.



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11. Page 20 – Timekeeping

We are recommending the addition of the following sentence: Employees are not to clock in/out on a personal mobile device unless prior approval has been given by the supervisor for special circumstances. Clocking in/out on a personal mobile device without approval may lead to disciplinary consequences.

There are issues that arise when an employee is clocking in/out on a mobile device that we are trying to prevent.

12. Page 24 – Compensatory Time

We are recommending the addition in bold: As the second option, the supervisor and employee must agree in advance that any over-time will be banked as comp time. **However, comp time may accrue only to a maximum of 40 hours.**

13. Page 27 – Inclement Weather Closing

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

The additional sentence will help clarify for our employees.

14. Page 27 – Extra Duty

We are recommending the deletion of the words “plus applicable overtime” from the following sentence: To ensure that USD 232 is meeting the requirements of the Fair Labor Standards Act, the district will pay volunteering classified employees \$13.75 per hour, ~~plus applicable overtime~~, for any extra duty assignment, excluding time-keeper and score-keeper.

According the Department of Labor, we are not required to pay overtime for volunteered extra duty work if a classified employee works over 40 hours in a week.



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15. Appendix FMLA Poster

We are adding the FMLA poster to our handbook so our employees have a better understanding of the benefits associated with FMLA.

16. Appendix Sick Leave Pool

We are recommending the addition of the following requirement:

-Participating individuals will be eligible to apply for days after they have completed six (6) continuous months with the district.

If you have any questions regarding the recommended changes and/or would like additional clarification, please feel free to contact any member of the Human Resources Department.



USD 232

Classified and Health Services Employee Handbook

Effective July 1, 2020-June 30, 2021

(Pending BOE Approval on July 13, 2020)

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VISION & MISSION STATEMENT

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

Introductory Statement

The USD 232 Classified and Health Services Employee Handbook has been prepared to assist you in understanding policies, rules, guidelines, and benefits which apply to classified and health services employees in the district. In addition to this handbook, all employees are bound by board policy; should further clarification be necessary on any topics, please visit with the Human Resources Department.

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

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

Nature of Employment

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

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

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

Equal Employment Opportunity

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

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

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

Employee Medical Examinations

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

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

Immigration Law Compliance

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

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

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

Non-Disclosure

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

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

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

Disability Accommodation

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

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

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

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

USD 232 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. USD 232 will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. USD 232 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Job Posting

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

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

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

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

Employment Categories

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

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

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

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

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

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

Access to Personnel Files

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

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

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

Employment Reference Checks

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

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

Personnel Data Changes

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

Employment Applications

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

Performance Evaluation

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

Job Descriptions

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

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

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

Employee Benefits

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

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

The following benefit programs are available to eligible employees:

- Cafeteria 125 Plan
Effective January 1, 2006, enrollment in the Cafeteria 125 Plan for any medical and/or dental benefit premiums requiring employee contributions, pre-tax deduction will be the default election and will be deducted from your pay on a pre-tax basis. Any employee who prefers post-tax deductions will be required to opt out in writing.
- Dental Insurance
- Health Insurance
- Holidays
- Life Insurance
- Long-Term Disability
- Medical Leave
- Personal Leave
- Short-Term Disability
- Sick Leave Benefits (provided for all employees based on hours worked per day)
- Tax-Sheltered Annuities (403B and 457B)
- Vacation Benefits
- Optional Supplemental Insurance Policies

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

Health Insurance

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

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

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

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

Health Insurance for Retirees

A retiring employee may continue to participate in the district's health insurance program at the retiring employee's own expense, at the full premium charged by the medical insurance provider for active employees, provided the retiring employee is eligible to retire with KPERS and has been employed by the district for a minimum of ten (10) consecutive years prior to retirement date. Coverage under the employee group health care plan may cease to be made available upon:

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

Benefits Continuation (COBRA)

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

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

Life Insurance

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

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

Short-Term Disability (STD)

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

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

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

Long-Term Disability (LTD)

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

Workers' Compensation

USD 232 provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period.

Workers' compensation insurance provides wages for lost time in an amount equal to approximately two-thirds (2/3) of the amount of the employee's regular daily wage. Other than the first 7 consecutive days of absence, employees cannot utilize work comp benefits and paid time off in conjunction with one another.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and complete Workers' Compensation paperwork. Reporting after 48 hours, may impact time off requests. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of workers' compensation leave. These benefits will resume once the employee has returned to work.

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

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment. An employee who is injured while deviating from the course of his/her employment is generally not eligible for benefits unless such deviation is expressly approved by the employer.

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Vacation Benefits

Vacation time off with pay is available to eligible employees. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Employees who work a minimum of 250 days. This does not include employees who work less than 250 days, unless otherwise specified in the terms of employment.

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

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

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

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

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

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

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

Upon resignation or non-renewal of employment, employee shall submit a plan to their supervisor outlining their usage of remaining accrued vacation days that have been earned through their last

day of work. Such plan must be submitted to the supervisor within 3 business days of notification of resignation or non-renewal. The plan is subject to approval by employee's supervisor and the Director of Human Resources. The district reserves the right to require the employee to use all accrued remaining vacation days prior to the effective date of resignation or non-renewal of employment.

Holidays

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

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

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

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

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

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

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

Sick Leave

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

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

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

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

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

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

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

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

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

Chart based on approximately half the base hourly rate for each job category

Aide	\$6.13
Building Secretary	\$6.50
Custodian	\$6.50
District Level Admin. Assistant	\$9.00
Early Childhood Lead Teacher	\$8.20
Grounds	\$8.13
Maintenance	\$8.50
Paraprofessional	\$6.38
Student Nutrition	\$6.00
School Nurse – LPN	\$8.75
School Nurse - RN	\$11.72

After one year of employment, employees who give 10 working days of notice of their resignation will be reimbursed for any earned unused sick leave at the rate of \$5.00 per hour for each hour of accrued leave, unless otherwise specified in their terms of employment. Employees who give 20 working days of notice, will be reimbursed at the rate listed above in the chart for any unused accrued leave. Unused sick leave will not be paid to employees who work less than 250-days and submit their resignation between June 1st and their first scheduled work day of the new school year. Unused sick leave benefits will also not be paid to employees upon involuntary termination of employment.

Bereavement

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

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

Family and Medical Leaves of Absence (FMLA)

USD 232 will comply with all provisions of the Family Medical Leave Act of 1993 (FMLA), including eligibility requirements. The poster published by the United States Government is attached to the Handbook as required by the law. In addition, the USD 232 procedures for implementing the Family Medical Leave Act of 1993 will be posted on the Human Resources website (www.usd232.org/hr).

The leave shall normally be unpaid leave. However, if the employee has any vacation or sick leave available, they will be required to take the paid leave concurrently with the FMLA, with the option of reserving 5 days of short-term leave. Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of FMLA. These benefits will resume once the employee has returned to work. For the purposes of this policy, a 12-month period will be calculated on a rolling forward year beginning with the employee's first day of FMLA.

During FMLA, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall continue to be paid by the employee. If an employee has exhausted their 12 weeks of FMLA entitlement and have not yet returned to work, it will become the employee's responsibility to pay for their benefits if they wish to continue their coverage. The board may terminate the benefits if the employee payment is not received by the due date.

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

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

Return to work from FMLA – An employee wishing to return to work from FMLA may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work.

Extended Injury/Illness Leave (Extended Leave)

An eligible employee may request Extended Leave beyond the entitlement established by the Family Medical Leave Act of 1993 (FMLA).

- a. At the conclusion of any eligible FMLA Leave (when possible), an eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave shall be limited to a maximum of 60 calendar days from the date FMLA expires or Extended Leave begins.
- e. Extended Leave may not be taken intermittently.
- f. Employee benefits while on Extended Leave:
 1. An employee on Extended Leave is responsible for paying the cost of all benefits they have in effect, either in person or by mail. Payment for benefits must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled. However, the employee will be given 10 days' notice before coverage is cancelled.
- g. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to return to work.
- h. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee's employment will be terminated.

Extended Injury/Illness Leave (Employees Not Eligible for FMLA)

Classified employees who are not qualified for Family and Medical Leave as defined by federal statute due to the fact that they work less than 1250 hours yearly or have worked for USD232 less than 12 months may apply for an extended health leave of up to 60 calendar days.

- a. An eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave may not be taken intermittently.
- e. Employee benefits while on Extended Leave:
 1. An employee on Extended Leave is responsible for paying the cost of all benefits they have in effect, either in person or by mail. Payment for benefits must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled. However, the employee will be given 10 days' notice before coverage is cancelled.
- f. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required

- to complete an agility test prior to return to work.
- g. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave, the employee's employment will be terminated.

Military Leave

- a. In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), any employee, upon written request to the Superintendent or Designee, shall be granted leave to cover the length of his/her required service in the military forces of the United States of America. Each request for military leave shall be accompanied by a copy of the appropriate military orders.
- b. An employee, who is eligible for military leave under federal or state law shall be entitled to leave for military service for up to five years or as otherwise provided by law. During said leave, an employee will be entitled to contract pay minus the cost of a substitute for the remainder of the contract year. Any supplemental contracts that the employee is entitled will be paid up to 30 days.
- c. If the employee is ordered to long-term active duty (over 30 days), the District will continue to pay all other District provided benefits the employee would have received for the remainder of the contract year. If the employee remains on leave after the contract year ends, the employee would have the right to continue the benefits at the cost to the employee while on leave for up to five years or as otherwise provided by law.
- d. Employees taking initial voluntary active duty training for the Reserves or National Guard will be on unpaid leave for the remainder of the contract year. The employee will have the option of continuing benefits at the cost to the employee for the remainder of the contract year or 18 months, whichever is greater. An extension of the time to receive benefits may be granted by the Superintendent.
- e. The following time limits apply to application for and return to work from a military leave absent extraordinary circumstances that make compliance impossible through no fault of the employee. Upon completing less than 31 days of military leave, the employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period. For more than 30 days but less than 181 days, the employee must make application for re-employment within 14 days of release from service. For more than 180 days, the employee must make application for re-employment within 90 days of release from service.
- f. Unexcused failure to meet the application and return time periods allowed above or required by federal or state law may result in denial of reinstatement and subject the employee to the District's rules governing unexcused absences.

- g. An employee on military leave, who makes application to the District within the applicable time periods provided by law after the effective date of his/her release from active duty, and who is otherwise eligible for reinstatement, and absent circumstances where reinstatement is not required by law, shall be reinstated to the certified position(s) and supplemental position(s) that would have been held had the employee been continuously employed provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to the certified position(s) and supplemental position(s) held at the time of the leave, again provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to a similar or equivalent position, depending on the circumstances and subject to any applicable provisions of federal or state law. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. Subject to requirements for reinstatement of employees returning from leaves of less than 30 days, the District shall have a ten (10) day grace period to make arrangements for re-employment of the employee, and the District shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.
- h. In the event the requested military leave causes an undue curricular hardship to the education of the students of the District, the District reserves the right to notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the District is not satisfied with the response, the District shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Leave Without Pay

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

Jury Duty

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

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Supervisors will then forward to the payroll department. Employees are expected to report for work whenever the court schedule

permits. Either USD 232 or the employee may request an excuse from jury duty if, in USD 232's judgment, the employee's absence would create serious operational difficulties.

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

Timekeeping

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

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

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

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

Paydays

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

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

Since payroll is entirely processed and paid electronically, the district has an emergency backup plan for payroll in case of power failure, equipment failure, etc. The emergency plan would involve issuing handwritten checks the morning of the pay day and delivering them to each

building so staff would get the check before leaving for the day. You would have to take the check to your bank. As a result, the check would not be credited to your account until late in the day or more likely the following day. If you authorize automatic withdrawals from your account, we would recommend you schedule them around the 18th to 20th for mid-month withdrawals and around the 3rd to 5th for the 1st of the month withdrawals.

Breaks

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

Employment Termination

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

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

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

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

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

Administrative Pay Corrections

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

Pay Deductions and Setoffs

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

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

Work Schedules

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

Use of Phone and Mail Systems

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

Tobacco Products and Electronic Cigarettes in the Workplace

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

Flex-Time and Overtime

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

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

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

Flex-Time (Option #1)

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

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

Over-Time (Option #2 and #3)

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

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

Compensatory Time (Option #2):

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

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

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

Paid Over-Time (Option #3)

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

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

Premium Pay:

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

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

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

Pre-Approval Process

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

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

Requirement and Limit of Overtime:

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

USD 232 Custodial Flextime, Comp-time and Overtime Protocol

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

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

Defined Terms

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

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

Emergency Closings

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

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

Inclement Weather Closings

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

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

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

In some circumstances involving inclement weather, some essential, 250-day employees may be required to report to work outside of their regular schedule or when other 250-day employees are

not required to report to work. In this case, 250-day employees that are required to work will receive pay at one and one-half times their regular rate of pay for the hours they work and pay for their scheduled hours they were supposed to work. The employee may request comp time in lieu of additional pay. If an employee is required to work during the day and elects not to come into work, they will not be paid for their scheduled time but could use appropriate leave or be docked.

Extra Duty

To ensure that USD 232 is meeting the requirements of the Fair Labor Standards Act, the district will pay volunteering classified employees \$13.75 per hour for any extra duty assignment, (excluding time-keeper and score-keeper).

The district will pay volunteering classified employees \$17.00 per hour, plus applicable overtime, for the specific extra duty assignments of official “time-keeper” (clock) and official “score-keeper”. If a classified employee who holds a valid Kansas teaching license is asked to substitute for a teacher, the employee will be reimbursed at the rate which is highest between their regular classified salary or the substitute pay.

Translation services outside the duty day will be paid at \$16.25 per hour.

Use of Equipment and Vehicles

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

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

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

Visitors in the Workplace

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

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

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

Technology Usage

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

General

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

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

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

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

Privacy

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

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

Security

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

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

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

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

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

Content/Software

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

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

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

System Management

Staff must report any damage or technology related problem to the staff member's building technician via district procedures.

Staff must notify the building technician if a security problem on any district equipment/network has been identified.

Technology may delete locally saved documents in the process of repairing or updating computers and software.

The district prohibits staff from installing (or attempting to install) software, files, or drivers.

Staff must follow district procedures for ALL technology related requests including all software installations.

Staff must not bring non-district provided technology to work and access (or attempt to access) the district network connections.

Possible Consequences for AUP Violations

Restricted or prohibited from using district technology.

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

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

Workplace Monitoring

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

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

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

Workplace Violence Prevention

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

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

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

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

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

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

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

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

Employee Conduct and Work Rules

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

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

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace

- Negligence or improper conduct leading to damage of district-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Fulfilling driving duties for the district without a valid driver's license

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

Drug and Alcohol Use

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

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

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

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

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

It is also the employee's responsibility to notify USD 232 of any drug or alcohol related convictions occurring outside of the workplace within five days after the conviction or prior to

fulfilling required driving duties, whichever occurs first, if the employee's driver's license has been suspended. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

Sexual and Other Unlawful Harassment

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

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

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

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

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

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

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

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

Attendance and Punctuality

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

Personal Appearance

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

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

Return of Property

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

Security Inspections

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

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

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

Solicitation

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

Drug Testing

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

Progressive Discipline

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

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

Although employment with USD 232 is based on at will and mutual consent and both the employee and USD 232 have the right to terminate employment at will, with or without cause or advance

notice, USD 232 may use progressive discipline at its discretion.

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

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

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

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

Problem Resolution

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

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

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

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

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Human Resources Department.
2. Supervisor responds to problem during discussion or after consulting with appropriate administration when necessary. Supervisor documents the discussion.
3. Employee presents problem to the Human Resources Department if the problem is unresolved.

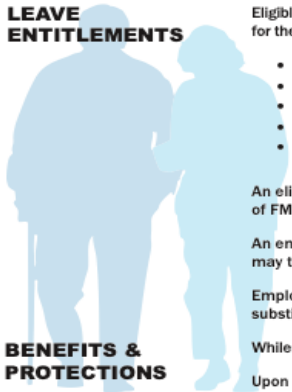
4. The Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor(s), if necessary, and directs employee to the Director of Human Resources for review of problem.
5. Employee presents problem to the Director of Human Resources in writing.
6. Director of Human Resources reviews and considers the problem. Director of Human Resources then informs employee of decision and places a copy of written response in the employee's file. Director of Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

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

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT



For additional information or to file a complaint:

1-866-4-USWAGE

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

www.dol.gov/whd

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



WH1420 REV 04/16

USD 232 SICK LEAVE POOL

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

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

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

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

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

Signature of Employee

Date

Employee Name

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

SICK LEAVE POOL EMPLOYEE APPLICATION FORM

(To be completed by person requesting access to the Sick Leave Pool)

Last Name First Name Middle Initial

Current Building Present Position/Subject Area

Full Time () Part Time ()

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

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

Have you currently exhausted all of your current Sick Leave?

Yes No

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

Yes No

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

Employee's Signature _____

Immediate Supervisor's Signature _____

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

SICK LEAVE POOL COMMITTEE ACTION

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

Denied ()

Approved () Number of days granted: _____ Date _____



Unified School District 232

Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: July 8, 2020
Subject: JCPRD Contract for before and after school services (Consent)

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

We are asking the Board of Education to approve the 2020-2021 school year lease agreement with Johnson County Parks and Recreation for rental of district facilities in order to provide before and after school services. As you may recall, the Board decided to raise rental fees in 2017. Previously, JCPRD was charged \$7 per hour per space to house before school care and after school care. Currently, JCPRD is charged \$8 per hour per space and those rates will remain for the upcoming school year. At this time, we are asking the Board to approve the yearly agreement with JCPRD regarding before school and after school childcare services. The contract with JCPRD is attached for Board review. Please contact me with any questions or concerns you may have regarding the lease agreement.

DE SOTO UNIFIED SCHOOL DISTRICT NO. 232
LEASE AGREEMENT 2020-2021

THIS LEASE AGREEMENT ("Lease") is made and entered into effective August 1, 2020 ("Effective Date"), by and between DE SOTO UNIFIED SCHOOL DISTRICT NO. 232, JOHNSON COUNTY, STATE OF KANSAS, ("School District" or "Lessor") and the JOHNSON COUNTY PARK AND RECREATION DISTRICT, a park district organized pursuant to K.S.A. 19-2859 et seq., ("Lessee"). Lessor and Lessee may be hereinafter referred to as the Parties.

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

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

2. Days and Hours of Operation. Lessee agrees to conduct the Programs between August 13, 2020 and May 21, 2021 or until such later date to which the 2020-2021 school year may be extended. Lessee agrees to operate the Programs during the hours specified by Exhibit A on those days of the week during the 2020-2021 School Year when the school district is open for classes. Except as provided herein, Lessee shall not operate the Programs during specified holidays for which the School District will provide a list to JCPRD, weekends or those days when School is cancelled due to severe inclement weather when the Superintendent deems it unsafe for School District custodial or maintenance employees to work, or for other reasons.

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

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

5. Rent.

(a) Rate. During the 2020-2021 School Year, Lessee agrees to pay Rent to the School District for the use of the Premises at the rate of Eight Dollars (\$8.00) per hour of operation (as defined in Section 2 of this Lease), per Program, per room used, per School. Rent to the School District for use of the Premises for consolidated care shall be paid at the rate of Ten Dollars (\$10.00) per hour of operation. Except as provided elsewhere in this Agreement, such Rent includes all utilities and custodial services within normal workday hours needed by Lessee to operate its Programs on the Premises, which utilities and custodial services shall be provided by the School District. If there is a need of custodial services by the Lessee outside of normal workday hours, the Lessee will be responsible for paying for the custodial overtime at a rate of \$30/hour. The Rent shall be payable in arrears. The School District shall invoice Lessee on or before the 5th day of each month for Rent

incurred during the preceding month. Lessee agrees to pay the invoiced amount no later than the 25th day of the month in which the invoice for Rent is rendered by the School District.

- (b) **Adjustment.** The parties agree to make reasonable adjustments in the Rent in the event: (i) this Lease is temporarily suspended by the School District with respect to all or any portion of the Premises, pursuant to Section 3 hereof; (ii) this Lease is terminated, in whole or in part, by either the Lessee or the School District pursuant to Section 7 hereof; or (iii) the School District's actual utility costs and custodial costs increase during the School Year beyond the amount anticipated by the School District at the time this Lease is executed; provided, however, that, such increase apportioned to Lessee shall be based upon Lessee's hourly use of the Premises and the square footage of the Premises used by Lessee and, prior to the School District making an adjustment pursuant to this Section 5.B.iii, the School District shall provide documentation to Lessee, in a form reasonably satisfactory to Lessee, demonstrating such increase.
- (c) **Additional Rent.** In addition to the Rent specified herein, Lessee agrees to pay to the School District as Additional Rent the following:
 - i. For lunches served to children in the Kindergarten Program: **\$2.75/lunch served.**
 - ii. For milk served to children in the Kindergarten Program at lunch or breakfast service times only: **55/per student.**

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

6. Improvements.

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

7. Term and Termination.

- (a) **Term.** The term of this Lease shall commence on August 13, 2020 and shall continue through the last day of the School District's 2020-2021 school year.
- (b) **Termination by Lessee.** The Lessee may terminate this Lease as to any Programs at any or all the Schools at any time upon giving the School District at least sixty (60) days written notice. During said 60-day period, the Parties shall make reasonable efforts to agree to terms and conditions which would enable Lessee to resume the operation of its Programs at the School or Schools affected. In no event will Lessee give its customers notice of modification or cancellation of a Program less than thirty (30) days after written notice of termination is given to the School District.
- (c) **Termination by Lessor.** The Lessor may terminate this Lease with or without cause at any time upon giving the Lessee at least sixty (60) days' notice. Alternatively, in the event the School District determines that Lessee has breached any of the terms or conditions of the Lease or that the warranties or representations herein given are found by the School District to be false, School District shall provide Lessee with notice of such breach. Lessee shall cure such breach within ten (10) days after the date of its receipt of such notice, or if the breach is one which cannot reasonably be cured within ten (10) days, Lessee shall begin taking steps to cure the breach within ten (10) days, and shall completely cure the breach with reasonable promptness. In the event

Lessee fails to cure or take reasonable efforts to commence a cure of the alleged breach within the time specified herein, the School District may terminate this Lease upon providing five (5) days written notice to Lessee of Lessee's failure to cure.

- 8. Representations and Warranties.** Lessee warrants, represents and agrees that:
- (a) Permits and Licenses.** Lessee has obtained all necessary permits and licenses for each Program as required by law or by municipal ordinance and is fully authorized to provide the services intended, and it will continue to be so licensed and authorized throughout the term of this Lease.
 - (b) Insurance.** Lessee has in full force and effect general liability (General Aggregate) insurance coverage in the minimum amount of Two Million Dollars (\$2,000,000.00), as evidenced by a liability certificate that Lessee will keep and maintain such insurance throughout the term of this Lease; and that the School District has been, and will continue to be, listed as an additional insured thereon. Lessee will pay the cost of any increase in insurance premiums incurred by the School District as the result of the operation of Lessee's Programs.
 - (c) Lessee Not an Agent.** Lessee is not the agent of the School District and will not hold itself out as agent of the School District or as offering a program which has either been approved of or is supervised by the School District.
 - (d) Compliance with Laws and Regulations.** Lessee will abide by the laws of the United States and the State of Kansas and all rules, regulations and policies adopted by the Board of Education of the School District and will conform to such administrative orders as may be from time to time issued by the Superintendent of the School District or authorized by him to be issued on his behalf.
 - (e) Availability of Programs.** Each Program operated by the Lessee on the Premises shall be available to all school age children, whether or not they attend the School in which the program is located, subject to the State of Kansas licensing requirements relating to the maximum number of children that may be located at each location.
 - (f) Availability of Programs for Low-Income Families.** Lessee shall make reasonable arrangements, within the limits of available funding, to accommodate school age children whose parents cannot reasonably afford the standard cost of the Program.
 - (g) Presentation of Documents.** In accordance with all representations and agreements contained in this Section, Lessee is required to provide upon request of the School District: (i) photocopies of all permits and licenses required by any cities or other political subdivisions within which the Programs operate, and by the State of Kansas for operating the Programs; and (ii) a certificate of liability insurance reflecting insurance in effect, and listing the School District as "additional insured."
- 9. Indemnity.**
- (a) From Lessee to School District; Waiver of Liability by Program Participants.** The School District shall not be liable to the Lessee, or to any third party, for any act or failure to act on the part of the Lessee, its agents, employees or pupils; and the Lessee specifically agrees to indemnify and save and hold the School District free and harmless from any and all losses, damages, costs, expenses and/or judgments arising out of Lessee's use of the Premises and that are proximately caused by the negligent or other actionable fault of the Lessee, its officers, agents or employees. In any agreement between the Lessee and parent(s) of any child for the providing of child care service, such agreement shall specifically provide, in a form satisfactory to the School District, for a release of liability of the School District and for indemnification of the School District by the parent(s). A sample Release is attached hereto as Exhibit B.

- (b) **Damage to School District Property.** Lessee shall be liable to the School District for any and all damage to any School District property which occurs as a result of the occupancy or use of School District facilities or property by the Lessee, its agents, employees or pupils. Lessee's liability to the School District shall include damage or injury caused by third parties who use and occupy the Schools or property therein with the express or implied consent of the Lessee.

10. Miscellaneous

- (a) **Complete Agreement.** This Lease constitutes the complete understanding between the parties regarding the subject matter hereof. It may be modified or amended only in a written instrument authorized and signed by both parties.

- (b) **Notices.** All notices required or permitted to be given under this Lease shall be delivered by first class mail or by facsimile, as follows:

If to School District:

De Soto Unified School District No. 232

35200 W. 91st Street

De Soto, Kansas 66018

Attn: Wendy Denham, Board Clerk

Facsimile: 913-667-6201

Office Phone: 913-667-6200

If to Lessee:

Johnson County Park and Recreation District

6501 Antioch Road

Merriam, KS 66202-3637

Attn: Amy Branson, Children Services Specialist

Facsimile: 913-831-3311

- (c) **Governing Law.** This Lease will be governed, construed, and interpreted in accordance with the laws of the State of Kansas.
- (d) **Contractual Provisions Attachment.** The Provisions found in Contractual Provisions Attachment (Form DA-146a), which is attached hereto as Exhibit B are hereby incorporated in this Agreement and made a part thereof as required by K.S.A. 72-8201c.

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

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

By: President, Board of Education

ATTEST:

Clerk, Board of Education

LESSEE:

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

By: George Schlagel, Board Chair

APPROVED AS TO FORM:

Fred J. Logan, Jr., JCPRD Legal Counsel

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

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

EXHIBIT B

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

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

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

Date: _____

Signature of Parent or Guardian



Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand, Director of Facilities
Date: July 8, 2020
Subject: De Soto/Shawnee Request (Consent)

Each year the Cities of De Soto and Shawnee request fee waivers so they may offer recreational opportunities for the residents of USD 232. To my knowledge, the De Soto Board of Education has always granted these requests in an attempt to maintain positive relationships with each city. Currently, the City of De Soto allows De Soto High School's physical education classes to use the aquatic center. In return, the district allows the City of De Soto's youth basketball program usage of gymnasiums at De Soto High School for their winter program. Presently, and for the past several years, the City of Shawnee has only used district tennis courts as most of the facilities are already booked through October. In short, it is difficult for the City of Shawnee to schedule use of school facilities, even if they wanted to. Both the cities of De Soto and Shawnee are asking the Board to approve their request at the July Board meeting. Attached to this report are the formal letters from the Cities of De Soto and Shawnee requesting fee waivers. Please contact me with any questions or concerns you may have regarding this topic.

DE SOTO

KANSAS

Rick Walker
Mayor

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

Lana R. McPherson
MMC
City Clerk

Patrick G. Reavey
City Attorney

City Council:

Rob Daniels

Kevin Honomichl

Danny Lane

Lori Murdock

Kevin Ritter

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

Dear Board of Education Members,

The City of De Soto Parks & Recreation department has utilized USD 232 facilities for programs, allowing us to offer recreational opportunities for the residents of De Soto and USD 232 citizens. The continued generosity of the school district to waive facility rental fees has enabled us to keep program costs down, thus passing along those savings to the public. USD 232 schools have utilized city facilities in the past as well at no charge. We hope to continue this partnership into the 2020-2021 calendar year. We would like to request that facility fees be waived for De Soto Parks & Recreation activities for the 2020-2021 school year.

Sincerely,



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

www.desotoks.us

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

913-583-1182
Fax 913-583-3123

CITY OF SHAWNEE

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

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

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

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

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

March 17, 2020

Steve Deghand
8355 Peoria Street
De Soto, KS 66018

Dear Mr. Deghand,

The City of Shawnee Parks & Recreation has used the DeSoto School District facilities for programs, events and classes to offer recreational opportunities for families in the area. The generosity of the De Soto School District to waive facility rental fees for the last several years has helped keep low to no-cost events going, allowing us to pass those savings on to participants and event attendees. We hope to continue this partnership into the 2020-2021 school year. We would like to request that facility fees be waived for Shawnee Parks & Recreation classes, events and programs for the 2020-2021 school year.

Sincerely,



Matt Mann
Recreation Coordinator
City of Shawnee
13817 Johnson Dr.
Shawnee, KS 66216
913-742-6405



www.GoodStartsHere.org



Unified School District 232

Operational Technology

www.usd232.org

Brandon Riffel, Director of Technology

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

2020 Skyward Renewal (CONSENT AGENDA)

Background

In 2007, the school district initiated a contract with Skyward Inc., for the purchase and licensing of its suite of software. This package of software is often referred to as the SIS, or Student Information System. However, USD 232 utilizes both the “Student Management Suite” as well as the “School Business Suite” to support our operational functions. This package of software is similar to those deployed in other industries as the ERP, or Enterprise Resource Planning software.

This software package was selected after in-depth evaluation and comparative analysis by a committee of administrators, secretaries, teachers and technology department staff. It includes the following management tools:

- Student Information System
- Family Access
- Finance/Business
- Fixed Assets
- Inventory
- Employee Management
- Employee Access
- Payroll
- True Time
- Food Service
- Fee Tracking
- Educator Gradebook
- Student Health Records
- School-based Accounting (New)

Previously, the district selected a three-year renewal agreement with Skyward to “lock in” pricing to maximize cost savings and financial planning. This year we were able to secure a two-year agreement with Skyward.

Current Renewal

Skyward has provided an updated renewal quotation including a new two-year price lock agreement. This agreement will provide services at a rate of \$71,232 for each year through the end of the 2021-2022. The total cost is broken down as \$48,698 for Student Suite and \$22,534 for Business Suite.

Recommendation

It is our recommendation that the Board of Education approve the agreement with Skyward, Inc. for the two-year commitment for software and services.



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe

www.usd232.org

Date: 07/02/2020
To: Board of Education, USD232
Frank Harwood, Superintendent of Schools
From: Kelley Begley McCall, Principal, Clear Creek Elementary
Subject: School Donation

I am seeking the approval from our Board of Education to accept the following amount from YourCause, LLC Trustee for Ericsson Inc.

YourCause, LLC Trustee for Ericsson Inc
Check number: #1310005700 dated 06/01/2020 for \$468.00

Monies will be used towards instructional needs for the 2020-21 school year. Funds will be deposited into the Clear Creek checking account.

Respectfully submitted,

Kelley Begley McCall
Principal
Clear Creek Elementary

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

June 1, 2020

To: USD 232 Board of Education
Mr. Frank Harwood, Superintendent of Schools
From: Ryan Johnson, Associate Principal/Activities Director
Re: Donation

I seek the approval from our Board of Education to accept a donation for the total of \$18,000.00 from De Soto Youth Athletics. They are donating the proceeds from recent youth basketball tournaments.

This donation has been made to the Boys and Girls Basketball program and will assist the program with needs.

Respectfully submitted for Board approval,



Ryan Johnson
Associate Principal/A.D.

HOME OF THE WILDCATS!

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

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

UNIFIED SCHOOL DISTRICT 232

De Soto – Shawnee – Lenexa – Olathe

BOARD OF EDUCATION
2020-2021 ORGANIZATIONAL ITEMS

For Approval July 13, 2020

- A. ORGANIZE BOARD: ELECT PRESIDENT AND VICE PRESIDENT; DESIGNATE CLERK AND TREASURER
President
Vice-President
Clerk **Wendy Denham***
Treasurer **Ken Larsen***
- B. DESIGNATE OFFICIAL DEPOSITORY FOR SCHOOL DISTRICT FUNDS
Administrative Office, De Soto High School, Lexington Trails Middle School, Starside Elementary: **Great American Bank***
Belmont Elementary, Clear Creek Elementary, Horizon Elementary, Mill Creek Middle School, Mill Valley High School, Mize Elementary, Monticello Trails Middle School, Prairie Ridge Elementary, Riverview Elementary: **Country Club Bank***
- C. DESIGNATE OFFICIAL NEWSPAPER FOR USD 232 PUBLICATIONS
The Legal Record*
- D. APPOINT AUTHORIZED PL-382 (FORMERLY PL-874) REPRESENTATIVE
Ken Larsen*
Note: This is also required by statute as we are eligible to receive reimbursement for land owned by the federal government.
- E. APPOINT OFFICIAL OFFICER FOR ALL STATE AND FEDERAL PROGRAMS
Joe Kelly*
- F. APPOINT FOOD SERVICE REPRESENTATIVE / FREE/REDUCED LUNCH PROGRAM ADMINISTRATOR
Jolyn Mortenson*
- G. APPOINT DISTRICT KPERS REPRESENTATIVE
Gabriella Philbrook*
- H. APPOINT A HEARING OFFICER FOR FREE AND REDUCED PRICE MEAL APPLICATION APPEALS
Alvie Cater*

* served in this capacity last year

I. ADOPT 1116-HOUR CALENDAR

J. APPOINT BUILDING ADMINISTRATORS AS AUTHORITY TO REPORT STUDENTS WHO ARE NOT ATTENDING SCHOOL

K. DESIGNATE SCHOOL ATTORNEY

Michael G. Norris, Norris Keplinger Hicks & Welder LLC*

L. ESTABLISH PETTY CASH FUNDS AND PETTY CASH LIMITS

Administrative Office	\$ 1,500	Jodie Saultz*
De Soto High School	\$ 1,000	Sam Ruff*
Mill Valley High School	\$ 1,000	Gail Holder
Lexington Trails Middle School	\$ 500	Clark McCracken*
Mill Creek Middle School	\$ 500	Josh Kindler*
Monticello Trails Middle School	\$ 500	Melissa Hansen*
Belmont Elementary	\$ 400	Pam Hargrove*
Clear Creek Elementary	\$ 400	Kelley Begley-McCall*
Horizon Elementary	\$ 400	Steve Crutchfield*
Mize Elementary	\$ 400	Gerri Balthazor*
Prairie Ridge Elementary	\$ 400	Kristel Fulcher*
Riverview Elementary	\$ 400	Beth Mildren*
Starside Elementary	\$ 400	Kris Meyer*

M. RESOLUTION TO RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES

[See Attachment 1.]

N. RESOLUTION TO ENSURE EQUIVALENCY AMONG SCHOOLS WITHIN THE DISTRICT

[See Attachment 2.]

O. DESIGNATE A HEARING OFFICER FOR SUSPENSION AND EXPULSION HEARINGS

Brian Schwanz* - Secondary & Carrie Handy* - Elementary

P. DESIGNATE HEARING OFFICERS FOR APPEAL OF AN EXTENDED-TERM SUSPENSION OR AN EXPULSION

Ashley Spaulding*, John Gaignat*

Q. DESIGNATE DISTRICT OSHA/ENVIRONMENTAL SAFETY COORDINATOR

Debra Atwell*

R. DESIGNATE DISTRICT COMPLIANCE OFFICER TO RECEIVE DISCRIMINATION COMPLAINTS

* served in this capacity last year

Brian Schwanz*

S. ADOPT GUIDELINES FOR ACTIVITY FUNDS AND GATE RECEIPTS

[See Attachments 3-14.]

T. DESIGNATE REPRESENTATIVES TO DISTRICT COMMITTEES

	<u>Board Rep</u>	<u>Staff Rep</u>
1. Board & Administration.....	Danielle Heikes, Pres.* Rachele Zade, V.P.*	Frank Harwood*
2. Human Resources/Negotiations.....	John Gaignat* Danielle Heikes*	Brian Schwanz* Carrie Handy*
3. Facilities & Operations.....	Bill Fletcher* Rachele Zade*	Steve Deghand* Ken Larsen*
4. Teaching & Learning/Technology.....	Stephanie Makalous* Ashley Spaulding*	Joe Kelly*
5. Special Education.....	Stephanie Makalous* Ashley Spaulding*	Lee Hanson*
6. Budget & Finance.....	John Gaignat* Rick Amos*	Ken Larsen*
7. Chambers of Commerce/City Councils.....	Bill Fletcher* Rick Amos*	Alvie Cater* Frank Harwood*
8. Education Foundation	Rachele Zade*	Alvie Cater*

U. SET SUBSTITUTE TEACHER PAY SCALE

Recommend that the substitute daily rate be \$125 and that long-term substitutes receive a flat rate of \$140 beginning with the 15th consecutive day in the same classroom.

V. RESOLUTION TO ADOPT WAIVER OF REQUIREMENTS FOR GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

[See Attachment 15.]

W. ANNUAL NOTICE OF STUDENT DIRECTORY INFORMATION

[See Attachment 16.]

- X. DESIGNATE DISTRICT FINANCIAL ADVISOR AND BOND ATTORNEY
Financial Advisor..... Stifel, Nicolaus & Company, Incorporated*
Bond Attorney Gilmore & Bell*
- Y. ESTABLISH MILEAGE RATE FOR REIMBURSEMENT AT THE CURRENT STATE RATE
- Z. DESIGNATE DISTRICT FREEDOM OF INFORMATION OFFICER.
Alvie Cater*
- AA. DESIGNATE COORDINATOR OF HOMELESS CHILDREN PROGRAMS.
Robert J. Kordalski*
- BB. APPROVAL TO MAKE PAYMENTS IN ADVANCE OF BOARD APPROVAL.
[See Attachment 17.]
- CC. APPROVE AT EACH REGULAR BOARD MEETING OFFICIAL MEETING MINUTES FROM THE PREVIOUS BOARD MEETING.

Date Approved

Clerk, Board of Education

President, Board of Education

USD232/FH:wsd/05/04/20



RESOLUTION

TO RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES

Be it resolved that all policy statements found in the minutes of this board of education prior to July 1, 2020, be rescinded, and that the board of education adopt the policies as published on the USD 232 web page (<http://www.usd232.org/pages/DeSotoUSD232/boe>) to govern this school district during the 2020-2021 school year, subject to periodic review, amendment, and revision by the board of education.

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION

EQUIVALENCE AMONG SCHOOLS

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
De Soto High School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Mill Valley High School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND

Lexington Trails Middle School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Mill Creek Middle School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Monticello Trails Middle School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Belmont Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Clear Creek Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Horizon Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Mize Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Prairie Ridge Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Riverview Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION TO ESTABLISH AN ACTIVITY FUND
Starside Elementary School

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

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

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

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



RESOLUTION

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

WHEREAS Unified School District 232, Johnson County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2021, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of Unified School District 232 and,

WHEREAS there are no revenue bond ordinances or resolutions, or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2021.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of Unified School District 232, Johnson County, Kansas, in the regular meeting duly assembled this 13th day of July, 2020, that the Board of Education waives the requirements of K.S.A. 75-1120a(a) as they apply to Unified School District 232 for the year ended June 30, 2021.

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

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

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

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

If you do not want USD 232 to disclose directory information from your child's education records without your prior written consent, then you must notify the District in writing by September 5. USD 232 has designated the following information as directory information:

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

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



RESOLUTION

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

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

ADOPTED this 13th day of July, 2020, by the Board of Education of Unified School District 232 at a regular meeting of said Board.

BOARD OF EDUCATION
UNIFIED SCHOOL DISTRICT 232

BY _____
President, Board of Education

ATTEST:

Clerk, Board of Education



Unified School District 232

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

Frank Harwood Ed. D
Superintendent of Schools

To: Members of the Board of Education
From: Frank Harwood, Superintendent of Schools
Date: July 8, 2020
Subject: **Coming Back Together: USD 232 Learning Guidelines for 2020-21 - ACTION**

Background

On Monday, March 16, 2020, the Johnson County Department of Health and Environment ordered schools in Johnson County be closed until April 13, 2020. On Tuesday, March 17, 2020, Governor Laura Kelly ordered that all school facilities in Kansas would be closed until May 29, 2020. As we approach the middle of July, COVID-19 is still active in our community with positive cases on the rise.

Coming Back Together

Although there is still a great deal of uncertainty, we continue to plan for on-site learning for the 2020-21 school year. We have titled our plan *Coming Back Together* because although school facilities were closed during the fourth quarter of last year, learning continued. Due to the unknowns surrounding the continued spread of COVID-19, our planning also includes an improved remote learning framework and consideration for a hybrid model where some students would learn on-site while others would learn remotely. We also understand that some families may not feel comfortable with on-site learning due to a variety of factors. For this reason, we are also exploring an optional remote learning program.

Planning

Many individuals throughout the USD 232 community have been involved in the planning for *Coming Back Together*. Our process started with the administrative leadership team researching and discussing multiple scenarios, plans and resources. This work was shared with about 40 members of the De Soto Teachers' Association for their feedback. From this work, the first draft of *Coming Back Together* was created. During the week of July 6th, drafts of *Coming Back Together* have been shared with focus groups of parents and students, as well as being distributed to the DTA members that provided feedback.

Because many decisions about how our community will react to COVID-19 will be made at the county level, *Coming Back Together* was also shared with all Johnson County Superintendents and the Johnson County Department of Health and Environment.

Next Steps

The Kansas State Department of Education will be releasing preliminary guidance on July 9 for re-opening school facilities. After reviewing this document and incorporating other feedback,

version three of *Coming Back Together* will be created on Friday, July 10th and distributed to board members. The board will discuss and consider taking action on *Coming Back Together* at their meeting on July 13th. The Kansas State Board of Education will take action on guidelines and regulations on July 15th. With input from the USD 232 Board of Education and the Kansas State Board of Education, the final version of *Coming Back Together* will be distributed to all USD 232 families on or about July 16 and additional planning for the 2020-21 school year will continue accordingly.

###



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: July 8, 2020
Subject: **Technology Use Fee – Elementary (ACTION)**

We will ask the Board of Education to consider approving a recommended technology use fee related to the iPad initiative at the elementary level. This will be an action item on the July 13 meeting agenda, allowing for questions and discussion.

As you may recall, the Board approved the acquisition of classroom sets of iPads for elementary students on March 2, 2020, as part of an initiative to enhance classroom learning. The original plan was to keep iPads at school and not part of a take-home model like we do at the secondary level.

Technology Use Fee: Damages, Repairs, Loss, Apps, and Support

We recommend the implementation of an annual \$15 technology use fee for students in grades K-5, effective with the 2020-21 school year. The fee would help offset the expense of repairs, replacements, additional educational apps/software that may be needed, and/or any additional support. Students who qualify for free/reduced meals will have the technology use fee waived just like other district fees. The district did not purchase the advanced Apple Care for the iPads in an effort to keep the overall cost for the devices as low as possible.

Since the purchase of the iPads, we find ourselves in midst of a global COVID-19 pandemic. We could not have predicted that schools would close to normal operations for the entire fourth quarter of the previous school year. It is now possible, given the evolving circumstances surrounding the pandemic, that we may need to send iPads home with some or all elementary students – depending on the delivery model of instruction in response to the pandemic. Our hope is that we can come back together to have teachers and students in the classroom, but we need to be prepared to adjust.

In addition to the technology use fee, we propose the following cost structure *if we are required to send iPads home with some or all elementary students*. If damage or loss occurs due to intentional acts or as the result of negligence in handling the device, the following repair cost structure would apply:

- 1st Incident: No Fee;
- 2nd Incident: \$25.00;
- 3rd Incident: \$50.00; and
- 4th and Subsequent Incidents: Actual cost of repair/replacement

The repair cost structure would reset annually for elementary students. In the event a device is stolen, a police report must be filed with local law enforcement and a copy of the report submitted to school administration to prevent being charged the replacement cost of the device. Accessories and parts that do not carry a warranty are charged at actual replacement cost.

If you have any questions about this report please let us know.

##



Unified School District 232

Operational Technology

www.usd232.org

Brandon Riffel, Director of Technology

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

We will seek the Board's approval for the acquisition of Milestone XProtect software to provide functionality improvements as well as expanded interoperability to the District's video security systems.

Background

The Board of Education has made a strong commitment to the safety and security of our school buildings. Recently we began a new phase in our enhancements with implementation of a new door access control system. During this period, we have identified the XProtect software from Milestone Systems as a great solution for integration and enhancement of our existing video management systems.

During the last several months, we have been evaluating this software with a fully functional deployment at Mill Valley High School with configuration and support functions coming from our recently selected security partner, Kenton Brothers. The new software will easily integrate into our other security systems and provide a stable platform for continued expansion. It is also worth noting that our managed technology provider, K12itc, already employs an engineer that is highly experienced managing and configuring Milestone systems. Included in this purchase is complete installation, configuration, and training by Kenton Brothers.

Procurement and Funding

The software portion of this solution is \$104,377.94 with installation, configuration, and integration services from Kenton Brothers for \$43,819.14. The Milestone solution is being recommended for purchase using an existing contract approved by the State of Kansas pursuant to the state purchasing requirements and the Kansas State Department of Education purchasing guidelines. We have planned for this expense as part of our safety/security enhancements. The purchase will be funded through bond funds.

Action

We are seeking the Board's approval for the licensing and installation of Milestone XProtect software from Kenton Brothers for \$148,197.08

Please contact us with any questions you may have.

####



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: July 9, 2020
Subject: District Goals –2020-2021 Proposed

During the last four years, the Board of Education has approved District Goals to help direct the work of district staff. In June, we discussed progress on the 2019-20 District Goals. At the July meeting, we will discuss the proposed District Goals for 2020-21.

As part of the 2020-21 District Goals, we will continue to include reference to the Kansas Education Accreditation System (KESA) as well as some information about how District Goals coordinate with building level goals. We are also recognizing the multi-year nature of school improvement and the accreditation cycle. The current goals will be continued until 2023 with strategies and action steps reviewed each year.



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
Proposed 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	
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	

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

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	
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	
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	
8	7	Monitor One Device per Learner initiative and recommend changes as needed	August 2020 – July 2023	Kelly, Riffel	

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

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	
DHS Stadium and Soccer Projects	March 2020-February 2021	Deghand	
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	
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		

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

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	
2,4		Continue to develop and Expand the Student Well-Being Series.	Throughout 2019-20	Cater	
2,4		Expand the involvement of the newly formed USD 232 Education Foundation	2020-2021 School Year	Cater	

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	
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	
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	



Facilities Department

Steve Deghand
Director of Facilities

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Steve Deghand
Date: July 8, 2020
Subject: DHS Stadium Renovation/Fieldhouse Projects (Discussion)

DHS Stadium Projects

Design plans for stadium projects at De Soto High School are coming along nicely. We are getting close to finalizing the plans for stadium renovation, additional fieldhouse, turf soccer field, construction of baseball field, renovation of a current softball field, and relocation of throwing events for track and field. The Board saw drawings for placement of the softball and baseball fields at De Soto High School but we wanted to share latest drawings for the stadium renovation and fieldhouse addition. As you may recall, the fieldhouse addition changed from the original plan after much collaboration with staff. Specifically, an idea to place the new fieldhouse under the bleachers was brought forward and all agreed that design made the most sense with the current layout at De Soto High School. Size and scope of work would be similar to what was done on the east side of the district. The original budget for these projects that included the construction of another fieldhouse were around \$5.3 million and with the changes that were made to the design, the estimate is coming in close to \$5.6 million. Again, we will be presenting plans which will depict the new fieldhouse under the home side bleachers at the July Board meeting. Please contact me if you have any questions or concerns regarding these projects.



Unified School District 232

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

KEN LARSEN
Asst. Supt., Business & Operations

TO: Mr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
FROM: Ken Larsen, Asst. Supt., Business & Operations
DATE: Wednesday, July 8, 2020
SUBJECT: Unencumbered Cash Balance's – (FYI REPORT)

KSA 72-6460 requires the Superintendent to report the unencumbered cash balance of specific funds each year to the local board of education during its July meeting, and to the State Board of Education by no later than July 13. The report on the unencumbered cash balance of specific funds required by the statute was submitted to the Kansas Department of Education on July 6, 2020. This report is attached as Attachment 1.

Please note that line 1, Fund 06, shows a negative balance of \$1,891,036.00. This is the amount due USD 232 for the balance of its June General State Aid, which was paid July 8, 2020. The State requires us to record this amount as a June 30 payment, which we carry as a "deposit in transit" so after this amount is recorded Fund 06 will show a zero (0) balance which is what it should show as no carryover is allowed in Fund 06.

Also please note that line 2, Fund 08, shows a balance of \$123,054.00. USD 232 was due \$474,183.00 for the balance of its June Supplemental General Fund (LOB) State Aid which was paid July 8, 2020. The State requires us to record this amount as a June 30 payment, which we carry as a "deposit in transit". Had this payment been made in June, when due, the true carryover balance in Fund 08 would have been \$597,237.00.

Please call me with any questions you might have.

*attachment 1***Unencumb. Cash
Balance-July 1**

- [Administrative Data](#)
- [Unencumb Cash Balances](#)
- [Submit Report](#)
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LEA Forms>Unencumb7>Cash Balance Form

USD # D0232

2020-2021 Status: IN PROGRESS

Unencumbered Cash Balances for July 1

Save successful.

[Previous Screen](#)[Next Screen](#)

The Department of Education will report on a quarterly basis to the Director of Legislative Research, monthly unencumbered fund balances as of the 1st of each month for every school district for the following funds:

Fund Number	Fund Name	July 1, 2020 Unencumbered Cash Balance
06	General Fund	-1,891,036
08	Supplemental General Fund	123,054
10	Adult Education	0
11	At Risk (4 Year Old)	4,383
12	Adult Supplemental Education	0
13	At Risk (K-12)	123,762
14	Bilingual Education	21,534
15	Virtual Education	0
16	Capital Outlay	18,178,932
18	Driver Education	0
19	Declining Enrollment	0
22	Extraordinary Schools	0
24	Food Service	481,243
26	Professional Development	116,818
28	Parent Education Program	15,698
29	Summer School	0
30	Special Education	807,222
33	Cost of Living	74,688
34	Vocational Education	105,560
35	Gifts and Grants	27,449
42	Special Liability	0
44	School Retirement	0
45	Extraordinary Growth (Ancillary)	0
47	Special Reserve	1,528,959
53	Contingency Reserve Fund	2,800,000
55	Textbook & Student Material Revolving	358,207
56	District Activities	27,995
57	Tuition Reimbursement	0
67	Special Assessment	255,819
78	Special Education Coop	0
TOTAL		23,160,287

[Save](#)