



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

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

July 15, 2019

*** 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 3rd regular meeting.
- C. Approve payment of bills and transfer of funds (if appropriate).
- D. Approve employment recommendations made on July 9, 2019.
- E. Approve employment recommendations made on July 15, 2019.
- F. Approve the 2019-20 School Year Lease Agreement between USD 232 and Johnson County Park & Recreation District for School Age Childcare Programs.
- G. Approve the Special Education Related Service Employee Handbook for the 2019-2020 school year with proposed revisions.
- H. Approve proposed revision to the 2019-2020 Classified & Health Services Handbook.
- I. Accept a donation in the amount of \$568.46 from Inter-State Studio and Publishing Co. to Prairie Ride Elementary School.
- J. Accept a donation in the amount of \$800.00 from Hallmark Cards to the Monticello Trails Middle School Science Olympiad program.

- K. Accept a donation in the amount of \$300.00 from JPM Enterprises, LLC, DBA Great Life Golf and Fitness at De Soto to the De Soto High School Boys' Golf Program.
- L. Approve the following extended day trip:
 - De Soto High School Cross Country Team, Grades 9-12, participate in invitational Cross Country Meet, University of Arkansas, Fayetteville, AR, October 4-5, 2019.

IV. ACTION ITEMS.

- A. 2019-2020 Organizational Items. [Dr. Frank Harwood]
- B. Budget Publication & Notice of Hearing. [Ken Larsen]
- C. Approval of Professional Negotiated Agreement. [Alvie Cater]
- D. Compensation for Employees not covered by the PNA. [Brian Schwanz & Carrie Handy]
- E. MacBook Initiative Policies/Procedure Handbook; Technology Use Fee. [Alvie Cater]

V. DISCUSSION ITEM.

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

VI. PATRON INPUT.

VII. ALERT. *(These items will require future action by the Board of Education.)*

- A. Recommended Policy Revisions.

VIII. FYI REPORTS.

- A. Unencumbered Cash Balances.
- B. Extended Day Trip Approvals.

X. ADJOURNMENT.

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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES --REGULAR MEETING

Administrative Office (35200 West 91st Street, De Soto, KS)

June 3, 2019

The meeting was called to order at 6:00 p.m. by the Board President, Rachele Zade. A quorum of the Board was present. Attendance was as follows:

Board Members Present:

Bill Fletcher
John Gaignat
Danielle Heikes
Kevin Makalous
Mitch Powers
Rachele Zade

Absent: Angela Handy

Others Present:

Alvie Cater, Assistant Superintendent of Administrative & Educational Services
Steve Deghand, Director of Facilities
Wendy Denham, Board Clerk
Carrie Handy, Director of Human Resources/Elementary
Lee Hanson, Director of Special Services
Dr. Frank Harwood, Superintendent of Schools
Michelle Hite, Director of School Improvement
Ryan Johnson, Associate Principal/Athletic Director, De Soto High School
Dr. Joe Kelly, Director of Curriculum & Instruction
Ken Larsen, Assistant Superintendent of Business & Operations
Sam Ruff, Principal, De Soto High School
Ceresa Schaffer, Secondary Curriculum Coordinator
Brian Schwanz, Director of Human Resources/Secondary
Jerald VanRheen, Associate Principal/Athletic Director, Mill Valley High School

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

President Zade asked if there were any changes to the Agenda or Consent Agenda.

Bill Fletcher asked to remove check number 48237 from Consent Agenda item "C. Approve payment of bills and transfer of funds." for approval separately.

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

Mr. Mitch Powers seconded.

Carried 6/0.

The following Consent Agenda items were approved:

1. Minutes of the May 6th regular meeting.
2. Payment of bills and issuance of checks numbered 47973 – 48019, 48025 – 48135, 48207 – 48236 and 48238 - 48269.
3. Transfer of funds as follows:
 - a. \$400,000.00 from General (Fund 06) to Special Education (Fund 30)
 - b. \$5,000.00 from LOB (Fund 08) to State Pre-K (Fund 11)
 - c. \$180,000.00 from LOB (Fund 08) to At Risk K-12 (Fund 13)
 - d. \$40,000.00 from LOB (Fund 08) to Bi-Lingual (Fund 14)
 - e. \$25.00 from LOB (Fund 08) to Student Nutrition Services (Fund 24)
 - f. \$13,500.00 from LOB (Fund 08) to Parents as Teachers (Fund 28)
 - g. \$605,000.00 from LOB (08) to Special Education (Fund 30)
 - h. \$155,000.00 from LOB (08) to Vocational Education (Fund 34)

4. Employment recommendations as follows:

Resignations – Classified

Monida Burris, Reading Aide 0.5 FTE, CCE
Deborah Huggins, Evening Custodian, ME
Amanda Jackson, Evening Custodian, SE
Sheri Johnson, ESOL Aide, RE
Belinda McLeod, Reading Aide 0.5 FTE, CCE
Georgina Oberle, Student Nutrition Assistant, MVHS
Lindsay Roush, Paraprofessional, MTMS

Employment – Classified

Taylor Barth, Extended School Year Paraprofessional, MCMS
Mikki Bryant, Student Nutrition Assistant Substitute, District Wide
Sarahi Carrasco, Substitute Custodian, SE
Amy Carver, Registrar, DHS
Abigail Cater, Extended School Year Paraprofessional, BE
Amanda Heideman, Reading Aide, RE
Patricia Lum, 0.5 FTE Paraprofessional, RE
Alexa Masilionis, Building Secretary, MCMS
Meredith Neill, ESOL Aide, RE
JoAnn Nilges, Student Nutrition Assistant, BE
Elizabeth Rupe, Early Childhood Lead Teacher, BE
Kaitlyn Schmidt, Extended School Year Paraprofessional, BE
Bryan Upp, Rule 10 Assistant Soccer Coach, DHS
Sydney Westerman, Rule 10 Color Guard Coach, DHS
Cameron Williams, Rule 10 Boys Assistant Basketball Coach, MVHS

Resignations – Certified *(At the conclusion of the 2018-19 school year.)*

Jamie Cornelsen, Early Childhood Special Education Teacher, BE
Blair Dalli, Preschool Teacher, SE
Cathe Frantz, Special Education Resource Teacher, MCMS
Mallorie Hurlbert, Social Worker, HE & SE
Jodee Moore, School Psychologist, MVHS
Jill Norman, Special Education Teacher, MVHS
Brianne Rome, School Psychologist, DHS
Angela Sauerwein, Gifted Facilitator, DHS
Emily Schmidt, Family & Consumer Science Teacher, MVHS
Johnathan Stark, Special Education Teacher, DHS
Elca Wagner, Assistant Band Director, MVHS
Alyson Young, Spanish Teacher, MVHS

Employment – Certified (*Effective for the 2019-20 school year.*)

Jessee Altman, School Psychologist, BE & RE
Kayla Ayer, Special Education Teacher, HE
Tina Costner-Darling, Preschool Teacher, SE
Sean Endecott, Architecture/Drafting Teacher, MVHS
Sahra Go, Special Education Teacher, MCMS
Nancy Griego, 6th Grade Pathways Teacher, MTMS
Sara Hoepner, School Psychologist, MVHS
Loralea Hubert, Early Childhood Special Education Teacher, BE
Katharine Kesler, Speech Language Pathologist, CCE
Dani Leon, 5th Grade Teacher, RE
Cheryl McDonald, Special Education Lead Teacher, The Bridge
Jessie Reimer, Vocal/Choral Music Teacher, MVHS
Malorie Rome, 4th Grade Teacher, ME
Myra Williams, 1st Grade Teacher, RE

5. The 2020-21 School Year Calendar as proposed.
6. The revised 2019-20 School Year Calendar.
7. The 2019-2020 Classified and Health Services Handbook as presented.
8. Award of contract for the supply of a la carte pizza in the secondary lunchrooms during the 2019-20 school year to Papa Murphy's at the pricing levels submitted to the Student Nutrition Department in response to a request for bids.
9. One (1) Arrakis Soundboard at Mill Valley High School, Model No. ARR1004144, declared as surplus.
10. A 3-year "unlimited seat" contract with Edgenuity (online virtual curriculum provider) in the amount of \$20,000.00 per year.
11. Start-up of the Health Occupation Students of America student club at Mill Valley High School with the beginning of the 2019-20 school year.
12. Acceptance of the following donations:
 - \$1,000.00 from the De Soto Quarterback Club to the De Soto High School Cross Country program.
 - \$500.00 from Amy and Irwan Tjan to the De Soto High School Band program.
 - \$800.00 from Denis Adams to the De Soto High School Band program.

- \$820.00 from Kristin Craves to the De Soto High School Band program.

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

Mrs. Rachele Zade moved to approve payment to Kansas Land Management, LLC in the amount of \$18,990.00 with check number 48237.

Mr. John Gagnat seconded.

Carried 5/0.

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

GOOD NEWS.

Student Recognition. Kayla Teasley, a Junior at Mill Valley High School, was recognized as the 2019 Kansas Class 6A Swim Champion in the 100 Yard Breast Stroke.

Harry Ahrenholtz, a Senior at Mill Valley High School, was recognized as the Kansas Class 6A High Jump Champion.

Unable to attend the meeting, but also recognized from Mill Valley were the Kansas Class 6A 4 x 800 Meter Relay Champions: Morgan Koval, Katie Schwarzkopf, Molly Ricker and Delaney Kemp.

Emily Fuhr, a Junior at De Soto High School, was recognized for winning the Kansas Class 5A Girls Track & Field Championships in Discus and Shotput.

Each athlete received a Certificate of Accomplishment.

ACTION ITEMS.

Bond Sale. Ken Larsen, Assistant Superintendent of Business & Operations, introduced the district's bond advisor, Roger Edgar from George K. Baum, and the district's bond attorney, Kevin Wimpey from Gilmore & Bell. The Board is issuing \$35 million in bonds, the first of three sales over the next three years and also refunding \$13,780,000 of existing bonds (Series 2009) to take advantage of low interest rates. Mr. Edgar reviewed bid results, noting nine competitive bids were received with the award going to Morgan Stanley who offered the lowest total interest rate of 2.429 percent. He said the district will realize \$2,998,787 in interest cost savings over the next ten years. Mr. Edgar also pointed out that the district's credit rating was reaffirmed at Aa2. Mr. Wimpey highlighted the Resolution the Board was asked to adopt, noting it is essentially a loan contract between the district and the bond buyer.

Superintendent Harwood said that refunding the Series 2009 bonds does not extend the term; the district will still pay off the bonds on schedule in 2029.

Mr. Mitch Powers moved to approve a Resolution authorizing and directing the issuance, sale and delivery of General Obligation Refunding and Improvement Bonds, Series 2019-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. Kevin Makalous seconded.

Carried 6/0.

Employee Assistance Program. Brian Schwanz, Director of Human Resources/Secondary, and Carrie Handy, Director of Human Resources/Elementary, informed the Board that after learning about advanced and progressive employee assistance program (EAP) options from other HR Directors and vendors at a national Human Resources conference they attended last October they reviewed the district's current EAP which is embedded within Blue Cross Blue Shield, the district's insurance provider. They discovered that employees were not using this model and that it was lacking in face-to-face opportunities, personal support and ongoing assistance. Mrs. Handy said the Human Resources Department has noticed a large increase in the amount of mental health needs among employees and identified a need to look into a more thorough EAP. She explained that traditionally EAPs have assisted workers with issues like alcohol or substance abuse; however, most now cover a broad range of issues such as mental health support, child or elder care, relationship challenges, financial or legal problems, wellness matters and traumatic events like workplace violence. Mrs. Handy explained steps taken to arrive at the recommended agency, Empathia, and said that the contract presented for approval was reviewed by the school district's legal counsel. She noted that with Empathia employees will receive 6 free visits with a licensed agent and Mr. Schwanz noted that employees will have unlimited phone access to agents.

Mr. Kevin Makalous moved to approve a 3-year contract for an Employee Assistance Program with Empathia in the amount of \$47,916.00.

Mrs. Danielle Heikes seconded.

Carried 6/0.

July Organizational Meeting. Superintendent Harwood noted that this is the last meeting of the 2018-19 school year and suggested the Board call the first meeting of the 2019-20 school year on July 15th to avoid conflicts in schedules around the 4th of July. He also informed the Board that a change in law allows them to vote on organizational items in January, or they can choose to leave it as it's currently done in July. He briefly talked about specific organizational items that make sense to take action on at the start of the fiscal year vs. calendar year.

Mrs. Danielle Heikes moved to set the July Organizational Meeting for Monday, July 15, 2019, 6:00 p.m., at the USD 232 Administrative Office, 35200 West 91st Street, De Soto, KS.

Mr. Mitch Powers seconded.

Carried 6/0.

PATRON INPUT. President Zade moved onto the next agenda item as no requests to speak were submitted.

ALERTS. The following reports were included in the packet for this board meeting with notice that they may require future action: 1. Organizational Meeting Packet; and, 2. 2019-2020 Special Education Related Service Employee Handbook.

FYI REPORTS. The following informational reports were included in the packet for this board meeting: 1. Annual School Site Council Reports; and, 2. 2019-2020 Student Nutrition a la carte Beverages.

EXECUTIVE SESSION.

Negotiations.

Mrs. Rachele Zade moved to go into executive session at 6:40 p.m. for a period of twenty minutes with Frank Harwood, Alvie Cater, Ken Larsen, Brian Schwanz and Carrie Handy to discuss the notification of negotiations letter pursuant to the exception for employer-employee negotiations under KOMA and return to open session at 7:00 p.m. at this location.

Mr. John Gagnat seconded.

Carried 6/0.

The Board returned to open session and President Zade called the meeting back to order at 7:00 p.m.

President Zade adjourned the meeting at 7:00 p.m.

Date Approved

Clerk, Board of Education

President, Board of Education



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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: Thursday, July 11, 2019

SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 48270 – 48634 with Following Exceptions:

Payroll & Payroll Vendor Checks:

48354 – 48358 1st June Payroll Vendor Checks, Period 5-16/5-31-19, Pay Date 06-14-19
48416 - BCBS for Employee Health Insurance for May
48417 - 48424 2nd June Payroll Vendor Checks, Period 06-01/06-15-19, Pay Date 06-28-19
48425 - BCBS for Employee Health Insurance for June
48426 – 48429 July & August Lump Sum Payroll Vendor Checks
48481 – 48505 July & August Balance of Contracts Payroll

Approve the following year end transfers for June 30, 2019:

\$ 635,800.00 From General (06) to Sped (30)
\$ 17,000.00 From LOB (08) to St. Pre-School (11)
\$ 512,000.00 From LOB (08) to At-Risk K-12 (13)
\$ 99,000.00 From LOB (08) to Bi-Lingual (14)
\$ 50,000.00 From LOB (08) to Professional Development (26)
\$ 2,180,000.00 From LOB (08) to Sped (30)
\$ 410,000.00 From LOB (08) to Voc. Ed (34)

CHECK JOURNAL - 06/06/19

Check Number	Check Date	Payee	Reason	Amount
48270	06/06/19	ABCCreative, Inc.	Playground Replacement Project Approved by BOE 3/4/19	\$329,677.00
48271	06/06/19	Amazon Capital Services	Teaching/Office Supplies	\$986.43
48272	06/06/19	Assisted Student Transportation	Transportation for student	\$6,556.00
48273	06/06/19	AT&T	Telephone Lines 5/17/19	\$2,093.50
48274	06/06/19	Barts Electric	AV Upgrade	\$3,758.00
48275	06/06/19	BSN Sports, LLC	MCMS Wrestling Headgear	\$479.90
			Girls Basketball items	\$3,944.46
			MTMS Football - Shoulder pads	\$419.94
			MVHS-Bowling Shirts Athletic Needs 2019-2020	\$800.00
			DHS 2019-20 Cheer	\$6,450.00
			Wrestling Gear	\$2,625.00
48276	06/06/19	Carrie A Kouri	Motor equipment	\$1,031.90
48277	06/06/19	Cates Service Company	HVAC Repairs	\$326.00
48278	06/06/19	CBIZ Insurance Services, Inc.	Builders Risk Insurance on Bond Projects	\$19,377.00
48279	06/06/19	CDW Government	Classroom AV Upgrade	\$1,700.00
48280	06/06/19	City Of De Soto	W / S / T - April 2019	\$4,023.01
48281	06/06/19	Concentra Medical Centers	HPE Tests	\$75.50
48282	06/06/19	Conference Technologies, Inc.	Audio equipment rental MVHS Grad 2019	\$3,816.20
48283	06/06/19	Control Service Co., Inc.	Duct Humidity & Temp Sensor @ MCMS - AL	\$536.00
48284	06/06/19	Core Communications LLC	Mass Notification System Install	\$17,377.78
			Security Camera Replacement	\$12,783.15
48285	06/06/19	De Soto Auto Parts	Power Steering for 12 Chevy & Tires for Kabota & Gator	\$271.50
48286	06/06/19	De Soto High School	Reimbursements for State entry fees, meals, tolls etc.	\$4,048.31
48287	06/06/19	FastBridge Learning, LLC	T & L	\$51,625.00
48288	06/06/19	Fastenal Company	Cut Off Grinder District Wide - Grounds IG	\$345.50
48289	06/06/19	Hands-On Task Inc	Materials for The Bridge	\$1,503.90
48290	06/06/19	Instant Shade, Inc.	Move 6 Redbud Trees @ MVHS - IG	\$900.00
48291	06/06/19	Integrity Locating Services, LLC	Locate Charges	\$387.00
48292	06/06/19	Johnson Co Sheriff's Office	DHS Security	\$656.25
48293	06/06/19	KOH Design, Inc.	Part	\$242.00
48294	06/06/19	Kone Inc.	LTMS Elevator Maint	\$991.89
48295	06/06/19	Kshsaa	State Boys Tennis Entry Fee	\$45.00
			MVHS Boys State Golf Entry Fee	\$48.00
48296	06/06/19	Lakemary Center, Inc.	Student Services	\$4,230.00
48297	06/06/19	Lowe's	Drop Clothes	\$10.16
48298	06/06/19	Mad Science of Greater KC	Sparkle Program System	\$2,700.00

CHECK JOURNAL - 06/06/19

Check Number	Check Date	Payee	Reason	Amount
48299	06/06/19	MailFinance	Lease - Postage Meter	\$455.61
48300	06/06/19	Merrill Industrial Electric Co., LLC.	Installation of cooling fan on fan drive #5 @ RE - AL	\$335.00
48301	06/06/19	Mill Valley High School	Reimburse State Track Entry Fee	\$377.00
			Reimburse for State Track Lunches	\$756.00
48302	06/06/19	Kimberly Mills	Driver's Ed Refund	\$225.00
48303	06/06/19	Brandon Hammons	Student Nutrition Dept.	\$39.40
48304	06/06/19	Donna Lindley	Student Nutrition Dept.	\$55.55
48305	06/06/19	Dominic Griffin	Student Nutrition Dept.	\$50.75
48306	06/06/19	Jennifer Shuler	Student Nutrition Dept.	\$6.10
48307	06/06/19	David Palmer	Student Nutrition Dept.	\$10.65
48308	06/06/19	Michael Ragsdell	Student Nutrition Dept.	\$19.60
48309	06/06/19	Tina Keith	Student Nutrition Dept.	\$6.10
48310	06/06/19	Theresa Voelk	Student Nutrition Dept.	\$164.50
48311	06/06/19	Kanika Arora	Student Nutrition Dept.	\$9.05
48312	06/06/19	Kristin Francis	Student Nutrition Dept.	\$11.70
48313	06/06/19	Gina Ireland	Student Nutrition Dept.	\$48.85
48314	06/06/19	Robert Edwards	Student Nutrition Dept.	\$102.70
48315	06/06/19	Tracy Hamilton	Student Nutrition Dept.	\$43.15
48316	06/06/19	Karen Clark	Student Nutrition Dept.	\$10.30
48317	06/06/19	Tonya Bascom	Student Nutrition Dept.	\$15.75
48318	06/06/19	Sherleen Haynes	Student Nutrition Dept.	\$32.85
48319	06/06/19	Rob Shawger	Student Nutrition Dept.	\$111.30
48320	06/06/19	Lori Thomas	Student Nutrition Dept.	\$10.50
48321	06/06/19	Tina Webel	Student Nutrition Dept.	\$40.00
48322	06/06/19	Jennifer Julian	Student Nutrition Dept.	\$28.80
48323	06/06/19	Sheri Zukowski	Student Nutrition Dept.	\$15.10
48324	06/06/19	Russell Friesen	Student Nutrition Dept.	\$10.95
48325	06/06/19	Jeana Sullivan	Student Nutrition Dept.	\$20.60
48326	06/06/19	Laura McKnight	Student Nutrition Dept.	\$30.95
48327	06/06/19	Lori Kopatich	Student Nutrition Dept.	\$39.45
48328	06/06/19	Michelle Melrose	Student Nutrition Dept.	\$5.35
48329	06/06/19	Melanie Edwards	Student Nutrition Dept.	\$44.05
48330	06/06/19	Neff Company	District Banners	\$1,180.24
48331	06/06/19	Office Depot	supplies	\$76.80
48332	06/06/19	Olathe USD #233 Facility Usage	Lane & pool rental	\$605.00
48333	06/06/19	Options Services Inc.	Contracted services for student	\$1,109.50

CHECK JOURNAL - 06/06/19

Check Number	Check Date	Payee	Reason	Amount
48334	06/06/19	Perma-Bound	Library Book Order	\$894.11
48335	06/06/19	Project Lead The Way, Inc.	PLTW Launch	\$1,500.00
48336	06/06/19	Propio LS, LLC	T & L	\$20.00
48337-48338	06/06/19	Pur-0-Zone, Inc	Custodial equipment parts/repair - 2018-19 school year	\$373.39
48339	06/06/19	Rachael R Smith	Mileage paid to a family	\$283.40
48340	06/06/19	All American Sports Corp.	MVHS Football Speedflex Helmets, Shoulder Pads	\$7,759.13
48341	06/06/19	Roberts Dairy	Student Nutrition Dept.	\$21,472.52
48342	06/06/19	Schindler Elevator Corporation	MVHS Elevator Maint.	\$1,126.86
48343	06/06/19	Scholastic Magazines	DHS ELL Scholastic Magazine	\$313.17
			SE ELL Scholastic Magazines	\$723.55
			RE ELL Scholastic Magazines	\$189.75
			LTMS ELL Scholastic Magazines	\$208.78
48344	06/06/19	School Nurse Supply, Inc.	AED supplies, warehouse stock	\$965.00
48345	06/06/19	SEK Education Service Center	Career Cruising 2019-20	\$10,444.00
48346	06/06/19	Sign Professionals, Inc.	Parking Lot Signs District Wide - IG	\$300.00
48347	06/06/19	Student Assurance Services	Mid Catastrophic Group Activities Plan D-9620	\$11,550.00
48348	06/06/19	Switzer & Associates Inc	Interior Paint Project DHS Approved by BOE 2/4/19	\$44,666.00
			Interior Paint Project MVHS Approved by BOE 2/4/19	\$68,473.75
48349	06/06/19	Underground Vaults & Storage Inc	Contracted Services	\$60.00
48350	06/06/19	Validity Screening Solutions	Background check services	\$340.00
48351	06/06/19	Victory Packaging, LP	Moving Boxes	\$545.59
48352	06/06/19	Water District No 1 Of Jo Co	W/S-MT,MV,PRE,HE,BE,CCE,RE,TP & ME-April 2019	\$4,204.88
48353	06/06/19	Westar Energy	Electricity for April/May 2019	\$93,428.11
				\$762,787.47

Check Journal - 06/13/19

Check Number	Check Date	Payee	Reason	Amount
48359	06/13/19	Amazon Capital Services	Stools for MTMS media center	\$568.68
			Toner	\$57.29
			AV Upgrade	\$2,999.95
48360	06/13/19	Anchor Trucking Service, Inc.	Freight for Parking Blocks	\$400.00
48361	06/13/19	Assisted Student Transportation	Homeless transportation	\$577.50
48362	06/13/19	BCBS of Kansas City	Wellness supplies	\$1,199.73
48363	06/13/19	Blackboard Engage	Web Hosting for USD 232 Renewal	\$14,955.07
48364	06/13/19	Blue Valley USD #229	CAPS License	\$4,000.00
48365	06/13/19	Buck Roofing & Construction LLC	Roof Repairs for CCE and ME	\$2,125.00
48366	06/13/19	Burdolski Auto Werks, LLC	Truck Repair Deer Hit	\$1,609.80
48367	06/13/19	CDW Government	IP Clock Bond	\$58,800.00
			AV Upgrade	\$18,400.00
48368	06/13/19	Cengage Learning	Software update	\$2,793.00
48369	06/13/19	Children's Center for the Visually Impair	Services for student - EC	\$5,602.50
48370	06/13/19	Consolidated Communications, Inc.	Utility Relocate for MVHS	\$12,866.00
48371	06/13/19	Core Communications LLC	AV Upgrade	\$7,964.29
			Utility Relocation MVHS Addition	\$19,313.00
			Security Camera Replacement	\$903.00
48372	06/13/19	De Soto Auto Parts	Steering Wheel Cover - DK	\$4.84
			Power Steering for 12 Chevy/Tires for Kabota & Gator	\$468.28
48373	06/13/19	Desco Coatings, Inc	Recoat PRE Kitchen Floor Approved by BOE 12/3/18	\$6,728.00
48374	06/13/19	De Soto Feed & Garden, LLC	Propane tank refills	\$67.96
48375	06/13/19	EnergyCAP, Inc.	Energy CAP License Maint. Agreement	\$2,593.00
48376	06/13/19	Follett School Solutions, Inc.	Math Adoption Books	\$825.00
48377	06/13/19	Frontline Technologies Group, LLC	Applicant Tracking yearly renewal	\$2,400.08
48378	06/13/19	General Parts LLC	Student Nutrition Dept.	\$207.41
48379	06/13/19	Interstate Elec. Supply, Inc.	Replacement Parking Lot Lights	\$3,359.00
			Wire for Card Reader @ MVHS - MJ	\$198.50
			Emergency Light, Bulbs District Wide - MJ	\$238.00
48380	06/13/19	JourneyEd	Microsoft Desktop Education All Lng License/Software	\$36,621.18
48381	06/13/19	Kansas City Audio-Visual	2019 Classroom AV Upgrade	\$221,221.39
48382	06/13/19	Key Refrigeration Supply L.L.C.	Pipe Wrap Tape - MM	\$294.89
			Insulation, Insulation Tape & Cork Tile @ CE / BE - MM	\$223.75
48383	06/13/19	Learning.com	T & L	\$4,297.80
48384	06/13/19	Lippert Mechanical Service Corp.	HVAC Maintenance Contract 2018-2019	\$9,360.00
48385	06/13/19	Lowe's	Hot Water Heater Replacement PRE Appr by BOE 12/3/18	\$218.42

Check Journal - 06/13/19

Check Number	Check Date	Payee	Reason	Amount
			Custodial supplies - 2018-19 school year	\$153.52
48386	06/13/19	McGraw-Hill School Education Holdings	Math Kits	\$7,596.30
48387	06/13/19	Merrill Industrial Electric Co., LLC.	Bypass Contactor Welded/Replaced, System Check @ HE	\$420.00
			Resistor Chip for Unit 7 MVHS	\$125.00
			MVHS Roof Top Unit 11 Repair	\$2,180.00
48388	06/13/19	Paula Saunders	Student Nutrition Dept	\$11.65
48389	06/13/19	Stephen Auckly	Student Nutrition Dept.	\$80.25
48390	06/13/19	Vince Garcia	Reimburse for cancelled turf field reservation at MVHS	\$150.00
48391	06/13/19	Morgan Hunter Companies	Teacher Sub Pay	\$59.33
48392	06/13/19	National Insurance Marketing Brokers, I	Tech Fee - June 2019	\$2,367.50
48393	06/13/19	Neff Company	Gym League Banners	\$1,168.05
48394	06/13/19	Norris Equipment Co LLC	Mower Repairs	\$193.19
48395	06/13/19	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$598.00
48396	06/13/19	Office Depot	supplies	\$30.09
48397	06/13/19	Olathe USD #233	Olathe Summer Conference	\$300.00
48398	06/13/19	Olathe USD #233	APSI 2019	\$4,200.00
48399	06/13/19	Overhead Door Company of KC	Repairs DSC Gate	\$1,484.00
48400	06/13/19	Pearson Education Inc.	Reading system	\$2,275.83
48401	06/13/19	Plumbing By Fisher, Inc.	Emergency Plumbing Calls	\$849.15
48402	06/13/19	Predator Termite & Pest	June Pest Control - DK	\$3,348.00
48403	06/13/19	Propio LS, LLC	T & L	\$74.52
48404	06/13/19	Pur-0-Zone, Inc	Vacuum	\$500.50
			Custodial supplies	\$1,685.74
			Custodial equipment parts/repair - 2018-19 school year	\$307.61
48405	06/13/19	Rangine Corporation	Shelving for MTMS Media Center Appr by BOE 12/3/18	\$9,475.80
48406	06/13/19	Reeves-Wiedeman Company	Drain Guard BE	\$11.25
			Hot Water Heater Replacement PRE Appr by BOE 12/3/18	\$85.53
			Sloan Royal Gal Valve - DK	\$130.00
48407	06/13/19	Sacred Heart Catholic School	Sacred Heart - Google Cert. Academy	\$598.00
48408	06/13/19	Smallwood Lock Supply	Mortise Lock Body - DB	\$258.40
48409	06/13/19	Sprint Nextel Communications	Cell Phones May 2019	\$252.07
48410	06/13/19	SSI Furnishings	Lunchroom Tables SE	\$4,305.96
48411	06/13/19	The Sherwin-Williams Co.	Paint for MTMS Media Center	\$153.08
48412	06/13/19	U.S. Foodservice, Inc	Student Nutrition Dept	\$4,183.66
48413	06/13/19	University of Arkansas at LittleRock	ASPI Training	\$500.00
48414	06/13/19	Waste Management	Trash/Recycle - May 2019	\$4,977.42

Check Journal - 06/13/19

Check Number	Check Date	Payee	Reason	Amount
48415	06/13/19	Water District No 1 Of Jo Co	Mill Creek--April/May 2019	\$249.80
				\$499,801.51

Check Journal - 06/20/19

Check Number	Check Date	Payee	Reason	Amount
48430	06/20/19	Amazon Capital Services	Teaching/Office Supplies	\$481.04
48431	06/20/19	Amazon Capital Services	Wheels for hand carts at MVHS	\$39.50
48432	06/20/19	AT&T Long Distance	ATT Long Distance	\$262.92
48433	06/20/19	B.A.C. Horn Doctor, Inc.	Summer instrument cleaning and repair	\$1,572.00
48434	06/20/19	Barts Electric	Lighting for Drive at DHS Approved by BOE 12/3/18	\$18,300.00
48435	06/20/19	Cates Service Company	Bid Bond Refund	\$4,704.00
48436	06/20/19	City Of Shawnee	MV SRO 4th Qtr.	\$12,002.00
48437	06/20/19	Core Communications LLC	AV Upgrade	\$2,208.00
			Security Camera Replacement	\$37,597.50
			Mass Notification System Install	\$30,487.35
48438	06/20/19	Cosentino Enterprise, Inc.	Student Nutrition Dept.	\$44.85
48439	06/20/19	Domino's Pizza	Student Nutrition Dept.	\$495.00
48440	06/20/19	First American Equipment Finance	Lease Agreement Technology	\$438,319.69
48441	06/20/19	Gilmore & Bell, P.C.	Legal services/Apple Lease	\$5,500.00
48442	06/20/19	Horst, Terrill & Karst Architects, P.A.	Architectural Services MVHS	\$8,225.43
			Architectural Services TEC	\$49,991.40
48443	06/20/19	Kansas City Audio-Visual	2019 Classroom AV Upgrade	\$33,147.02
48444	06/20/19	Kansas Gas Service	Gas Service April 2019-MT,MV,PRE,HE,BE,RE,TP	\$380.45
48445	06/20/19	Kansas State Treasurer	Bond Issuance Fees	\$5,330.00
48446	06/20/19	Kansas Land Management, LLC	Salt/District Wide - IG	\$3,655.86
			District Mowing and Trimming Contract 2018	\$17,487.50
48447	06/20/19	Lippert Mechanical Service Corp.	MVHS Compressor Replacement	\$2,995.00
48448	06/20/19	Lowe's	Hot Water Heater Replacement PRE Appr by BOE 12/3/18	\$43.13
48449	06/20/19	Meyer Music	Instrument repair	\$575.00
48450	06/20/19	Meyer Music	Tuba repair	\$15.00
48451	06/20/19	Beverly Grosdidier	Student Nutrition Dept.	\$27.15
48452	06/20/19	Kim Granato	Student Nutrition Dept.	\$20.50
48453	06/20/19	Meghan Teska	Student Nutrition Dept.	\$7.90
48454	06/20/19	BlueTarp Financial, Inc.	Tool Box - Grounds IG	\$511.24
48455	06/20/19	nTherm, LLC	Heating Bill	\$892.29
48456	06/20/19	Overhead Door Company of KC	Service Call for Gate DSC	\$418.15
48457	06/20/19	Perma-Bound	Book Order:List #17174771. Fall 2018.	\$304.48
48458	06/20/19	Pioneer Manufacturing Company	Parking Lot Paint	\$1,500.00
48459	06/20/19	Pitney Bowes Reserve	Pitney Bowes Postage machine lease	\$61.50
48460	06/20/19	Plumbing By Fisher, Inc.	Service Call for Art Room DHS	\$1,870.00
48461	06/20/19	Professional Service Industries, Inc.	Special Testing MVHS Add	\$1,794.50

Check Journal - 06/20/19

Check Number	Check Date	Payee	Reason	Amount
48462	06/20/19	Reeves-Wiedeman Company	Hot Water Heater Replacement PRE Appr by BOE 12/3/18	\$1,803.24
48463	06/20/19	Sacred Heart Catholic School	Sacred Heart Guidebooks (SH PO 5865)	\$377.95
48464	06/20/19	Sam's Club Direct #5458	T & L	\$55.70
			Supplies for Early Childhood & Office	\$124.26
			Supplies for ESY	\$133.71
48465-48466	06/20/19	Security Bank Card Center, Inc.	June 2019 Visa Statement	\$27,865.77
48467	06/20/19	SiteOne Landscape Supply, LLC	Dylox - Grounds IG	\$1,085.00
48468	06/20/19	Smallwood Lock Supply	Hardware for Door at SE Appr by BOE 12/5/18	\$3,950.57
48469	06/20/19	Southwest Audio Visual Inc.	TriCaster Bundle	\$24,290.00
48470	06/20/19	Sprayer Specialties, Inc.	Spray Bar - IG	\$151.41
48471	06/20/19	The Art of Education, LLC	Art Ed PRO District License	\$2,250.00
48472	06/20/19	The Paper Corporation	Copy Paper	\$72,928.80
48473	06/20/19	The Sherwin-Williams Co.	Paint for MTMS Media Center	\$451.80
48474	06/20/19	Time Warner Cable	Business Internet-June 2019	\$99.98
48474	06/20/19	Time Warner Cable	Admin Office	\$36.04
48475	06/20/19	Tyco Integrated Security, LLC	Alarm Monitoring Warehouse	\$616.24
48476	06/20/19	U.S. Foodservice, Inc	Student Nutrition Dept.	\$2,215.63
48477	06/20/19	United Office Products, Inc.	Media Center Furniture MTMS Approved by BOE 12/3/18	\$5,099.15
			District Furniture Replacement	\$43,811.69
48478	06/20/19	USD232 Administrative Offices	Petty Cash Reimb	\$335.43
48479	06/20/19	Verizon Wireless Services LLC	Tech/Facilities/HR-Broadband cards	\$320.26
48480	06/20/19	Wichita State University	2019 KSNO Conference	\$2,065.00
				\$871,334.98

Visa Statement 06/14/19

Date	Cardholder Name	Merchant	Merchant Location	Amount
5/16/2019	ALBERT LIGHTWINE	MENARDS LAWRENCE KS	LAWRENCE, KS 660460000	\$760.04
	ALBERT LIGHTWINE Total			\$760.04
5/20/2019	DAVID KING	THE HOME DEPOT #2663	DANVERS, MA 019230000	\$677.88
5/22/2019	DAVID KING	USPS PO 1924860025	DE SOTO, KS 660180000	\$110.00
6/14/2019	DAVID KING	FRAUD PROV CREDIT	THE HOME DEPO, MD 000000000	(\$677.88)
	DAVID KING Total			\$110.00
5/21/2019	DHS TRAVEL 2	SONIC DRIVE IN #1879	DODGE CITY, KS 678010000	\$24.61
5/21/2019	DHS TRAVEL 2	IHOP #2108	DODGE CITY, KS 678010000	\$54.59
5/22/2019	DHS TRAVEL 2	271 BRAUMS STORE	GREAT BEND, KS 675300000	\$6.96
5/22/2019	DHS TRAVEL 2	271 BRAUMS STORE	GREAT BEND, KS 675300000	\$22.70
5/22/2019	DHS TRAVEL 2	HOLIDAY INN EXPRESS	DODGE CITY, KS 678010000	\$495.69
5/22/2019	DHS TRAVEL 2	HOLIDAY INN EXPRESS	DODGE CITY, KS 678010000	\$495.69
5/23/2019	DHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$18.00
5/26/2019	DHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$4.25
5/26/2019	DHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$4.25
5/26/2019	DHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$20.00
5/26/2019	DHS TRAVEL 2	HOLIDAY INN EXPRESS & SU	WICHITA, KS 672260000	\$7,888.68
	DHS TRAVEL 2 Total			\$9,035.42
5/29/2019	IRVIN GREER	PENNYS CONCRETE INC	913-4418781, KS 662270000	\$480.00
	IRVIN GREER Total			\$480.00
5/21/2019	JANET HOPKINS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$51.65
5/30/2019	JANET HOPKINS	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$225.84
	JANET HOPKINS Total			\$277.49
5/16/2019	KERRY BORCHARDT	LEARNING A-Z, LLC	866-889-3729, TX 752870000	\$419.40
5/17/2019	KERRY BORCHARDT	K-ACTE	785-2332690, KS 666040000	\$325.00
5/18/2019	KERRY BORCHARDT	WM SUPERCENTER #486	BONNER SPRING, KS 660120000	\$2.27
5/21/2019	KERRY BORCHARDT	DOLLAR TREE	SHAWNEE, KS 662160000	\$23.00
	KERRY BORCHARDT Total			\$769.67
5/29/2019	MELISSA MILLER	WAL-MART #4611	SHAWNEE, KS 662260000	\$7.81
	MELISSA MILLER Total			\$7.81
5/28/2019	MELYNDA KAIFES	WAL-MART #4611	SHAWNEE, KS 662260000	\$20.38
	MELYNDA KAIFES Total			\$20.38
5/29/2019	MICHELLE HITE	TOPSYS POPCORN - OP	OVERLAND PARK, KS 662140000	\$29.85
6/12/2019	MICHELLE HITE	PP LEARNINGSCIENCES	BLAIRSVILLE, PA 157170000	\$54.90
6/12/2019	MICHELLE HITE	ON THE BORDER	LAKE BUENA VI, FL 328360000	\$20.22
6/13/2019	MICHELLE HITE	RED ROBIN NO 227	KISSIMMEE, FL 347470000	\$20.04
6/6/2019	MICHELLE HITE	DISNEY RESORTS-RESE	4078285630, FL 328300000	\$351.00
	MICHELLE HITE Total			\$476.01
5/19/2019	MVHS TRAVEL 1	ABUELOS WICHITA	WICHITA, KS 672060000	\$105.07
5/19/2019	MVHS TRAVEL 1	SQ GURTYS	NEWTON, KS 671140000	\$55.99
5/19/2019	MVHS TRAVEL 1	COMFORT INN NEWTON	4806765100, KS 671140000	\$145.80
5/19/2019	MVHS TRAVEL 1	COMFORT INN NEWTON	4806765100, KS 671140000	\$145.80
5/19/2019	MVHS TRAVEL 1	COMFORT INN NEWTON	4806765100, KS 671140000	\$145.80
5/20/2019	MVHS TRAVEL 1	134 BRAUMS STORE	NEWTON, KS 671140000	\$44.73
5/24/2019	MVHS TRAVEL 1	MILWAUKEE CITY CENTER	MILWAUKEE, WI 532030000	\$8.00
5/28/2019	MVHS TRAVEL 1	HERTZ RENT-A-CAR	OVERLAND PARK, KS 731340000	\$140.69
	MVHS TRAVEL 1 Total			\$791.88
5/17/2019	MVHS TRAVEL 2	JIMMY JOHNS - 2387	TOPEKA, KS 666040000	\$125.95
5/17/2019	MVHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$3.50
5/17/2019	MVHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$7.00
5/17/2019	MVHS TRAVEL 2	PANERA BREAD #202377	SHAWNEE, KS 662030000	\$15.99
5/18/2019	MVHS TRAVEL 2	PANERA BREAD #202377	SHAWNEE, KS 662030000	\$15.99
5/18/2019	MVHS TRAVEL 2	SQ THE BURGER STAN	TOPEKA, KS 666040000	\$18.50

Visa Statement 06/14/19

Date	Cardholder Name	Merchant	Merchant Location	Amount
5/18/2019	MVHS TRAVEL 2	SQ THE BURGER STAN	TOPEKA, KS 666040000	\$180.55
5/23/2019	MVHS TRAVEL 2	RIVER CITY BREWING COMPAN	WICHITA, KS 672020000	\$719.51
5/24/2019	MVHS TRAVEL 2	PANERA BREAD #202392	WICHITA, KS 672090000	\$37.45
5/25/2019	MVHS TRAVEL 2	PANERA BREAD #202392	WICHITA, KS 672090000	\$43.75
5/26/2019	MVHS TRAVEL 2	JIMMY JOHNS # 1301	WICHITA, KS 672140000	\$179.57
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$284.92
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$284.92
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$284.92
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$284.92
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$317.56
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$350.18
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$379.54
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$379.54
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$379.54
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$379.54
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$390.41
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$427.38
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$427.38
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$427.38
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$427.38
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$427.38
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$525.27
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$525.27
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$525.27
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$525.27
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$574.20
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$574.20
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$574.20
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$574.20
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$574.20
5/27/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$574.20
6/5/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$158.78
6/5/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 000000000	(\$379.54)
6/5/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 000000000	(\$237.08)
6/5/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 000000000	(\$237.08)
6/5/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 000000000	(\$237.08)
6/5/2019	MVHS TRAVEL 2	DOUBLETREE BY HILTON W	WICHITA, KS 000000000	(\$215.32)
	MVHS TRAVEL 2 Total			\$11,452.79
5/14/2019	TRAVEL CARD 1	PAYPAL SUCCESSFULW	402-935-7733, TX 762620000	\$118.00
5/16/2019	TRAVEL CARD 1	HY VEE 1383	LENEXA, KS 662150000	\$70.00
	TRAVEL CARD 1 Total			\$188.00
5/27/2019	TRAVEL CARD 2	FIREKEEPER GOLF COURSE	MAYETTA, KS 665090000	\$300.00
5/27/2019	TRAVEL CARD 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$3.50
5/28/2019	TRAVEL CARD 2	TEXAS ROADHOUSE 2177	TOPEKA, KS 666040000	\$104.07
5/28/2019	TRAVEL CARD 2	HENRY TS BAR AND GRILL	LAWRENCE, KS 660490000	\$133.40
5/28/2019	TRAVEL CARD 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$1.25
5/28/2019	TRAVEL CARD 2	PRAIRIE BAND HOTEL	MAYETTA, KS 665090000	\$75.90
5/28/2019	TRAVEL CARD 2	PRAIRIE BAND HOTEL	MAYETTA, KS 665090000	\$75.90
5/28/2019	TRAVEL CARD 2	PRAIRIE BAND HOTEL	MAYETTA, KS 665090000	\$75.90
5/28/2019	TRAVEL CARD 2	PRAIRIE BAND POTAWATOMI E	MAYETTA, KS 665090000	\$38.70
	TRAVEL CARD 2 Total			\$808.62
5/21/2019	TRAVEL CARD 3	HOLIDAY INN EXPRESS & SU	MAIZE, KS 671010000	\$94.34
6/3/2019	TRAVEL CARD 3	SOUTHWES 5262482671322	800-435-9792, TX 752350000	\$259.96

Visa Statement 06/14/19

Date	Cardholder Name	Merchant	Merchant Location	Amount
	TRAVEL CARD 3 Total			\$354.30
5/25/2019	TRAVEL CARD 4	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$1,007.31
5/25/2019	TRAVEL CARD 4	GOODCENTS SUBS - 0050 - W	WICHITA, KS 672260000	\$136.28
5/25/2019	TRAVEL CARD 4	WAL-MART #1221	WICHITA, KS 672090000	\$26.46
5/25/2019	TRAVEL CARD 4	WM SUPERCENTER #1221	WICHITA, KS 672090000	\$21.37
5/25/2019	TRAVEL CARD 4	WSU SHOCKER HA21415310	WICHITA, KS 672600000	\$37.50
5/25/2019	TRAVEL CARD 4	WSU SHOCKER HA21415310	WICHITA, KS 672600000	\$45.00
5/27/2019	TRAVEL CARD 4	DOUBLETREE BY HILTON W	WICHITA, KS 672090000	\$593.93
	TRAVEL CARD 4 Total			\$1,867.85
5/22/2019	TRAVEL CARD 5	SUBWAY 00999912	305-6700041, FL 331560000	\$199.95
	TRAVEL CARD 5 Total			\$199.95
5/23/2019	TRAVEL CARD 6	CHICK-FIL-A #03466	LAWRENCE, KS 660460000	\$199.69
	TRAVEL CARD 6 Total			\$199.69
5/21/2019	WENDY DENHAM	HY VEE 1560	SHAWNEE, KS 662160000	(\$6.13)
5/21/2019	WENDY DENHAM	HY VEE 1560	SHAWNEE, KS 662160000	\$72.00
	WENDY DENHAM Total			\$65.87
	Grand Total			\$27,865.77

Check Journal - 06/26/19

Check Number	Check Date	Payee	Reason	Amount
48506	06/26/19	AT&T	Telephone Lines 6/17/19	\$2,093.50
48507	06/26/19	Atmos Energy	Heat-Bridge & DHS for June 2019	\$123.00
48508	06/26/19	Atmos Energy	Heat-MC,CLC,DSC,DHS,LT,ME - June 2019	\$937.92
48509	06/26/19	BCBS of Kansas City	Insurance Premiums	\$10,546.23
48510	06/26/19	BSN Sports, LLC	Women's Jersey	\$625.00
48511	06/26/19	CBIZ Insurance Services, Inc.	Insurance on Bobcat Skid Steer	\$36.00
			Workers Comp Insurance	\$220,701.00
48512	06/26/19	cfm Distributors Inc	Student Nutrition Dept.	\$878.76
48513	06/26/19	City of Lenexa	SRO 4th Quarter - MC	\$3,643.75
48514	06/26/19	Country Carpet	Walk- Off Carpet BE & MTMS Appr by BOE 12/3/18	\$4,064.48
48515	06/26/19	Johnson Co Sheriff's Office	DHS Security	\$50.00
			DHS SRO 4th Qtr.	\$14,760.00
48516	06/26/19	Kansas City Calibration Lab., Inc	Calibrating back flow test kit / District Wide - DK	\$90.20
48517	06/26/19	Leavenworth County Coop Assoc.	Bulk Oil District Wide Grounds - IG	\$611.86
48518	06/26/19	USD 232 Education Foundation	Reimb. for Payment made to USD 232	\$500.00
48519	06/26/19	Office Depot	Supplies	\$107.20
48520	06/26/19	Pur-0-Zone, Inc	Custodial supplies	\$102.82
48521	06/26/19	United Rentals (North America), Inc.	Rent-Boom Lift-Parking Lot Lights-BE/HE-BOE App.12/5/18	\$1,697.96
				\$261,569.68

Check Journal - 07/02/19

Check Number	Check Date	Payee	Reason	Amount
48522	07/02/19	City Of De Soto	W / S / T - May 2019	\$3,351.36
48523	07/02/19	Cosentino Enterprise, Inc.	Student Nutrition Dept.	\$10.00
48524	07/02/19	Theno Construction, LLC	District Concrete Project Approved by BOE 3.4.19	\$40,099.24
48525	07/02/19	Toshiba Financial Services	Copiers Lease Payment	\$138,673.49
48526	07/02/19	Westar Energy	Electricity for May/June 2019	\$90,784.89
				\$272,918.98

Check Journal - 07/11/19

Check Number	Check Date	Payee	Reason	Amount
48527	07/11/19	ABCCreative, Inc.	Additional Playground Work	\$7,875.00
			Playground Replacement Project Approved by BOE 3/4/19	\$255,638.21
48528	07/11/19	ACS Electronic Systems, Inc.	Service Call HE	\$721.98
			Service Call - DHS & Service Center	\$290.00
			Indala FlexCards	\$433.53
48529	07/11/19	Advanced Asphalt Paving & Concrete LLC	District Parking Lot Renovations Approved by BOE 3/4/19	\$250,803.00
48530	07/11/19	Amerifactors Financial Group, LLC	Handheld Radios Project - App by BOE 5.6.19	\$72,649.77
48531	07/11/19	Ashlen Boresow	Light technician for dance performance	\$475.00
48532	07/11/19	Assisted Student Transportation	Transportation for student	\$5,662.00
			Homeless transportation	\$485.00
48533	07/11/19	Auto Tech Service Center LLC	Front End Alignments Sub 1 & Sub 2 - ME	\$205.20
48534	07/11/19	B & W Fire L.L.C.	Annual Fire Extinguisher Inspections	\$5,045.65
48535	07/11/19	Barts Electric	Other Construction Services MVHS Add 2019	\$68,772.05
48536	07/11/19	Blane K McCann	Gallup Strengths Finder	\$479.52
48537	07/11/19	Blue Moon Hauling, LLC	Other Construction Services MVHS Add 2019	\$111,501.00
48538	07/11/19	CDW Government	IP Speak/Clock Bond purchase	\$17,500.00
48539	07/11/19	cfm Distributors Inc	Coil @ DHS Kitchen - AL	\$44.95
48540	07/11/19	Cintas Corporation No.2	June Uniform Rental	\$1,206.16
48541	07/11/19	Concentra Medical Centers	HPE Tests	\$75.50
48542	07/11/19	Core Communications LLC	Emergency Repair Fiber	\$10,403.00
			AV UpGrade Classrooms	\$17,795.20
48543	07/11/19	Cornerstones Of Care	Services for student	\$7,186.50
48544	07/11/19	Cosentino Enterprise, Inc.	Grocery supplies for ESY	\$61.33
48545	07/11/19	De Soto Auto Parts	Brake Work Van 7 & Pwr Steering pump Grounds Truck	\$101.35
			Diesel Grasshopper Parts & Ball Mount/Receiver Pin	\$80.50
48546	07/11/19	Edgenuity	Edgenuity Digital Libairies 9-12 Comp. Site License	\$20,000.00
48547	07/11/19	Empathia, Inc.	EAP Services	\$1,185.80
48548	07/11/19	Fastenal Company	Taps for BE Parking Lot Lights - MJ	\$8.84
48549	07/11/19	Fei Lenexa #215	Ice Machine Part	\$85.10
48550	07/11/19	First Student, Inc.	Student transportation - June 2019 (5/26/19 - 6/29/19)	\$82,296.68
48551	07/11/19	Follett School Solutions, Inc.	Annual Renewal Destiny	\$16,574.66
48552	07/11/19	Frontline Technologies Group, LLC	My Learning Plan Renewal 2019-20	\$12,518.72
48553	07/11/19	George K. Baum & Company	Bond Issuance Expense-Advisory Services	\$50,000.00
48554	07/11/19	Gilmore & Bell, P.C.	Bond Issuance Expense-Legal Services	\$86,000.00
48555	07/11/19	Grainger	Clay Trap Replacement RE	\$587.58
48556	07/11/19	HME, Inc.	Other Construction Services MVHS Add 2019	\$61,480.80

Check Journal - 07/11/19

Check Number	Check Date	Payee	Reason	Amount
48557	07/11/19	Imagemaster LLC	Bond Issuance Expense-Printing Services	\$1,250.00
48558	07/11/19	Instructure, Inc.	Onsite Training	\$5,000.00
			2019-20 Canvas Renewal	\$46,550.00
48559	07/11/19	Interstate Elec. Supply, Inc.	600 V Fuses @ MTMS - AL	\$297.00
48560	07/11/19	Integrity Locating Services, LLC	Locate Charges	\$418.00
48561	07/11/19	k12 ITC, Inc.	Securly License Fee, July, August, Sept.	\$4,608.00
			Contracted Services	\$159,811.75
48562	07/11/19	Kansas Land Management, LLC	District Mowing and Trimming Contract 2018	\$13,990.00
48563	07/11/19	Kansas One-Call System, Inc.	Locate Charges	\$150.00
48564	07/11/19	KC Mechanical Inc	Other Construction Services MVHS Add 2019	\$92,745.72
48565	07/11/19	Kennyco Industries, Inc.	Fire Alarm Labor, Service & Parts - DK	\$1,924.90
48566	07/11/19	Key Refrigeration Supply L.L.C.	Filters @ SE - AL	\$50.40
			Refill Welding Tank & Cork Wrap @ DHS - MM	\$64.07
			Kitchen Supplies	\$24.70
48567	07/11/19	Kansas School For The Deaf	KSD - ESY	\$1,500.00
48568	07/11/19	Lakemary Center, Inc.	Student Services	\$3,760.00
48569	07/11/19	Lowe's	Cart Wheels @ CCE & Flexible Tube/Connectors @ MVHS	\$44.56
48570	07/11/19	Manning Construction Company, Inc.	Construction Manager Mill Valley Addition 2019	\$41,794.22
48571	07/11/19	Micro Center, Inc.	Open PO for parts	\$149.96
48572	07/11/19	Ted Poovey	Student Nutrition Dept.	\$500.00
48573	07/11/19	Frank Eckert	Student Nutrition Dept.	\$30.90
48574	07/11/19	Timothy Hemberger	Student Nutrition Dept.	\$19.70
48575	07/11/19	Phil Harbour	Student Nutrition Dept.	\$8.76
48576	07/11/19	Jenny John	Student Nutrition Dept.	\$45.25
48577	07/11/19	Renee Miller	Student Nutrition Dept.	\$9.80
48578	07/11/19	Jesus Nunez	Student Nutrition Dept.	\$12.41
48579	07/11/19	Sean Navarro	Student Nutrition Dept.	\$7.35
48580	07/11/19	Michael Masoner	Student Nutrition Dept.	\$8.00
48581	07/11/19	Erin Claycamp	Student Nutrition Dept.	\$6.90
48582	07/11/19	Angel Edge	Student Nutrition Dept.	\$34.65
48583	07/11/19	Justin Boney	Student Nutrition Dept.	\$8.15
48584	07/11/19	William Detwiler	Student Nutrition Dept.	\$31.00
48585	07/11/19	Tiffany Clark	Student Nutrition Dept.	\$12.90
48586	07/11/19	Ashley Celis	Student Nutrition Dept.	\$13.35
48587	07/11/19	Kaitlynn Hitchens	Student Nutrition Dept.	\$16.00
48588	07/11/19	Kellon Carlyle	Student Nutrition Dept.	\$10.00

Check Journal - 07/11/19

Check Number	Check Date	Payee	Reason	Amount
48589	07/11/19	Kathy Poston	Student Nutrition Dept.	\$40.33
48590	07/11/19	Cari Walsh	Student Nutrition Dept.	\$29.10
48591	07/11/19	Megan Ochoa	Student Nutrition Dept.	\$16.05
48592	07/11/19	Jim Walker	Student Nutrition Dept.	\$40.55
48593	07/11/19	Jillian Harris	Student Nutrition Dept.	\$61.80
48594	07/11/19	Michel Maneth	Student Nutrition Dept.	\$13.95
48595	07/11/19	Rhett Belser	Student Nutrition Dept.	\$10.80
48596	07/11/19	Moody's Investors Service	Bond Issuance Expense-Rating Services	\$29,000.00
48597	07/11/19	Olathe T-Shirt & Trophy Inc.	Staff Shirts	\$105.00
48598	07/11/19	Options Services Inc.	Contracted services for student	\$1,141.20
48599	07/11/19	Pioneer Manufacturing Company	Parking Lot Paint	\$1,639.00
48600	07/11/19	Plumbmaster, Inc.	Waterfree Urinal Cartridges / District Wide - DK	\$1,134.24
48601	07/11/19	Predator Termite & Pest	July Pest Control District Wide	\$2,336.00
48602	07/11/19	Pro Auto Polish Shop	District Student Vehicle Detailing	\$1,550.00
48603	07/11/19	Propio LS, LLC	Propio - June 1 - June 30, 2019	\$20.00
48604-48605	07/11/19	Pur-0-Zone, Inc	Custodial equipment parts/repairs - 2019-20 school year	\$1,435.24
			Gym floor refinishing	\$12,278.46
48606	07/11/19	Quench USA, Inc.	2 month rental-July/August	\$236.94
48607	07/11/19	Rachael R Smith	Mileage paid to a family	\$261.60
48608-48609	07/11/19	Reeves-Wiedeman Company	Plumbing Supplies District Wide - WM	\$344.37
			Hot Water Heater Replacement PRE Appr by BOE 12/3/18	\$973.17
48610	07/11/19	Rew Materials	District Ceiling Tile	\$1,884.28
48611	07/11/19	River Oak Mechanical, LLC	Other Construction Services MVHS Add 2019	\$35,212.50
48612	07/11/19	Roberts Dairy	Student Nutrition Dept.	\$1,612.39
48613	07/11/19	Sam's Club Direct #5458	Sam's Club card#5458 Annual membership fees	\$105.00
48614	07/11/19	School Datebooks, Inc.	Datebooks	\$7,820.14
48615	07/11/19	Scott Rice Office Works	Door Addition for SE Appr BOE 4/1/19	\$25,182.00
48616	07/11/19	SEK Education Service Center	Greenbush contracted services	\$854.55
			2019-20 NBC Learn Renewal - DHS & MVHS	\$1,166.00
48617	07/11/19	Shawnee Area Chamber Of Comm	Annual Membership Investment	\$335.00
48618	07/11/19	SiteOne Landscape Supply, LLC	Grounds Supplies	\$184.19
48619	07/11/19	Switzer & Associates Inc	Interior Paint Project DHS Approved by BOE 2/4/19	\$89,332.00
			Interior Paint Project MVHS Approved by BOE 2/4/19	\$109,558.00
48620	07/11/19	Synetic Technologies, Inc.	Lease Return	\$4,200.00
48621	07/11/19	TAESE/CPD	MTSS Conference - Andrea West	\$250.00
48622	07/11/19	The Sherwin-Williams Co.	Epoxy @ ME & Bonding Primer @ MTMS - DR	\$98.25

Check Journal - 07/11/19

Check Number	Check Date	Payee	Reason	Amount
			Paint Samples	\$31.92
48623	07/11/19	Time Warner Cable	Service Center	\$6.09
48624	07/11/19	Tire Hub	Vehicle Maintenance Repairs	\$375.10
48625	07/11/19	Treadwell, LLC	Resinous Flooring Project DHS, MTMS, LTMS	\$319,990.50
48626	07/11/19	U.S. Foodservice, Inc	Student Nutrition Dept	\$1,825.82
48627	07/11/19	Unemployment Insurance Srvcs	Quarterly Service Charges	\$478.00
48628	07/11/19	Validity Screening Solutions	Background check - blanket PO	\$725.00
48629	07/11/19	Voyager Sopris Learning	Trans Math (digital) . Level 1, 2, 3	\$3,875.00
48630	07/11/19	Wagner Interior Supply of Kansas City, I	District Ceiling Tile	\$2,949.92
48631	07/11/19	Waste Management	Trash/Recycle - June 2019	\$4,612.80
48632	07/11/19	Water District No 1 Of Jo Co	W/S-MT,MC,MV,PRE,HE,BE,CCE,RE,TP,ME-May 2019	\$1,904.42
48633	07/11/19	Wells Fargo Vendor Fin Serv	Equipment Lease	\$1,629.32
48634	07/11/19	Western Extralite Company	Lamps & Ballast @ BE, HE & PRE - MJ	\$1,096.50
				\$2,211,100.47



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 10, 2019
Subject: JCPRD Contract for before and after school services (Consent)

It is once again time to enter into 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 commonly used by the USD 232 community.

We are asking the Board of Education to approve the 2019-2020 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 March of 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 2019-2020

THIS LEASE AGREEMENT ("Lease") is made and entered into effective August 1, 2019 ("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 child care 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 12, 2019 and May 22, 2020 or until such later date to which the 2019-2020 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 2019-2020 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 2019-2020 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: **\$2.70/lunch served.**
 - ii. For milk served to children in the Kindergarten Program at lunch or breakfast service times only: **50/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 12, 2019, and shall continue through the last day of the School District's 2019-2020 school year.
- (b) **Termination by Lessee.** The Lessee may terminate this Lease as to any Programs at any or all of 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: Steven Baru, 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



To: USD 232 Board of Education
Frank Harwood, Superintendent of Schools
From: USD 232 Human Resources Department
Date: July 10, 2019
RE: Proposed Revisions for the 2019 – 2020 Special Education Related Service
Employee Handbook
(CONSENT)

The recommended changes for the 2019 – 2020 Special Education Related Service Employee Handbook are outlined below. Pending Board approval, we will post the updated handbook on the USD232 Benefits Intranet as well as 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.

Article XII: Professional Employee Compensation

A: Compensation

- Increase base salary by \$1,500 to \$42,500, allow vertical and horizontal movement, add \$1,500 to individuals off the bottom of the schedule (as approved within PNA recommendation)

D: Supplemental Positions and Salary Schedule

- Move Assistant Scholars Bowl from Category 12 to Category 10
Move Assistant Debate from Category 11 to Category 8
Add the position of Educators Rising (HS) at Category 11
Increase supplemental schedule by an average of 4.4%.

C: Extra-Duty Pay

- Increase hourly rate by \$2 per hour to \$13.75 for Volleyball Lines, Detention Study Hall, and Regular Events.
- Health and Dental Insurance: Continue Single Coverage - Premiums are projected to increase an estimated 10%.

Article VI: Leaves of Absence

- Adjust the language regarding blackout days. For the 2019-2020 school year, the day before and the day after a school holiday would not be a blackout day.

Except under emergency conditions or extraordinary circumstances, such as a wedding, funeral (see bereavement), high school or post high school graduation and school sponsored graduation related activities, or military deployment of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship, leave will not be approved for use during the first ten (10) or last five (5) contract days of the school year, during the day before or the day after a school holiday (for the 2019-20 contract year, the day before or after a school holiday will not be considered a blackout day), not including fall conferences. In addition, leave will not be approved during in-service or parent-teacher conferences. Any day described herein that is taken with approval from the Building Principal or his/her Designee will be charged against the employee's days of Discretionary Leave. (The Blackout Day Discretionary Leave Request form can be completed via Skyward Employee Access).

- Add language regarding bereavement leave. Each educator would be allowed two (2) days per occurrence for bereavement and not charged against their leave.

Bereavement Leave may be used in the event of a death within the Professional Employee's immediate family.

a. For purposes of this section, immediate family shall include individuals related by blood or affinity whose close association with the Professional Employee is the equivalent of a family relationship.

b. Up to two (2) days of Uncharged Bereavement Leave will be granted per occurrence.

c. Up to five (5) days of General Leave may be used per death for the purpose of bereavement. In the event of an emergency, additional days may be granted by the Superintendent Designee. After current Discretionary Leave has been exhausted, if additional days are needed, the Professional Employee may use accumulated sick leave without exhausting Personal Leave.

Article IX: Professional Day

- Add an additional three (3) days for new teacher academy for newly hired educators. New Related Service professionals to the district would work a base contract of 190 days.

Number of Contract Days

Professional Employee contracts shall not exceed 187 (190 for new-to-district employees) days or as stated in an individual Professional Employee's contract. On days when classes are canceled for students because of inclement weather, teachers will not be expected to work. Notification of cancelation for Professional Employees will be given with the school closing message through the media and the various calling trees.

Article X: USD232 Retirement Program

- Add language to clarify the definition of a retiree

Upon retirement from the District with full or reduced KPERS benefits, a Professional Employee shall be entitled to receive pay for each day of accrued and unused leave on the following basis:

1. Option 1 - \$104.00 per day provided written notice is received by December 15th.
2. Option 2 - \$84.00 per day provided written notice is received by January 15th.
3. Option 3 - \$64.00 per day provided written notice is received by March 1st.
4. Option 4 - \$50.00 per day provided written notice is received by May 1st.

Article XI: Disciplinary Procedures

- Add language regarding general guidelines for disciplinary procedures

1. Professional employees are expected to comply with the rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of the Agreement.
2. The disciplinary process will not take place in a public setting.
3. Disciplinary actions will be commensurate with the infraction. Evaluation will not be used as a disciplinary tool. However, if a disciplinary action is relevant to the evaluation process, it may be referenced in evaluation documents.
4. Disciplinary action may include:
 - a. An informal reprimand;
 - b. A formal reprimand;
 - c. Paid administrative leave;
 - d. Suspension without pay;
 - e. Non-renewal or termination.

5. Informal reprimands will be housed with the professional employee's supervisor for a minimum of three years.

6. Disciplinary actions letters *b* through *e* (listed above) will be a permanent part of the professional employee's district personnel file.

APPENDIX: E

- Adjust the sick leave pool language to allow for the care of family.

A sick leave pool is available to professional employees. The purpose of this pool is to assist professional employees who suffer prolonged or catastrophic illness. The sick leave pool may also be used for critical health care of "immediate family" as defined in the Professional Negotiated Agreement. The sick leave pool is not intended for use by individuals who have depleted their sick days and experienced short term illness or disability.

****All other handbook language will remain the same****



Unified School District 232

Human Resources

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

TO: USD232 Board of Education
Frank Harwood, Superintendent
FROM: USD232 Human Resources
DATE: July 10, 2019
RE: Amendment to the 2019-2020 Classified and Health Services Handbook
(CONSENT)

With the proposed change to the Professional Negotiated Agreement, we are proposing the change below regarding bereavement leave in the Classified and Health Services Handbook.

Current Language (as approved June 3, 2019)

Bereavement

Employees who wish to take off due to the death of an immediate family member should notify their supervisor immediately. For the purpose of this section, immediate family shall include individuals related by blood affinity or whose close association with the employee is the equivalent of a family relationship. Special consideration will also be given to any person whose association with the employee was similar to any of the above relationships.

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.

Proposed Language

Bereavement Leave

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.

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.

We appreciate your time and consideration of the proposed revisions.



D E S O T O

UNIFIED SCHOOL DISTRICT 232

22405 Clear Creek Parkway
Shawnee, KS 66226
FAX: 913 / 667-1800
FAX: 913 / 667-3612

Prairie Ridge Elementary

Date: May 30, 2019
To: Board of Education, USD 232
Mr. Frank Harwood, Superintendent of Schools
From: Kristel Fulcher, Principal, Prairie Ridge Elementary
Subject: School Contribution

I seek the approval of our Board of Education to accept a contribution from Inter-State Studio and Publishing Co., in the amount of \$568.46 to Prairie Ridge Elementary School (check #172381, dated 5/15/2019).

Monies will be used toward the purchase of general teaching/building needs for Prairie Ridge. Funds will be deposited into the Prairie Ridge general building fund.

Respectfully submitted for Board approval,

Kristel Fulcher

De Soto Unified School District 232

Monticello Trails Middle School

6100 Monticello Road

Shawnee, KS 66226

Phone: (913) 422-1100

Fax: (913) 422-4990

Web: www.usd232.org/mtms



Melissa Hansen
Principal

Bryan LeBar
Associate Principal

Miranda Hoit
School Improvement Specialist

Dave Anderson
Cara Olson
Counselors

L.E.A.D. the Pack... Learn Explore Achieve Dream

June 3, 2019

TO: USD 232 Board of Education
Mr. Frank Harwood, Superintendent of Schools
From: Melissa Hansen, Principal at MTMS
RE: Donation

I seek the approval of our Board of Education to accept a donation from Hallmark Cards in the amount of \$800.00. This money will be deposited in the building's activity account to support our Science Olympiad program.

Respectfully submitted for Board approval,

Melissa Hansen, Principal
Monticello Trails Middle School

DE SOTO HIGH SCHOOL

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

PHONE: 913.667.6250 - FAX: 913.667.6251

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

June 4, 2019

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

I seek the approval from our Superintendent of School and/or Board of Education to accept a donation to the DHS Boys Golf Program. This donation will help our directors supplement needs within our program.

JPM Enterprises, LLC, DBA Great Life Golf and Fitness at De Soto - \$300.00

Respectfully submitted for 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)



Request for Board Approval of Extended Day Trip

Save this document to your computer, complete the form, save again, then send electronically or print.

Building

Grade(s)

Class/Group

District Sponsors on
the trip:

Does this trip
involve more than
one day?

YES

NO

Purpose of Trip:

Destination:

Destination City, State:

First Day of Trip:
(XX/XX/XXXX)

Departure Time:

Depart from:

Last Day of Trip:
(XX/XX/XXXX)

Return Time:

Return to:

Mode of transportation/travel:

Will there be an overnight stay?

YES

NO

If yes, where will
students be staying?

*Indicates "estimate" if actual cost has not been set (enter numbers only not (\$) or (.))

*Cost for travel:

*Cost per student:

*Cost for hotel:

*Amount paid by
building funds:

*Cost for food/other:

*Amount paid by
students

Additional
Information:
(500 character limit)

Attach flyer or other information as provided to students and parents.

Number of staff
sponsors attending:

Number of supervising parents attending:

Parent Permission
Slips on file for all
students
participating?:

YES
NO

Complete list of students attending on file
with school including names, contact
information, and emergency contact
information ?

YES
NO

Attach a daily schedule of activities if trip extends beyond one day.

Sponsor Signature:

Date:

Principal/Supervisor
Signature

Date:

This form must be received in the Superintendent's Office by the first Tuesday of the month for consideration at the next Board of Education meeting.



BOARD OF EDUCATION
2019-2020 ORGANIZATIONAL ITEMS

Approved July __, 2019

A. **ORGANIZE BOARD: ELECT PRESIDENT AND VICE PRESIDENT; DESIGNATE CLERK AND TREASURER**

President for one year or until voted on by the Board of Education.....

Vice-President for one year or until voted on by the Board of Education.....

ClerkWendy Denham*

TreasurerKen Larsen*

B. **ESTABLISH BOARD MEETING DATES AND TIME**

Motion: That Board of Education meetings be held on the following nights of each month at 6 p.m. at the Administrative Office, 35200 W. 91st Street, De Soto, Kansas, unless otherwise noted:

- | | |
|------------------------------|-----------------------------|
| - July 15, 2019 (Monday) | - January 13, 2020 (Monday) |
| - August 5, 2019 (Monday) | - February 3, 2020 (Monday) |
| - September 9, 2019 (Monday) | - March 2, 2020 (Monday) |
| - October 7, 2019 (Monday) | - April 6, 2020 (Monday) |
| - November 4, 2019 (Monday) | - May 4, 2020 (Monday) |
| - December 2, 2019 (Monday) | - June 1, 2020 (Monday) |

and the board president may call a special meeting, suspend a meeting, or adjourn meetings to another time and place.

C. **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***

D. **DESIGNATE OFFICIAL NEWSPAPER FOR USD 232 PUBLICATIONS**

The Legal Record*

E. **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.

F. **APPOINT OFFICIAL OFFICER FOR ALL STATE AND FEDERAL PROGRAMS**

Joe Kelly*

* served in this capacity last year

- G. APPOINT FOOD SERVICE REPRESENTATIVE / FREE/REDUCED LUNCH PROGRAM ADMINISTRATOR
Jolyn Mortenson*
- H. APPOINT DISTRICT KPERS REPRESENTATIVE
Gabriella Philbrook*
- I. APPOINT A HEARING OFFICER FOR FREE AND REDUCED PRICE MEAL APPLICATION APPEALS
Alvie Cater*
- J. ADOPT 1116-HOUR CALENDAR
- K. APPOINT BUILDING ADMINISTRATORS AS AUTHORITY TO REPORT STUDENTS WHO ARE NOT ATTENDING SCHOOL
- L. DESIGNATE SCHOOL ATTORNEY
Michael G. Norris, Norris Keplinger Hicks & Welder LLC*
- M. 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 | Tobie Waldeck* |
| 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* |
- N. RESOLUTION TO RESCIND POLICY STATEMENTS FOUND IN BOARD MINUTES
[See Attachment 1.]
- O. RESOLUTION TO ENSURE EQUIVALENCY AMONG SCHOOLS WITHIN THE DISTRICT
[See Attachment 2.]
- P. DESIGNATE A HEARING OFFICER FOR SUSPENSION AND EXPULSION HEARINGS
Brian Schwanz* - Secondary & Carrie Handy* - Elementary

* served in this capacity last year

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

Mitch Powers*, John Gaignat*

R. DESIGNATE DISTRICT OSHA/ENVIRONMENTAL SAFETY COORDINATOR

Debra Atwell*

S. DESIGNATE DISTRICT COMPLIANCE OFFICER TO RECEIVE DISCRIMINATION COMPLAINTS

Brian Schwanz*

T. ADOPT GUIDELINES FOR ACTIVITY FUNDS AND GATE RECEIPTS

[See Attachments 3-14.]

U. DESIGNATE REPRESENTATIVES TO DISTRICT COMMITTEES

	<u>Board Rep</u>	<u>Staff Rep</u>
1. Board & Administration.....	Rachele Zade, Pres.* Danielle Heikes, 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.....	Angela Handy* Mitch Powers*	Joe Kelly*
5. Special Education.....	Angela Handy* Mitch Powers*	Lee Hanson*
6. Budget & Finance.....	John Gaignat* Kevin Makalous*	Ken Larsen*
7. Chambers of Commerce/City Councils.....	Bill Fletcher* Kevin Makalous*	Alvie Cater* Frank Harwood*

V. 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.

- W. RESOLUTION TO ADOPT WAIVER OF REQUIREMENTS FOR GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)
[See Attachment 15.]
- X. ANNUAL NOTICE OF STUDENT DIRECTORY INFORMATION
[See Attachment 16.]
- Y. DESIGNATE DISTRICT FINANCIAL ADVISOR AND BOND ATTORNEY
Financial Advisor..... George K. Baum*
Bond Attorney..... Gilmore & Bell*
- Z. ESTABLISH MILEAGE RATE FOR REIMBURSEMENT AT THE CURRENT STATE RATE
- AA. DESIGNATE DISTRICT FREEDOM OF INFORMATION OFFICER.
Alvie Cater*
- BB. DESIGNATE COORDINATOR OF HOMELESS CHILDREN PROGRAMS.
Robert J. Kordalski*
- CC. APPROVAL TO MAKE PAYMENTS IN ADVANCE OF BOARD APPROVAL.
[See Attachment 17.]
- DD. APPROVE AT EACH REGULAR BOARD MEETING OFFICIAL MEETING MINUTES FROM THE PREVIOUS BOARD MEETING.

Date Approved

Clerk, Board of Education

President, Board of Education



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, 2019, 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 2019-2020 school year, subject to periodic review, amendment, and revision by the board of education.

ADOPTED this day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 **Tobie Waldeck**. 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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 day of July, 2019, 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, 2020, 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, 2020.

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 15th day of July, 2019, 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, 2020.

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 day of July, 2019, 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 6. 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 day of July, 2019, 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

Human Resources

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

To: USD232 Board of Education
Frank Harwood, Superintendent of Schools
From: USD232 Human Resources Department
Date: July 10, 2019
RE: Tentative Agreement for 2019-2020 Professional Negotiated Agreement
(ACTION)

The purpose of this communication is to share that we have reached a tentative agreement with the De Soto Teachers' Association in regards to the Professional Negotiated Agreement for the 2019-2020 school year. The Board of Education's negotiations team recommends approval of the tentative agreement. Attached you will find a summary of the outlined changes from last year's language to the tentatively agreed upon language.

If you have any questions regarding the tentative agreement and/or would like additional clarification, please feel free to contact any of the members of the negotiations team.

We appreciate your time and consideration of the agreement.

USD 232 2019-2020 Negotiations PNA – Tentative Agreement

Article XII: Professional Employee Compensation

A: Compensation

- Increase base salary by \$1,500 to \$42,500, allow vertical and horizontal movement, add \$1,500 to individuals off the bottom of the schedule
- Cost estimate is \$1,291,241
- Represents an average increase of 4.4%

D: Supplemental Positions and Salary Schedule

- Accept the recommendations of the Supplemental Committee for additions and changes.
 - Move Assistant Scholars Bowl from Category 12 to Category 10
 - Move Assistant Debate from Category 11 to Category 8
 - Add the position of Educators Rising (HS) at Category 11
- Increase supplemental schedule by an average of 4.4%.
- Cost estimate is \$55,043, including movement on the schedule, for an overall increase of 5.2%.

C: Extra-Duty Pay

- Accept the recommendation from the Supplemental Committee regarding Extra Duty.
 - Increase hourly rate by \$2 per hour to \$13.75 for Volleyball Lines, Detention Study Hall, and Regular Events.
- Cost estimate is \$23,570 which is an overall increase of 17%.

Benefits

- Health and Dental Insurance: Continue Single Coverage - Premiums are projected to increase an estimated 10%.
- Cost estimate is \$279,282.

Total compensation increase for certified staff is \$1,649,136 or an overall increase of 5.0%.

Article III: Licensed Personnel

- Change the request date on job shares from March 1 to January 15.

Article IV: Promotions, Assignments, and Announcement of Vacancy

- Change the number of days a teacher has to request a transfer after a job is posted from three (3) to two (2).

Article X: Leaves of Absence

- Adjust the language regarding blackout days. For the 2019-2020 school year, the day before and the day after a school holiday would not be a blackout day.
- Add language regarding bereavement leave. Each educator would be allowed two (2) days per occurrence for bereavement and not charged against their leave.
- Adjust the sick leave pool language to allow for the care of family.

Article XII: Professional Employee Compensation

- Add language regarding an elementary teacher absorbing students from another classroom.

Article XIII: Professional Day

- Add an additional three (3) days for new teacher academy for newly hired educators. New teachers to the district would work 190 days.

Article XV: USD232 Retirement Program

- Add language to clarify the definition of a retiree

Article XIX: Disciplinary Procedures

- Add language regarding general guidelines for disciplinary procedures

****All Other Contract Language Will Remain As Current Contract****

Salary Information 2018-2019

DE SOTO USD #232 SALARY SCHEDULE FOR 2018-19							
Step	BS	BS+15	MS	MS+15	MS+30	MS+45	Step
1	41,000	41,700	44,000	45,800	47,600	49,400	1
2	41,400	42,100	44,500	46,300	48,100	49,900	2
3	41,800	42,500	45,000	46,800	48,600	50,400	3
4	42,200	42,900	45,500	47,300	49,100	50,900	4
5	42,700	43,400	46,100	47,900	49,700	51,500	5
6	43,200	43,900	46,700	48,500	50,300	52,100	6
7	43,700	44,400	47,300	49,100	50,900	52,700	7
8	44,200	44,900	47,900	49,700	51,500	53,300	8
9	44,700	45,400	48,500	50,300	52,100	53,900	9
10	45,300	46,000	49,200	51,000	52,800	54,600	10
11	45,300	46,700	50,000	51,800	53,600	55,400	11
12	45,300	47,400	50,800	52,600	54,400	56,200	12
13	45,300	47,400	51,600	53,400	55,200	57,000	13
14	45,300	47,400	52,400	54,200	56,000	57,800	14
15	45,300	47,400	53,200	55,000	56,800	58,600	15
16	45,300	47,400	54,100	55,900	57,700	59,500	16
17	45,300	47,400	55,000	56,800	58,600	60,400	17
18	45,300	47,400	55,900	57,700	59,500	61,300	18
19	45,300	47,400	56,800	58,600	60,400	62,200	19
20	45,300	47,400	57,700	59,500	61,300	63,100	20
21	45,300	47,400	58,650	60,500	62,300	64,100	21
22	45,300	47,400	59,600	61,500	63,300	65,100	22
23	45,300	47,400	60,550	62,500	64,300	66,100	23
24	45,300	47,400	61,500	63,500	65,300	67,100	24
25	45,300	47,400	62,500	64,500	66,300	68,100	25
26	45,300	47,400	63,500	65,500	67,300	69,150	26
27	45,300	47,400	64,500	66,500	68,300	70,200	27
28	45,300	47,400	65,500	67,500	69,300	71,250	28
29	45,300	47,400	66,500	68,500	70,300	72,300	29
30	45,300	47,400	67,500	69,500	71,300	73,400	30

For the 2018-19 contract year those off the schedule will receive a \$1200 increase over their 2017-18 contract for 1.0 FTE, prorated if less than 1.0 FTE.

2019-2020 Salary Information

USD 232 SALARY SCHEDULE FOR 2019-20							
Step	BS	BS+15	MS	MS+15	MS+30	MS+45	Step
1	42,500	43,200	45,500	47,300	49,100	50,900	1
2	42,900	43,600	46,000	47,800	49,600	51,400	2
3	43,300	44,000	46,500	48,300	50,100	51,900	3
4	43,700	44,400	47,000	48,800	50,600	52,400	4
5	44,200	44,900	47,600	49,400	51,200	53,000	5
6	44,700	45,400	48,200	50,000	51,800	53,600	6
7	45,200	45,900	48,800	50,600	52,400	54,200	7
8	45,700	46,400	49,400	51,200	53,000	54,800	8
9	46,200	46,900	50,000	51,800	53,600	55,400	9
10	46,800	47,500	50,700	52,500	54,300	56,100	10
11	46,800	48,200	51,500	53,300	55,100	56,900	11
12	46,800	48,900	52,300	54,100	55,900	57,700	12
13	46,800	48,900	53,100	54,900	56,700	58,500	13
14	46,800	48,900	53,900	55,700	57,500	59,300	14
15	46,800	48,900	54,700	56,500	58,300	60,100	15
16	46,800	48,900	55,600	57,400	59,200	61,000	16
17	46,800	48,900	56,500	58,300	60,100	61,900	17
18	46,800	48,900	57,400	59,200	61,000	62,800	18
19	46,800	48,900	58,300	60,100	61,900	63,700	19
20	46,800	48,900	59,200	61,000	62,800	64,600	20
21	46,800	48,900	60,150	62,000	63,800	65,600	21
22	46,800	48,900	61,100	63,000	64,800	66,600	22
23	46,800	48,900	62,050	64,000	65,800	67,600	23
24	46,800	48,900	63,000	65,000	66,800	68,600	24
25	46,800	48,900	64,000	66,000	67,800	69,600	25
26	46,800	48,900	65,000	67,000	68,800	70,650	26
27	46,800	48,900	66,000	68,000	69,800	71,700	27
28	46,800	48,900	67,000	69,000	70,800	72,750	28
29	46,800	48,900	68,000	70,000	71,800	73,800	29
30	46,800	48,900	69,000	71,000	72,800	74,900	30

For the 2019-20 contract year those off the schedule will receive a \$1500 increase over their 2018-19 contract for 1.0 FTE, prorated if less than full-time

Article III Licensed Personnel

2018-2019 Version

2. Job-Sharing Opportunities

e. New job-sharing requests and annual renewals shall be made in writing to the Human Resource office on or before March 1, unless extraordinary circumstances arise.

2019-2020 Version

e. New job-sharing requests and annual renewals shall be made in writing to the Human Resource office on or before **January 15**, unless extraordinary circumstances arise.

Article IV: Promotions, Assignments, and Announcement of Vacancy

2018-2019 Version

2. Inter-Building Transfer

a. Any Professional Employee who desires to transfer to a different employment position within the District (inter-building) should express a preference for building assignment, grade level/subject area, hourly schedule, and special assignments by stating such preferences in writing on or before February 1st or within three (3) business days of vacancy announcement. This process will be suspended from July 15 to September 1 if the posted vacancy is after July 15. A transfer application (Inter-Building Transfer Request Form is available in the benefits communication portal) must be made on a designated form, signed by the employee requesting transfer, current building administrator, and Human Resource office. An updated resume, supporting materials, and letter of recommendation from the Professional Employee's current building administrator may also be submitted with the transfer application form to the HR Department.

2019-2020 Version

a. Any Professional Employee who desires to transfer to a different employment position within the District (inter-building) should express a preference for building assignment, grade level/subject area, hourly schedule, and special assignments by stating such preferences in writing on or before February 1st or within **two (2)** business days of vacancy announcement. This process will be suspended from July 15 to September 1 if the posted vacancy is after July 15. A transfer application (Inter-Building Transfer Request Form is available in the benefits communication portal) must be made on a designated form, signed by

the employee requesting transfer, current building administrator, and Human Resource office. An updated resume, supporting materials, and letter of recommendation from the Professional Employee's current building administrator may also be submitted with the transfer application form to the HR Department.

Article X: Leaves of Absence

Discretionary Leave

2018-2019 Version

Except under emergency conditions or extraordinary circumstances, such as a wedding, funeral (see bereavement), high school or post high school graduation and school sponsored graduation related activities, or military deployment of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship, leave will not be approved for use during the first ten (10) or last five (5) contract days of the school year, during the day before or the day after a school holiday, not including fall conferences. In addition, leave will not be approved during in-service or parent-teacher conferences. Any day described herein that is taken with approval from the Building Principal or his/her Designee will be charged against the employee's days of Discretionary Leave. (The Blackout Day Discretionary Leave Request form can be completed via Skyward Employee Access).

2019-2020 Version

Except under emergency conditions or extraordinary circumstances, such as a wedding, funeral (see bereavement), high school or post high school graduation and school sponsored graduation related activities, or military deployment of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship, leave will not be approved for use during the first ten (10) or last five (5) contract days of the school year, during the day before or the day after a school holiday (for the 2019-20 contract year, the day before or after a school holiday will not be considered a blackout day), not including fall conferences. In addition, leave will not be approved during in-service or parent-teacher conferences. Any day described herein that is taken with approval from the Building Principal or his/her Designee will be charged against the employee's days of Discretionary Leave. (The Blackout Day Discretionary Leave Request form can be completed via Skyward Employee Access).

Bereavement Leave

2018-2019 Version

1. Bereavement Leave

Bereavement Leave may be used in the event of a death within the Professional Employee's immediate family.

- a. For purposes of this section, immediate family shall include individuals related by blood or affinity whose close association with the Professional Employee is the equivalent of a family relationship.
- b. Five (5) days of General leave in any one (1) contract year may be used for Bereavement Leave. In the event of an emergency, additional days may be granted by the Assistant Superintendent, Administrative & Educational Services.
- c. After current Discretionary Leave has been exhausted, the Professional Employee may use accumulated sick leave without exhausting Personal Leave.

2019-2020 Version

2. Bereavement Leave

Bereavement Leave may be used in the event of a death within the Professional Employee's immediate family.

- a. For purposes of this section, immediate family shall include individuals related by blood or affinity whose close association with the Professional Employee is the equivalent of a family relationship.
- b. Up to two (2) days of Uncharged Bereavement Leave will be granted per occurrence.
- c. Up to five (5) days of General Leave may be used per death for the purpose of bereavement. In the event of an emergency, additional days may be granted by the Superintendent Designee. After current Discretionary Leave has been exhausted, if additional days are needed, the Professional Employee may use accumulated sick leave without exhausting Personal Leave.

Sick Leave Pool

2018-2019 Version

6. A sick leave pool is available to professional employees. The purpose of this pool is to assist professional employees who suffer prolonged or catastrophic illness. The sick leave pool is not intended for use by individuals who have depleted their sick days and experienced short term illness or disability.

2019-2020 Version

6. A sick leave pool is available to professional employees. The purpose of this pool is to assist professional employees who suffer prolonged or catastrophic illness. The sick leave pool may also be used for critical health care of "immediate family" as defined in the Professional Negotiated Agreement. The sick leave pool is not intended for use by individuals who have depleted their sick days and experienced short term illness or disability.

Article XII: Professional Employee Compensation

New Language

2019-2020 Version

An elementary teacher who is required to absorb students from another classroom, due to unavailability of a substitute teacher, will be paid for one hour at the in-house coverage rate for up to a half-day or two hours more than a half-day.

Article XIII: Professional Day

2018-2019 Version

Number of Contract Days

Professional Employee contracts shall not exceed 187 days or as stated in an individual Professional Employee's contract. On days when classes are canceled for students because of inclement weather, teachers will not be expected to work. Notification of cancelation for Professional Employees will be given with the school closing message through the media and the various calling trees.

2019-2020 Version

Number of Contract Days

Professional Employee contracts shall not exceed 187 (190 for new-to-district employees) days or as stated in an individual Professional Employee's contract. On days when classes are canceled for students because of inclement weather, teachers will not be expected to work. Notification of cancelation for Professional Employees will be given with the school closing message through the media and the various calling trees.

Article XV: USD 232 Retirement Program

2018-2019 Version

- A. Upon retirement from the District, a Professional Employee shall be entitled to receive pay for each day of accrued and unused leave on the following basis:
 - 1. Option 1 - \$104.00 per day provided written notice is received by December 15th.
 - 2. Option 2 - \$84.00 per day provided written notice is received by January 15th.
 - 3. Option 3 - \$64.00 per day provided written notice is received by March 1st.
 - 4. Option 4 - \$50.00 per day provided written notice is received by May 1st.

2019-2020 Version

- A. Upon retirement from the District with full or reduced KPERS benefits, a Professional Employee shall be entitled to receive pay for each day of accrued and unused leave on the following basis:
 - 1. Option 1 - \$104.00 per day provided written notice is received by December 15th.
 - 2. Option 2 - \$84.00 per day provided written notice is received by January 15th.
 - 3. Option 3 - \$64.00 per day provided written notice is received by March 1st.
 - 4. Option 4 - \$50.00 per day provided written notice is received by May 1st.

Article XVI: Duration Clause

- A. The Agreement shall govern the rights of the Board and the Association from July 1, 2019 through June 30, 2020. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

ARTICLE XIX: Disciplinary Procedures

New Language

2019-2020 Version

1. Professional employees are expected to comply with the rules, regulations, and directions adopted by the Board or its representatives which are not inconsistent with the provisions of the Agreement.
2. The disciplinary process will not take place in a public setting.
3. Disciplinary actions will be commensurate with the infraction. Evaluation will not be used as a disciplinary tool. However, if a disciplinary action is relevant to the evaluation process, it may be referenced in evaluation documents.
4. Disciplinary action may include:
 - a. An informal reprimand;
 - b. A formal reprimand;
 - c. Paid administrative leave;
 - d. Suspension without pay;
 - e. Non-renewal or termination.
5. Informal reprimands will be housed with the professional employee's supervisor for a minimum of three years.
6. Disciplinary actions letters *b* through *e* (listed above) will be a permanent part of the professional employee's district personnel file.



Unified School District 232

Human Resources

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

To: USD 232 Board of Education
Frank Harwood, Superintendent of Schools
From: USD 232 Human Resources Department
Date: July 10, 2019
RE: Compensation Packages for Employees not covered by the PNA
(ACTION)

The purpose of this communication is to share our recommendation regarding a compensation package that would apply to all employee groups outside of those covered by the Professional Negotiated Agreement for the 2019-2020 school year. Attached you will find a summary of the proposed compensation changes. Please let us know if you have any questions.

USD 232 2019 - 2020 Compensation Recommendations for staff not covered by the PNA

Classified

Salary

- Hourly Employees: Increase the base salary by 4.4% for each hourly employee within established salary ranges for each employee group and 2.0% for hourly employees outside of the established range.
- Food Service Employees: In an effort to be more competitive and attract employees, the base pay for food service staff will be \$12.00 per hour. Including increases for existing staff, food service salary costs will increase by 5.1%
- Salaried Employees: Make step increases and increase the base pay for employee groups on established salary schedules to equal an increase of 4.4% ensuring that anyone that is off the schedule receives at least a 2.0% increase.
- Increase Salary Cost: \$295,137

Benefits

- Health Insurance: Continue Single Coverage - Premiums are projected to increase approximately 10%
- Dental Insurance: Continue Single Coverage – No Increase
- Increase Benefits Cost: \$80,000

Total compensation package increase for Classified staff approximately 5.1%

Administration

Salary

- Make step increases and increase the base pay for employee groups on established salary schedules to equal an increase of 4.4% ensuring that anyone that is off the schedule receives at least a 2.0% increase.
- Increase Salary Cost: \$255,489

Benefits

- Health Insurance: Continue Single Coverage - Premiums are projected to increase approximately 10%
- Dental Insurance: Continue Single Coverage – No Increase
- Increase Benefits Cost: \$40,000

Total compensation package increase for Administrative staff approximately 4.5%

Superintendent

Contract Language Amendments

- Salary: Increase base salary by 3.7%, Cost \$8,000
- Benefits: Continue single health and dental coverage, Cost Increase \$600
- Term: Extend term to June 30, 2022.

Total compensation package increase for superintendent approximately 3.7%



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: July 10, 2019
Subject: **MacBook Initiative Policies/Procedures Handbook; Technology Use Fee (ACTION)**

We will ask the Board of Education to consider approving a recommended student handbook and technology use fee related to the MacBook Initiative at the secondary level. This will be an action item on the July 15 meeting agenda, allowing for questions and discussion.

As you may recall, the Board approved the acquisition of computer devices for students on March 18, 2019, as part of a new 1:1 initiative to enhance classroom learning. Students in grades 6-12 will be assigned a MacBook Air laptop in August to augment the educational experience.

MacBook Initiative Policies & Procedures Handbook

A district team, led by Dr. Cindy Swartz and Brandon Riffel, worked on developing a student handbook to help govern the MacBook Initiative for students in USD 232. The team consulted other districts that have a 1:1 computer deployment to understand best practices and what guidelines should be in place for an effective program.

The handbook covers a number of important topics such as Use & Care, Educational Use, Web Content Filtering, Responsibilities for Students, and Digital Citizenship, just to mention a few. The handbook also includes a list of frequently asked questions for students and their parents or guardians. *A copy of the handbook is included with this written report for your review.*

We included a statement in the handbook that addresses screen time, a topic of importance to many parents. The district understands the significance of balancing screen time with other healthy activities. Our message to parents emphasizes the point that, while our students will have devices, our classrooms will continue to be places of hands-on exploration and face-to-face social interaction.

Detailed information will be provided to parents regarding the device security system and software to help protect students around the clock from inappropriate content and apps.

Teachers will ensure that devices are used appropriately in the classroom to support quality learning and balance screen time.

Technology Use Fee, Damages, Loss, and Repairs

We recommend the implementation of a \$25 technology use fee for students in grades 6-12, effective with the 2019-20 school year. The fee would help offset the cost of providing warranty coverage for each device and would help offset the expense of repairs and/or replacements over the next four years. We estimate the fee at the secondary level would generate approximately \$90,000 annually. Students who qualify for free/reduced meals will have the technology use fee waived just like other district fees. The proposed handbook covers the technology use fee as well as the issue of damages, loss, and repairs. If damage or loss occurs due to intentional acts or as the result of negligence in handling the laptop, the following repair cost structure would apply:

- 1st Incident: No Fee;
- 2nd Incident: \$50.00;
- 3rd Incident: \$75.00; and
- 4th and Subsequent Incidents: Actual cost of repair/replacement

The repair cost structure would reset annually for students. In the event a device is stolen, a police report must be filed with local 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.

- Apple MacBook Charger Replacement: \$79.00
- MacBook Case replacement: \$45.00
- Apple Duckhead (2-prong adapter): \$10.00
- Full USD 232 Replacement Cost of the MacBook Air: \$747.40

Student Tech Support Internship Program

We are delighted to share that both high schools will have student technology support teams in place for the 2019-20 school year. Working with the district's technology support partner, high school students will have opportunity to join the **Student Tech Support Internship Program** to assist with basic support and repairs at their respective schools. This hands-on learning experience will increase students' professional knowledge and understanding of device and system support.

Long-term Planning

Over the last seven years, the Board of Education discussed the need of providing students meaningful access to technology through strategic, long-term planning. It took deliberate steps during that time to maximize the efficient use of resources to address technology infrastructure and the replacement of critically aged devices.

Timeline

2012 – Board of Education identifies need to address state of the district’s core computer network infrastructure.

2013 – Work begins to refresh core computer network infrastructure to replace aged equipment and prepare district to meet future technology needs of students.

2014 – District announces *Bring Your Own Device* program in an effort to help increase student use of technology in classrooms.

2015 – Board of Education approves new technology replacement strategy (long-term planning) and first acquisition of new devices to replace student computers that had been in use for eight to eleven years.

2016 – Board of Education approves next acquisition of student devices to continue replacement of aged computers; adds some additional devices.

2017 – Board of Education approves third acquisition of devices for key areas of need not addressed in previous purchases.

2017 – Board of Education begins discussion with administration to explore feasibility of providing one computing device per student and whether this strategy would positively influence educational experiences and opportunities.

2018 – Board of Education approves acquisition of computing devices for the purpose of a *Computer Pilot Program* during the 2018-19 school year. District identifies cross section of teachers at all levels to participate in the classroom program.

2019 – Data from pilot program presented to Board of Education on March 18 and decision made to increase classroom technology devices over the course of two years.

We are looking forward to this important and significant program for secondary students in USD 232. If you have any questions about this report or the handbook, please let us know. Dr. Cindy Swartz and Brandon Riffel will present this information and more to you at the July 15 meeting.

A copy of the MacBook Initiative Policies & Procedures Handbook follows this report.

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MacBook Initiative Policies & Procedures

Approved by BOE (date)

USD 232 MACBOOK INITIATIVE

Overview: Procedures and Information for Students and Parents

The purpose of the USD 232 Board of Education's MacBook Initiative is to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. It is the expectation of the Board that district staff and community members will all play a role in the development of these effective and high-quality educational experiences.

In furtherance of this goal, USD 232 is supplying all secondary school students in grades 6-12 with a MacBook personal computing device. The MacBook will allow student access to educational applications, web-based tools and many other useful sites. The MacBook is an educational tool not intended for gaming, social networking or high-end computing. All users will be expected to follow the district's acceptable use policy, as well as all other state and federal laws, board policies and administrative procedures.

This document provides students with information about the general use of technology, ownership of the MacBooks, rights and responsibilities for possession of the device, care of the MacBook, its educational use and good digital citizenship. Additionally, the last page is a MacBook Agreement form that students must complete before the student will be issued a MacBook.

Screen Time – Secondary Schools

The school district understands the importance for adolescents to balance screen time with other healthy activities. Our teachers will guide secondary students in navigating the use of computer devices to ensure the media experience is positive and rooted in learning.

Our classrooms will continue to be places of hands-on exploration and face-to-face social interaction, which are essential to learning. Parents are partners in this process and are encouraged to set boundaries at home to avoid too much screen time.

Overview: Procedures and Information for Students and Parents	2
<i>Screen Time – Secondary Schools</i>	2
USE AND OWNERSHIP	4
<i>What is a MacBook?</i>	4
<i>Ownership of the MacBook</i>	4
<i>Receiving the MacBook</i>	4
<i>Probationary MacBook Status</i>	4
<i>Returning the MacBook</i>	4
<i>Care of the MacBook</i>	5
<i>MacBooks Left Unattended</i>	5
<i>General MacBook Precautions:</i>	5
<i>Carrying the MacBook:</i>	5
<i>MacBook Screen Care:</i>	5
<i>USD 232 Labels</i>	6
FEES, DAMAGES, REPAIRS, WARRENTIES & PRIVACY	7
<i>Technology Use Fee: \$25</i>	7
<i>Damage, Loss, & Repair Fees</i>	7
MacBook Air – Repair Cost Structure	7
Replacement Costs for Items Not Covered by the Fee Structure	7
<i>Stolen Device</i>	7
<i>Lost Device</i>	7
<i>Reporting a MacBook Problem</i>	8
<i>No Expectation of Privacy</i>	8
EDUCATIONAL USE	9
<i>Using the MacBook at School</i>	9
<i>MacBook Loan</i>	9
<i>Charging MacBooks</i>	9
<i>User Settings and Preferences</i>	9
<i>Printing from MacBooks</i>	9
<i>Account Access</i>	10
<i>Managing and Saving Your Digital Work</i>	10
<i>Content Filter</i>	10
<i>Using the MacBook Outside of School</i>	10
RESPONSIBILITIES	11
<i>Student Responsibilities</i>	11
<i>Parent Responsibilities</i>	11
<i>Rights and Responsibilities</i>	11
DIGITAL CITIZENSHIP & ACCEPTABLE USE POLICY	12
<i>Student Conduct – Digital Citizenship</i>	12
<i>Acceptable Use Policy (AUP)</i>	12
<i>Student will not:</i>	13
<i>Possible Consequences for Acceptable Use Policy Violations</i>	13
FREQUENTLY ASKED QUESTIONS	14
USD 232 MACBOOK INITIATIVE STUDENT USER AGREEMENT	19

USE AND OWNERSHIP

What is a MacBook?

A MacBook is a laptop computer manufactured by Apple Computer, Inc.

Ownership of the MacBook

Although students will be issued a MacBook for the duration of each school year, USD 232 retains ownership of the MacBook device.

Receiving the MacBook

Every student in grades 9-12 will be issued a MacBook, power adaptor and protective case for educational use in school and at home. The MacBooks and peripherals will be distributed within the first two weeks of each school year. If you have questions regarding the assignment of student devices, please contact your building administrator.

All parents/guardians are required to read and sign the USD 232 MacBook Use Agreement before a MacBook will be issued to their student.

All students are required to read and sign the USD 232 MacBook Loan Agreement before a MacBook will be issued.

Probationary MacBook Status

To protect the assets of USD 232, students who have violated the Acceptable Use Policy or any other provisions included in these policies and procedures will be required to turn in their MacBook at the end of each day for a period of two weeks unless otherwise specified in the Acceptable Use Policy. A staff member will secure the equipment at the end of the school day and the student will be allowed to check the MacBook out daily for use during school.

Returning the MacBook

MacBooks, along with all peripherals and accessories, will be collected before graduation and free of any student personalization (stickers, markings, etc.). Failure to turn in a MacBook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with local law enforcement may be filed by the school district if a student fails to return their assigned MacBook.

Any student who transfers, withdraws or is expelled prior to graduation will be required to return the MacBook, peripherals, and accessories upon termination of enrollment. Failure to turn in the MacBook to the school office on the last day of attendance may result in the student being charged the full replacement cost. Additionally, a report of stolen property with local law enforcement may be filed by the school district if a student fails to return their assigned MacBook.

Care of the MacBook

Students are responsible for the general care of the MacBook they have been issued by the school. MacBooks that are broken or fail to work properly must be reported to the library media specialist or other designated staff as soon as possible so the issue can be resolved. The MacBook should NEVER be taken to an outside computer service for any type of repairs or maintenance.

MacBooks Left Unattended

Under no circumstances should the MacBook be left in a car or any unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unsecured classrooms or hallways. Any MacBook left in these areas is at risk of being stolen or damaged. If a MacBook is found in an unsupervised area, it should be taken immediately to the office. Multiple offenses may result in disciplinary action.

General MacBook Precautions:

- No food or drink is allowed on or immediately next to the MacBook.
- Cords, cables and removable storage devices must be inserted carefully into MacBooks.
- Do not use the MacBook with the power cord plugged in when the cord may be a tripping hazard.
- Never transport the MacBook with the power cord plugged in.
- Never store the MacBook in the carry case or backpack while plugged in.
- The MacBook and charger must remain free of any writing, drawing, stickers and labels unless approved by school administration.
- Heavy objects should never be placed on top of MacBooks.
- Never cover or otherwise obstruct the MacBook's vents while the device is turned on.

Carrying the MacBook:

- Always transport MacBooks with care and with the screen closed.
- Never lift the MacBook by the screen.

MacBook Screen Care:

- The MacBook screen can be easily damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure or heat.

- Do not lean or put pressure on the top of the MacBook when it is closed.
- Do not store the MacBook with the screen in the open position.
- Do not place anything near the MacBook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that could cause screen damage.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (pens, pencils, etc.).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth only.

USD 232 Labels

All MacBooks will have a USD 232 label. Labels may not be covered, modified or otherwise tampered with in any way. Students may be charged up to the full replacement cost of a MacBook for tampering with the label or returning a MacBook without the USD 232 label in place.

FEES, DAMAGES, REPAIRS, WARRENTIES & PRIVACY

Technology Use Fee: \$25

The Technology Use Fee is to help offset costs for warranty and repair coverage on the device.

Damage, Loss, & Repair Fees

The district will charge the following fees if damage or loss occurs due to the intentional acts or as the result of negligence in handling the device.

MacBook Air – Repair Cost Structure

- 1st Incident: No Fee
- 2nd Incident: \$50.00
- 3rd Incident: \$75.00
- 4th and Subsequent Incidents: Actual cost of repair/replacement

Accessories and parts that do not carry a warranty are charged at actual replacement cost. Repair cost schedule may reset annually.

Replacement Costs for Items Not Covered by the Fee Structure

- Apple MacBook Charger Replacement: \$79.00
- MacBook Case replacement: \$45.00
- Apple Duckhead (2-prong adapter): \$10.00
- Full USD 232 Replacement Cost of the MacBook Air: \$747.40

Stolen Device

In case of theft, vandalism or other criminal acts, a police report **MUST** be filed with local enforcement and a copy of the report submitted to school administration to prevent being charged the replacement cost of the device. A damaged device fee may still be incurred. If proof of theft cannot be supplied, the student will incur the full replacement cost of the device. The MacBooks are remotely managed devices and will be “tracked” and disabled in cases of theft.

Lost Device

Students will incur the replacement cost of the device, which is \$747.40.

Reporting a MacBook Problem

All MacBook problems must be reported to the library media specialist. The district will repair or replace damaged equipment resulting from normal use. The district will make its best attempt to purchase replacement parts at the best possible price.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of their MacBook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school district, without prior notice, may log, supervise, access, view, monitor and record use of student MacBooks at any time for any reason related to the operation of the school. By using the MacBook, students agree to such access, monitoring and recording of their use. Teachers, school administrators and the technology department staff may use monitoring software that allows them to view the screens and activity on student MacBooks.

EDUCATIONAL USE

Using the MacBook at School

School-issued MacBooks should be used for educational purposes. Students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. The MacBook is intended for use at school every day. In addition to teacher expectations for MacBook use, students may be asked to access school messages, announcements, calendars, handbooks and grades using their MacBook. Students are expected to bring a fully charged MacBook to school every day and bring the MacBook to all classes unless specifically advised not to do so by their teacher. Students who fail to bring the MacBook to school are responsible for getting the coursework completed as if the MacBook were present.

MacBook Loan

A limited number of MacBooks have been assigned to each Media Center. These MacBooks are available for check out to students who have left their device for repair. If the repair cannot be completed by the end of the day, a loaner MacBook will be assigned to the individual student until the student's MacBook is repaired and returned. The student will be responsible for any loss or damage to the loaner MacBook.

Charging MacBooks

MacBooks must be brought to school each day with a full charge. Students should charge the MacBooks at home every evening to be prepared for the next school day. An uncharged MacBook is in violation of this agreement. Repeat violations may result in disciplinary action.

User Settings and Preferences

Inappropriate media may not be used for MacBook backgrounds or themes. Examples of inappropriate media include, but not limited to, the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures. The use of any inappropriate media will result in disciplinary action.

Sound on the MacBook must be muted at all times in classrooms unless permission is obtained from a teacher. Headphones may be used at the discretion of the teachers. Students should have their personal set of headphones for sanitary reasons.

Printing from MacBooks

Students will have the ability to print, digitally publish, and share their work with their teachers and peers when appropriate.

Account Access

Students will log into their MacBooks using their school-issued network account. Students must never share their account password with others.

Managing and Saving Your Digital Work

The majority of student work will be stored in Office 365 OneDrive or Canvas LMS applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Files may be stored temporarily on the MacBook's hard drive. Students should save frequently when working on digital media. The district is not responsible for the loss of any student work.

Content Filter

The school district is committed to internet safety and helping keep students safe while online. In accordance with the federal Children's Internet Protection Act (CIPA), USD 232 partnered with industry leader Securly to provide the web filtering for our schools and devices. Web filtering software helps protect students from accessing inappropriate material and provides online activity reporting for school administration. All MacBooks, regardless of physical location and Internet connection, will have Internet activity filtered. Despite the filter, the district cannot guarantee that all controversial or inappropriate materials will be blocked.

Using the MacBook Outside of School

Students may use the MacBooks at home and other locations outside school. A WiFi Internet connection will be required for the majority of MacBook use; however, some applications can be used while not connected to the Internet. Students are bound by the USD 232 Acceptable Use Policy, administrative procedures, state and federal laws and all other guidelines in this document wherever and whenever they use the district-owned MacBooks.

RESPONSIBILITIES

Student Responsibilities

- The student will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors or using it with food or drink nearby.
- The student will not lend the MacBook to any friends or siblings; it will stay in his/her possession or locked in his/her locker at all times.
- The student will not load software or apps onto the MacBook.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the MacBook.
- The student will follow all board policies and administrative procedures when using the MacBook.
- The student will not provide personal information when using the Internet.
- The student will not attempt to repair the MacBook.
- The student will report damage or needed repairs immediately.
- The student will recharge the MacBook so that it is ready for use each school day.
- The student will bring the MacBook to school every day.

Parent Responsibilities

- The parent/guardian will supervise his/her child's use of the MacBook at home.
- The parent/guardian will supervise his/her child's use of the Internet.
- The parent/guardian will not attempt to repair the MacBook.
- The parent/guardian will report any problems with the MacBook immediately to the district technology support partner, k12itc: 816-382-4840.
- The parent/guardian will not load or delete any software from the MacBook.
- The parent/guardian will make sure his/her child recharges the MacBook battery nightly.
- The parent/guardian will make sure his/her child brings the MacBook to school every day.

Rights and Responsibilities

Use of district technology is a privilege and not a right. Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, the MacBook Initiative Policies and Procedures handbook, district Acceptable Use Policy, district administrative procedures and board policies.

DIGITAL CITIZENSHIP & ACCEPTABLE USE POLICY

Student Conduct – Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens. State and federal laws and board policy expressly prohibit bullying in any form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events. Harassment or bullying in any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. Internet, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle. If the bullying or harassment is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation.

Acceptable Use Policy (AUP)

Student will:

1. Use technology in the manner directed by building teachers and principals.
2. Use technology to enhance the learning process.
3. Respect technology and report any damage or problem immediately to a staff member.
4. Report any accidental access to inappropriate material immediately.
5. Respect all copyright, trademark, and license restrictions.
6. Cite any reference to Internet sources as you would cite other reference material.
7. Regularly save any information stored on a District assigned computing device to your assigned network storage directory.
8. Expect your District assigned computing device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.
9. Expect your software to be uninstalled and digital files deleted, if necessary, to fix or repair your District-assigned computing device, or its District-supported software.

Acceptable Use Policy (Continued)

Student will not:

10. Expect privacy with respect to information stored on District Technology.
11. Expect your email, files, directories, network access, or data transmitted on ALL devices while on school grounds to be private.
12. Use software, apps, or other technology to circumvent web content filters or other security systems employed by the District.
13. Share personal information including student identification numbers, social security numbers, usernames and passwords.
14. Use technology with inappropriate language, swearing and/or derogatory comments to harass others.
15. Intentionally access inappropriate material through, or with, technology including but not limited to district computers, mobile devices, and/or personal devices that would not be allowed in your school if presented in other media.
16. Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any District technology system, device, software, or network.
17. Use any District technology to damage, disable, or hinder the performance (or attempt any of the previous) of any (inside or outside of the District) computer, device or network.
18. Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
19. Attempt to install any unapproved software on District devices.
20. Attempt to reinstall software, files, or drivers, which have been removed to correct a problem, or conflict, with your personally assigned computing device or its district-supported software.
21. Expect the District to save, backup, restore, support or accommodate any software or digital file installed, stored, or saved on your personally assigned computing device, which was not installed or approved by the District.
22. Use technology in a manner that would hinder the learning environment for you or any other student.

Possible Consequences for Acceptable Use Policy Violations

23. Suspension from use of District technology.
24. Suspension or expulsion from school.
25. The District may notify law enforcement agencies.
26. Any consequence outlined in your school policy manual.

FREQUENTLY ASKED QUESTIONS

1. Will students/parents/guardians have to purchase a MacBook?

No, USD 232 will provide a MacBook for every student grades 6-12.

2. Is there a technology fee at enrollment?

A \$25 technology use fee will be applied annually during enrollment.

3. Is there an option to buy after four years, or graduation?

Student devices will not be eligible for personal purchase. The district will leverage the residual value of all hardware for future district purchases.

4. Will students be able to take the MacBook home?

Yes, students will be able to take the device home during the school year and during summer break.

5. How will MacBooks be inventoried?

USD 232 will inventory the MacBook devices by using the serial number. Students in grades 6-12 will be assigned a MacBook, keeping the same device during their attendance in a USD 232 school.

6. Will students be allowed to personalize their MacBooks?

Each MacBook will have a sticker on top with the name of the person who is assigned to that device; however, many students may wish to further personalize their assigned MacBook. Students will be shown acceptable ways of doing this when they receive their MacBook. Guidelines are listed below.

- *Student personalization is only allowed on the front protective cover, not on the actual MacBook. Students will be expected to clean the front protective cover (remove stickers, markings, etc.) prior to returning the device.*
- *Students should be sure that any personalization is easy to remove and should not cover any district labels.*
- *NEVER personalize the back cover as this may block the device vents, causing the MacBook to overheat and malfunction.*
- *All personalization must be school-appropriate; district policies apply. If it is determined that a student has personalized his/her MacBook inappropriately, that*

student will be responsible for removing the inappropriate material. If the inappropriate material cannot be removed, the student will have to replace the cover. (See Fees, Damages, Repairs and Warranties section.)

7. What if a MacBook is damaged or broken?

If the MacBook is damaged, the student will turn the device into the media center for repair. If the device is damaged beyond repair, the student may be responsible for the replacement cost of the device. If the device was willfully broken, the building discipline policies will be in effect.

A limited number of loaner MacBooks have been assigned to each school. These MacBooks are available to students who have left their devices for repair. If the repair cannot be completed by the end of the day, a loaner MacBook will be assigned to the individual student until the student's MacBook is repaired and returned. The student will be responsible for any loss or damage to the loaner MacBook.

8. What happens if the MacBook is lost?

If a device is lost, the student will incur the replacement cost of the device, which is \$747.40.

9. Are parents/guardians required to purchase insurance for MacBooks?

The school district is not requiring parents to purchase a separate insurance policy to cover a lost device. Parents are encouraged to explore their homeowners' insurance and other insurance as options.

10. If I must replace a MacBook, would I have to pay the same replacement cost, even if the MacBook is not the newest version?

Yes. No matter the age of the device, it costs the same amount of money to replace it.

11. What happens if another student steals my student's MacBook?

As with any theft, the authorities should be contacted immediately, a police report should be filed, and the school administration should be contacted. It will be possible to identify anyone who logs onto a MacBook with a USD 232 network account, which will help authorities track the MacBook.

12. What happens if a person unaffiliated with USD 232 steals my student's MacBook?

Your student's device becomes unusable if someone outside of the district tries to log into the MacBook. Only people with USD 232 network account usernames and passwords can log into the devices.

13. What if a student forgets the assigned MacBook at home? Is the student provided a loaner for the day?

Students who forget their MacBooks will be loaned a device dependent on availability of extra devices, which are prioritized for student devices that are undergoing repairs. If a loaner device is available, it will be issued to the student by the library media specialist for the duration of the school day. MacBooks loaned for the day must be returned prior to leaving the building.

14. I am concerned about the MacBook being in bags with textbooks and the weight of the books damaging the MacBook; do you have any suggestions of how I can protect the device in my student's book bag?

Each device comes with a protective case. Students also have the option to carry the MacBook in a separate bag.

15. Will a case/cover be required? If so, will the school purchase the case/cover?

Yes, a case/cover will be required and provided by the school. It is expected that these covers remain on the MacBooks at all times. These covers serve two purposes: 1) to help protect the MacBook from every day wear and tear; and 2) to help absorb some of the impact associated with regular use of the MacBook. Keep in mind that no cover will protect the MacBook from severe or negligent treatment. It is up to each student to practice good care of his/her MacBook.

16. What if the device malfunctions? Can my student access online files with another device other than the MacBook?

Students can access their documents stored in their Office 365 account (their OneDrive) wherever they can access the Internet.

17. If a student has an out-of-town game and will not be home until 11:00 p.m. or later and needs to study or do homework on the bus, can the student bring the MacBook on the bus? At the time of return, will students be able to access school lockers to retrieve their MacBooks?

The student may take the MacBook to off-campus activities, but is responsible for safeguarding the device, as the district cannot secure the device when away from school. Students will be allowed to get into school buildings upon return from off-campus school events in order to retrieve their devices from their lockers.

18. If a student uses the MacBook inappropriately, what discipline procedures are in place?

Information on disciplinary action can be found in the student handbook and within the Acceptable Use Policy (AUP) section in this document.

19. Will there be restrictions on the MacBook?

There is a filter on the device so that no matter where the students are when they access the Internet, they are accessing a filtered environment. Students will not be allowed to download or delete apps on the device.

20. Does the district plan on blocking certain websites such as Netflix?

The limiting of access to certain websites and services is an ongoing process that involves several variables. We welcome parent input with this process. If there are other sites that are deemed inappropriate that have made it through the filter, please notify a USD 232 staff member.

21. What if a student does not have Internet at home?

Students will receive instructions on how to make their files available offline. Additionally, the district believes that there are enough free options to access the Internet around USD 232 that Internet service will not be provided by the district. Our district website shows some of the free, open WiFi hotspots within the boundaries of the school district.

22. Does the WiFi configuration on the MacBook allow for connecting to other networks?

Yes, the MacBook can connect to wireless networks that are within range.

23. Do the MacBooks have a place where my student can plug in a USB device? If so, where is the port located?

Yes. The USB ports are on the side of the device. There is also a slot for an SD card, like those used to store photos from a camera.

24. Will students be able to print at home (wired or wireless)?

Students may be able to print at home, which is dependent on a number of technical variables such as age of home printer, print drivers that are widely recognized by operating systems, etc. Students will be able to print from their MacBook while at school. It is anticipated that more school work will be handled online, thus reducing the dependency on printing and reducing the amount of paper used at the high school level.

25. Who sees the information my student saves or posts (photos or documents) on the MacBook?

Everything done on any district-owned computer, network or electronic communication device may be monitored by school authorities. Students have access to work collaboratively with other students using Office 365.

26. How is the technology/software updated?

The device automatically updates after it has been properly shut down and restarted. It is recommended that the student shut down/restart the device daily to allow updates to be installed.

27. Are all classes moving to electronic textbooks?

No. The district follows a schedule for review and replacement of instructional materials that does not overburden the district budget with purchase of new texts for all classes. Access to online textbooks will be considered as new textbooks and related resources are purchased.

28. Is the MacBook Handbook included with the documents we encounter during the online registration?

The Use Agreement is part of the online registration information; however, the MacBook Initiative Policies & Procedures Handbook is not. You can access this document on the district website.

USD 232 MACBOOK INITIATIVE STUDENT USER AGREEMENT

Please read all of the following conditions before signing this agreement.

1. One MacBook, one power adapter and one protective case are being loaned to the Student/Borrower and are in good working order. It is the Student/Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
2. This equipment is, and at all-time remains, the property of USD 232 (District) and is herewith lent to the Student/Borrower for educational purposes.
3. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the machine may result in the Student/Borrower losing privileges to use this computer. The equipment will be returned to the school when requested by the District, or sooner, if the Student/Borrower withdraws from the District prior to the end of the school year.
4. The District property may be used by Student/Borrower only for educational purposes, in accordance with the District's Acceptable Use Policy (AUP) as well as local, state and federal statutes and regulations.
5. Student/Borrower may not install or use any software or apps other than those owned or approved by the District and made available to Student/Borrower in accordance with this MacBook User Agreement.
6. The District network is provided for the academic use of all students and staff. The Student/Borrower agrees to take no action that would interfere with the efficient, academic use of the network.
7. Identification and inventory labels have been placed on the MacBooks. These labels are not to be removed or modified. If they become damaged or missing, the student must contact the student help desk for replacements. Additional stickers, labels, tags or markings are not to be added to the MacBook; however, they can be added to the protective case if the stickers are school appropriate and the student is able to remove all stickers upon returning the MacBook.
8. Students will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the MacBook.
9. The Student/Borrower acknowledges and agrees that the use of the MacBook is a privilege and that by Student/Borrower's agreement to the terms hereof, Student/Borrower acknowledges the responsibility to protect and safeguard the MacBook and to return it in good condition.

I have read and agree to conditions listed above. I have also read the MacBook Initiative Policies & Procedures Handbook, understand and agree to abide by its terms and all other USD 232 Board of Education Policies and administrative regulations.

Student's Printed Name

Grade

Building

Student's Signature

Legal Guardian's Signature

Date



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 10, 2019
Subject: District Goals – 2018-19 Reviewed & 2019-20 Proposed (Discussion Item)

During the last three years, the Board of Education has approved District Goals to help direct the work of district staff. Tonight, we will discuss the progress on the 2018-19 District Goals and begin the discussion on District Goals for 2019-20.

As you are aware, we had a very productive year in 2018-19 and many of the projects in 2019-20 will be a continuation of the work that has been started. As part of the 2019-20 District Goals, we will continue 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 2018-2019

Year End Report 6/27/2019

Achievement

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

Buildings & Budgets

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

Community Engagement

Work proactively with the community to improve educational programs.

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

**USD 232 Board of Education
District Goals 2018-2019**

Achievement

Improve achievement for all students while reducing the achievement disparities of various disaggregated groups.
Objective A1: 90% or more of USD 232 student will perform in the top three levels on the Kansas State Assessments.
Objective A2: USD 232's Five Year Effectiveness Rate for Post-Secondary Success will exceed 70%.

Strategy #1 Multi-Tiered System of Supports (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
1	1,4,7	Universal Screener: Professional Development for all staff and implementation FastBridge.	PD – Fall 2018 Implement Nov., 18	Hanson, Hite, Kelly	FastBridge was administered, preliminary results shared with the Board January, 2019
1	4	SECD Curriculum: Implement Second Step grades K-8	Throughout 2018-19	Hanson, Hite, Kelly	Second Step has been implemented K-8 and Signs of Suicide is being used 6-12
1	1,7	Implement PreACT in grades 9 & 10	Fall, 2018	Hanson, Hite, Kelly	PreACT was administered, preliminary results shared with the Board January, 2019
1	1,7	Math Intervention Materials Review	Fall, 2018	Hanson, Hite, Kelly	Math intervention materials were selected and purchased for grades 6-12, K-5 materials were purchased in April 2019.
1	4	Develop Tier 2 & 3 for Math, Reading and SECD	Spring, 2019	Hanson, Hite, Kelly	Tier 2 & 3 protocols for reading and Math have been developed and will be implemented in the fall of 2019. SECD protocols will be developed during 2019-20.

**USD 232 Board of Education
District Goals 2018-2019**

Strategy #2 Post Secondary Success (Relevance)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,8	4,6,7	Implement Pathways course at the middle schools where students will be developing their IPS.	Throughout 2018-19	Kelly	Pathways teachers collaborated throughout the year to refine and implement the new curriculum.
8	6,7	Determine a process for IPS support and enhancement at the high school level.	Spring, 2019	Kelly	District and building staff worked to develop a scope and sequence for IPS lessons at each high school.
2,8	6,7	Work with stakeholder groups to determine which career pathways should be offered.	Spring, 2019	Kelly	Key stakeholder groups were surveyed about possible career pathways. This information was compared to local and national labor statistics to focus the pathways to be offered.
2,8	6,7	Plan for the implementation of expanded or new career pathways including pathways to be housed at the new CTE center.	TBD		Specific pathways to be included in the new CTE center will be determined during the 2019-20 school year.

Strategy #3 1-to-1 Computing Device Pilot (Relevance)					
FS	Rose	Action steps	Timeline	Staff	Progress
8	7	Purchase, prepare, deploy and manage pilot devices.	July & August, 2018	Riffel	Devices deployed, pilot underway
8	7	Select pilot participants, establish pilot procedures and develop pilot evaluation criteria	July & August, 2018	Kelly, Riffel	21 pilot teachers representing all schools and levels
8	7	Meet with pilot participants to finalize procedures and evaluation processes	August, 2018	Kelly, Riffel	Completed
8	7	Update Board of Education of pilot participants, procedures and evaluation criteria	September, 2018	Kelly, Riffel	BOE presentation 9/10
8	7	Provide a report of pilot to the Board of Education	February, 2019	Kelly, Riffel	BOE Presentation 3/18/19
8	7	Recommendation for future instructional technology implementation	April, 2019	Kelly, Riffel	Device purchase for all teachers and students 6-12 approved 3/18/19

**USD 232 Board of Education
District Goals 2018-2019**

Buildings & Budgets

Maximize district resources and provide high quality facilities to enhance educational programs.
Objective B1: Contracts to complete Phase 1 bond projects and planning for Phase 2.
Objective B2: Multi-Year General Fund Budget Process.

Strategy #4 Bond project planning and implementation.			
Action steps	Timeline	Staff	Progress
Planning for Phase 1 Bond Projects	May-December, 2018	Deghand	Phase 1 construction projects out to bid Jan 2019. Safety and Technology projects in process.
Board approval of Phase 1 Construction Contracts	February, 2019	Deghand	Bid Opening February 19 th , Contract Approval March 18 th
Board approval for the Phase 1 Bond Sale	February, 2019	Larsen	Bond sale approved in April, bond bid accepted in June.
Based on available funding recommend to the Board additional projects to be completed in Phase 1.	March, 2019	Deghand, Riffel	Phase I Recommendations and Timeline presented January 14 th , all Phase 1 contracts approved by April
Planning for Phase 2 Bond Projects	Throughout 2018-19	Deghand	Phase 2 projects are in the planning process

Strategy #5 Develop budgeting plan to accommodate the Kansas Legislatures school funding plan.			
Action steps	Timeline	Staff	Progress
Review new school finance formula and legislatures multi-year funding plan.	July-September, 2018	Larsen	KSBE recommends inflationary increase to BASE.
Use projected enrollment to estimate future General Fund Resources.	October, 2018	Larsen	2018-19 enrollment reported to the Board Nov 2018. Projections for 2019-20 in process.
Explore the possible implementation of a multi-year General Fund budgeting process.	Throughout 2018-19	Larsen	Final determination of the state's multi-year plan was not finalized in time to complete this step
Monitor legislative reaction to Supreme Court ruling and implementation of current school funding plan.	January-June 2019	Larsen	Supreme Court accepted SB 61.
Present recommendation to the board as appropriate.	TBD		

Community Engagement

**USD 232 Board of Education
District Goals 2018-2019**

Work proactively with the community to improve educational programs.

Objective C1: Increase community awareness of USD 232.

Objective C2: Increase family and community engagement with schools.

Strategy #6 Increase parent and community engagement. (Relationships)

FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Provide a forum to inform parents about concerns and resources related to student mental health.	Fall, 2018	Cater	Suicide Prevention program for parents in Sept, 2018. Mental health program for parents Jan, 2019
2,4		Expand the role of the newly formed USD 232 Education Foundation.	Throughout 2018-19	Cater	The Foundation help its first event and is currently working to select a permanent board.
2,4		Support buildings with increasing parent engagement.	Throughout 2018-19	Hite	Throughout the district, 16 new family engagement activities focused on goals, strategies and action plans were implemented during the year.

Strategy #7 Improve the use and availability of information about the district. (Relationships)

FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Maximize the use of the district's new web presence.	Throughout 2018-19	Cater	The district strategically drove traffic to the official website during the past school year with 384,736 targeted visits and 513,641 total page views. This was accomplished by combining the communications vehicles of email messages, Twitter and text messages.
2,4		Increase the district's social media presence.	Throughout 2018-19	Cater	A district Twitter account was launched as well as several departmental accounts. The district's official account has more than 1,050 followers with 189 Tweets.
2,4		Create and publish a brochure highlighting district accomplishments.	Throughout 2018-19	Cater	A brochure highlighting the district was unveiled at the Foundation Breakfast and will be used during the 2019-20 school year.
2,4		Provide information to keep the community up to date on the progress of the 2018 Bond.	Throughout 2018-19	Cater	Website and social media have been used to provide timely updates



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 2017-2023

Achievement

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

Buildings & Budgets

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

Community Engagement

Work proactively with the community to improve educational programs.

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

**USD 232 Board of Education
District Action Steps for 2019-2020 - Draft**

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	Use various assessments to monitor student performance in reading and math as well as social-emotional wellbeing.	2019-2020 School Year	Hite	
1	1,4,6,7	Full implementation of the MTSS Handbook will be honored with fidelity at all buildings	2019-2020 School Year	Hite, Hanson, Kelly	
		Provide Guidance for staff about the interaction between MTSS procedures and 504 and Special Education evaluations.	August, 2019	Hanson	
1	1, 4, 7	Identify reading and behavior Tier resources for grades 9-12	September – March, 2019-2020 School Year	Hite, Hanson	
1	1,4,7	Complete MTSS Behavior Tier 2 and 3 Protocols for all grade levels	September – March, 2019-2020 School Year	Hite, Hanson	
1	1,7	Track data of MTSS protocols for improvements in 2020-20201 MTSS Handbook.	August- April, 2019-2020 School Year	Hite, Hanson, Kelly	

**USD 232 Board of Education
District Action Steps for 2019-2020 - Draft**

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
6,8	4,6,7	Continue implementation of the new Pathways course at the middle schools, where each student will develop an IPS.	2019-2020	Kelly	
8	6,7	Continue to create a scope and sequence for IPS activities across grades K-12.	2019-2020	Kelly	
2,4,8	6,7	Plan for the implementation of expanded or new career pathways, including courses to be housed at the new CTE Center.	2019-2020	Kelly	
2,4,8	6,7	Continue to work with stakeholder groups to determine which career pathways should be offered.	2019-2020	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 MacBook Initiatives Policies & Procedures to the Board of Education for approval.	July 2019	Cater	
8	7	Conduct initial Apple and Canvas training for all staff and specific training for secondary staff about using technology in the classroom.	August 2019 with follow-up though out the year.	Kelly	
8	7	Recommend elementary device purchase to the Board of Education for approval.	March 2020	Kelly, Riffle	
8	7	Conduct using technology in the classroom training for elementary staff.	June – August 2020	Kelly	
8	7	Monitor One Device per Learner initiative and recommend changes as needed.	August 2019 – July 2023	Kelly, Riffle	

**USD 232 Board of Education
District Action Steps for 2019-2020 - Draft**

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
Mill Valley Projects Construction	March 2019-August 2020	Deghand	
Planning for CTE and ECE Center	March 2019-September 2019	Deghand	
Planning for other Phase 2 projects	June 2019-December 2019	Deghand	
Board approval of Phase 2 Construction Contracts	February, 2020	Deghand	
Board approval for the Phase 2 Bond Sale	April & June, 2020	Larsen	
Planning for Phase 3 Bond Projects	Spring 2020	Deghand	

Strategy #5 Budgets plans based on the Kansas Legislatures school funding plan through the 2022-23 school year.			
Action steps	Timeline	Staff	Progress
Review 2018-19 Expenditures	July-September, 2019	Larsen	
Use projected enrollment to estimate future General Fund Resources.	October, 2019	Larsen	
Build 2020-21 Budget based on prioritized needs	November, 19 – January, 20	Larsen	
Plan for 21-22 budget implications of the New CTE & ECE Center	February 2020	Larsen	
Present recommendations to the board as appropriate.	TBD		

**USD 232 Board of Education
District Action Steps for 2019-2020 - Draft**

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 of One Device per Learner initiative and Canvas learning management implementation.	August-November 2019	Kelly, Riffel	
2,4		Continue to work with the Johnson County Superintendents Mental Health Convening on suicide awareness and prevention and mental health education.	Throughout 2019-20	Cater	
2,4		Expand the involvement of the newly formed USD 232 Education Foundation.	Throughout 2019-20	Cater	

Strategy #7 Improve the use and availability of information about the district. (Relationships)					
FS	Rose	Action steps	Timeline	Staff	Progress
2,4		Update and disseminate district information to highlight USD 232's outstanding education and community.	Throughout 2019-20	Cater	
2,4		Provide information to keep the community up to date on the progress of the 2018 Bond.	Throughout 2019-20	Cater	



Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: July 10, 2019
Subject: **Recommended Policy Revisions (ALERT)**

We are continuing our review of policies with a recommendation for changes to be considered by the Board of Education at the regularly scheduled meeting in August.

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

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

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

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

How to review recommended revisions

We will present current board policy with noted changes in two ways:

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

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

Policy EBBE – Emergency Drills

Kansas Senate Bill 128, which passed in 2019 and signed into law, amended present law concerning school district requirements for fire, tornado, and crisis drills. This policy now summarizes the number of each type of drill required to be performed and provides more detail as to timing and manner of performance. We are also adding language to the policy regarding drills and students who receive special education services, individuals who are mobility impaired, or other individuals who may need assistance from staff members.

EBBE – Emergency Drills

Building principals shall be responsible for scheduling and conducting emergency drills as required by law and for ensuring students are instructed in the procedures to follow during the emergency drill and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Although plans for evacuation are essential, the state fire marshal may grant exemptions to the number or manner of drills required by law with regard to students receiving special education or related services, upon request.

Each principal shall conduct briefings with the staff concerning the emergency plan.

The four fire drills and three crisis drills required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

BOE Approved: 10/2005; 01/2008; 8/2019

Policy GACC – Recruitment and Hiring

We are recommending the addition of language that addresses the hiring process already in place within the school district. Specifically, extending offers of employment are to be in writing and we require written acceptance as part of the hiring process. This creates a paper trail and provides evidence of the parties' agreement to enter into the employment relationship in case a new hire attempts to back out of the arrangement prior to signing a contract for the next school year.

GACC – Recruitment and Hiring –~~All Employees~~

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment to the candidate *in writing subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;*
- *Written* acceptance by the candidate;
- Contract or other appropriate document provided to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

BOE Approved: 01/2006; 08/2008; *8/2019*

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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: Tuesday, July 9, 2019
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 12. The report on the unencumbered cash balance of specific funds required by the statute was submitted to the Kansas Department of Education on July 1, 2019. This report is attached as Attachment 1.

Please note that line 1, Fund 06, shows a negative balance of \$2,108,252. This is the amount due USD 232 for the balance of its June General State Aid, which was paid July 8, 2019. 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 \$238,027. USD 232 was due \$481,858 for the balance of its June Supplemental General Fund (LOB) State Aid which was paid July 8, 2019. 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 \$719,885.

Please call me with any questions you might have.

**Unencumb. Cash
Balance-July 1**

- [Administrative Data](#)
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LEA Forms>Unencumb7>Cash Balance Form

USD # D0232

2019-2020 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, 2019 Unencumbered Cash Balance
06	General Fund	-2,108,252
08	Supplemental General Fund	238,027
10	Adult Education	0
11	At Risk (4 Year Old)	4,389
12	Adult Supplemental Education	0
13	At Risk (K-12)	33,242
14	Bilingual Education	27,834
15	Virtual Education	0
16	Capital Outlay	16,948,828
18	Driver Education	7,464
19	Declining Enrollment	0
22	Extraordinary Schools	0
24	Food Service	442,326
26	Professional Development	117,022
28	Parent Education Program	12,659
29	Summer School	0
30	Special Education	711,459
33	Cost of Living	74,687
34	Vocational Education	94,572
35	Gifts and Grants	21,428
42	Special Liability	0
44	School Retirement	0
45	Extraordinary Growth (Ancillary)	0
47	Special Reserve	1,366,136
53	Contingency Reserve Fund	2,800,000
55	Textbook & Student Material Revolving	363,719
56	District Activities	24,147
57	Tuition Reimbursement	0
67	Special Assessment	143,650
78	Special Education Coop	0
TOTAL		21,323,337

[Save](#)

0 0

attachment 1



Unified School District 232

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

Wendy S. Denham
Clerk, Board of Education

To: Members of the Board of Education
From: Wendy Denham, Clerk
Date: July 10, 2019
Subject: Extended Day Trip Approvals – FYI

In the past, the Board has been asked to approve Extended Day Trips on the consent agenda for any student trips that happen prior to the start of the school day or continue after the end of the school day. Although the majority of those trips were for Kansas State High School Athletic Association (KSHSAA) sponsored events others included field trips that happened to extend beyond the school day.

In order to streamline the Extended Day Trip approval process, with the start of the 2019-20 school year we will inform school administrators that school board approval will now be required for USD 232 Student Organization travel that will be outside of the state of Kansas or the Kansas City Metro area, or for trips that include one or more night stays. The exception to this will be KSHSAA sponsored events which will not require board approval for overnight stays (the majority of these will be state competitions). The district's middle schools and high schools are members of KSHSAA and students participating in KSHSAA activities are covered by the organization's catastrophic insurance plan and a supplemental mid-catastrophic insurance plan purchased by the district. Please keep in mind that all trips are approved by the building principals. This will result in fewer Extended Day Trips on the Board's Consent Agendas.

Please feel free to contact me or Superintendent Harwood if you have any questions about this change in procedure.

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