



Unified School District 232

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

Frank Harwood
Superintendent of Schools

USD 232 BOARD OF EDUCATION REGULAR MEETING AGENDA

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

June 3, 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. CONSENT AGENDA.

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

- A. Adopt agenda.
- B. Approve minutes of the May 6th regular meeting.
- C. Approve payment of bills and transfer of funds (if appropriate).
- D. Approve employment recommendations made on May 28, 2019.
- E. Approve employment recommendations made on June 3, 2019.
- F. Approve the proposed 2020-21 School Year Calendar.
- G. Approve the revised 2019-20 School Year Calendar.
- H. Approve the 2019-2020 Classified and Health Services Handbook as presented.
- I. Award 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.
- J. Declare one (1) Arrakis Soundboard at Mill Valley High School, Model No. ARR1004144, as surplus.
- K. Approve a 3-year "unlimited seat" contract with Edgenuity (online virtual curriculum provider) in the amount of \$20,000.00 per year.
- L. Approve 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.

- M. Accept a donation in the amount of \$1,000.00 from the De Soto Quarterback Club to the De Soto High School Cross Country program.
- N. Accept a donation in the amount of \$500.00 from Amy and Irwan Tjan to the De Soto High School Band program.
- O. Accept a donation in the amount of \$800.00 from Denis Adams to the De Soto High School Band program.
- P. Accept a donation in the amount of \$820.00 from Kristin Craves to the De Soto High School Band program.

III. GOOD NEWS.

- A. Student Recognition.

IV. ACTION ITEMS.

- A. Bond Sale. [Ken Larsen]
- B. Employee Assistance Program. [Brian Schwanz & Carrie Handy]
- C. July Organizational Meeting. [Dr. Frank Harwood]

V. PATRON INPUT.

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

- A. Organizational Meeting Packet.
- B. 2019-2020 Special Education Related Service Employee Handbook.

VII. FYI REPORTS.

- A. Annual School Site Council Reports.
- B. 2019-2020 Student Nutrition a la carte Beverages.

VIII. EXECUTIVE SESSION.

- A. Negotiations.

IX. ADJOURNMENT.

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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES --REGULAR MEETING

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

May 6, 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
Kevin Makalous
Mitch Powers
Rachele Zade

Absent:

Angela Handy
Danielle Heikes

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
Dr. Joe Kelly, Director of Curriculum & Instruction
Ken Larsen, Assistant Superintendent of Business & Operations
Jolyn Mortenson, Director of Student Nutrition
Brandon Riffel, Director of Technology
Sam Ruff, Principal, De Soto High School
Ceresa Schaffer, Secondary Curriculum Coordinator
Brian Schwanz, Director of Human Resources/Secondary
Dr. Cindy Swartz, Technology Integration Coordinator

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 47636 from Consent Agenda item "C. Approve payment of bills and transfer of funds." for approval separately. He also asked to pull Consent Agenda item "H. Approve the Facility Use Fee Schedule with an increase in the sign-up fee to \$175.00" for discussion before action.

Mr. Mitch Powers moved to adopt the Agenda and approve the Consent Agenda as amended.

Mr. Kevin Makalous seconded.

Carried 5/0.

The following Consent Agenda items were approved:

1. Minutes of the April 1st regular meeting.
2. Payment of bills and issuance of checks numbered 47607 – 47635, 47637 – 47667, 47673 – 47801, 47803 - 47874 and 47884 – 47972.
3. Transfer of funds as follows:
 - a. \$855,000.00 from General (Fund 06) to Special Education (Fund 30)
 - b. \$4,500.00 from LOB (Fund 08) to State Pre-K (Fund 11)
 - c. \$185,000.00 from LOB (Fund 08) to At Risk K-12 (Fund 13)
 - d. \$38,500.00 from LOB (Fund 08) to Bi-Lingual (Fund 14)
 - e. \$152,000.00 from LOB (Fund 08) to Vocational Education (Fund 34)
4. Employment recommendations as follows:

Resignations – Classified

Kerry Borchardt, Administrative Assistant, Teaching & Learning, AO *(effective 5/24/19)*

Patricia Burnett, Student Nutrition Assistant, MCMS *(effective 5/24/19)*

Jennifer Clarkin, Student Nutrition Assistant, MTMS *(effective 5/24/19)*

Monica Evans, Registrar, DHS *(effective 6/7/19)*

Amanda Jackson, Evening Custodian, SE *(effective 5/3/19)*

Monica Johnston, Student Nutrition Assistant, ME *(effective 5/24/19)*

Chrysti Nichols, Early Childhood Lead Teacher, BE

Jennifer Rooney, Student Nutrition Assistant, MTMS

Sheri Tennis, Building Secretary, MCMS *(effective 6/7/19)*

Retirement – Classified

Willy Snow, Paraprofessional, LTMS *(effective 5/24/19)*

Employment – Classified

Cassandra Bartholomew, Student Nutrition Assistant, DHS

Tami Casey, Administrative Assistant, Teaching & Learning Department, AO

Danielle Hessong, Reading Aide, SE *(effective 8/7/19)*

William Scott Kollin, Paraprofessional, MTMS

Emilie Rigolizzo, Substitute Nurse, RE

Kaitlyn Schmidt, ESY Summer School Paraprofessional, BE

Justina Smith, Rule 10 Volleyball Coach, LTMS

Sydney Westerman, Rule 10 Color Guard Coach, DHS

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

Anne Goodson, Forensics/Debate Teacher, MVHS

Kiersten Heier, 4th Grade Teacher, SE

Brianna Kitchings, Special Education Teacher, HE

Stephanie Mooneyhan, Vocal Music, MVHS

Isaiah Murdock-Yeubanks, English Teacher, MVHS

Deborah Ricker, School Improvement Specialist, HE

Lisa Shryock, 6th Grade Pathways Teacher, MTMS
Diane Smith, Kindergarten Teacher, HE
Angela Teeple, Special Education Teacher, MVHS

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

Maureen Baker, Technology Teacher, ME

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

Tracy Brill, 2nd Grade Teacher, SE
Laura Dondzila, School Improvement Specialist, ME
Sarah Duckett, 2nd Grade Teacher, BE
Megan Glenn, Family & Consumer Science, LTMS
Jill Hanson, 0.4 FTE Art Teacher (job share), CCE
Juliana Jones, Social Worker
Kelsey Jones, 5th Grade Teacher, SE
Sohail Jouya, Forensics/Debate Teacher, MVHS
Mackenzie Mayfield, 1st Grade Teacher, RE
Zachery McFall, Special Education Teacher, Center Based, MVHS
Brandi Michaels, 5th Grade Teacher, SE
Laura Millikan, 5th Grade Teacher, CCE
Megan O'Boyle, Family & Consumer Science, DHS
Kylie Ogden, Kindergarten Teacher, CCE
Sarah Stephenson, 4th Grade Teacher, PRE
Kati Strickland, English Teacher, MVHS
Sara Tomlinson, Physical Education Teacher, CCE
Clare VanDusen, 5th Grade Teacher, SE

5. KASB membership renewal in the amount of \$14,367.10 (including the season pass) and KASB Legal Assistance Fund Adoption Agreement and Consultant Service Contract in the amount of \$2,100.00.
6. Renewal of the University of Kansas Hospital Authority Sports Medicine & Athletic Training Services Agreement for another five-year term with no increase in the annual rate, beginning June 1, 2020 through May 31, 2025.
7. Waiver of Facility Use Fee to the cities of De Soto and Shawnee during the 2019-20 school year.
8. The Cates proposal of \$94,080.00 per year for HVAC maintenance services from July 1, 2019, to June 30, 2021.
9. Maintaining the Johnson County Park & Recreation Department (JCPRD) facility use fee at \$8.00 per space/per hour for the 2019-20 school year.
10. Maintaining the transportation (bus) fees for the 2019-20 school year in the amount of \$300.00 if paid on or before August 1st and \$350.00 if paid after August 1st.
11. The 2019-2020 Local Education Agency (LEA) Assurances for the Individuals with Disabilities (IDEA) Part VI-B Funds.
12. An increase of \$0.10 in all student paid lunch prices and \$0.05 in adult lunch prices with the start of the 2019-20 school year.
13. Declared list of library books and materials from Mill Valley High School as surplus.

14. Acceptance of a bid from Southwest Audio-Visual in the amount of \$24,290.00 for replacement of the Mill Valley High School Tricaster.
15. An annual supplemental technical services contract with k12itc to add two additional full time support agents at a cost of \$86,500.00 per year.
16. Execution of a buy-out option on the district's 2015 computer lease, 1,748 devices, from First American Equipment Finance in the amount of \$196,052.33.
17. Payment of \$34,000.00 to Synetic Technologies for post-lease services on 1,700 computing devices that are at the end of lease and will not be retained by the district.
18. Establishment of the Educators Rising student activity club at De Soto and Mill Valley high schools.
19. Acceptance of the following donations:
 - \$500.00 from Anthony and Teresa Kempf to the De Soto High School Baseball program.
 - \$872.50 from Daniel and Renee Grier to the De Soto High School Cross Country program.
 - \$400.00 from Bryan and Jesica LeBar to the De Soto High School Band program.
 - \$13,000.00 from De Soto Youth Athletics to the De Soto High School Boys and Girls Basketball program.
 - \$1,000.00 from Walmart to Riverview Elementary School.
20. The following extended day trip:
 - Mill Valley High School Student Council, Grades 9-12, attend the Region VI Vision Conference, Lake Hamilton High School, Pearcy/Hot Springs, AR, June 19-23, 2019.

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 \$1,327.90 with check number 47636.

Mr. John Gaignat seconded.

Carried 4/0.

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

GOOD NEWS.

Staff Member Recognition. Administrative Office staff member Casey Rooman-Smith, Administrative Assistant, was recognized for outstanding service in her district role and presented with a Certificate of Appreciation.

The Board congratulated Superintendent Harwood for graduating with his Doctorate in Education this past weekend and presented him with an Edible Arrangement.

ACTION ITEMS.

Approve the Facility Use Fee Schedule with an increase in the sign-up fee to \$175.00. Bill Fletcher stated that De Soto Youth Athletics donated \$13,000.00 to the De Soto High School basketball program and asked if the district charged them a gym fee. Steve Deghand, Director of Facilities, noted they weren't charged the facility use fee. President Zade said they were charged for the custodial time.

Mr. Bill Fletcher moved to approve the Facility Use Fee Schedule as presented.

Mr. Kevin Makalous seconded.

Carried 5/0.

Handheld Radios – System Upgrade. Alvie Cater, Assistant Superintendent of Administrative & Educational Services, gave a presentation on handheld radios which was part of the Safety & Security plan in the Bond Issue. He talked about benefits that would be achieved districtwide by using handheld radios and shared how the equipment would be set up.

Mr. Kevin Makalous moved to approve design, purchase of hardware (including 295 portable Kenwood digital radios), installation/labor, programming, FCC licensing and support from Ka-Comm, Inc. in the amount of \$145,385.09.

Mrs. Rachele Zade seconded.

Carried 5/0.

City of De Soto Redevelopment District - TIF. Alvie Cater informed the Board that a proposed redevelopment district for a portion of Commerce Park in De Soto has been submitted to the city that will hold a public hearing on June 6th to consider adoption of the project plan for Hike Commerce Drive Redevelopment. He noted that the project proposal calls for 80% tax increment financing (TIF) over a twenty year period. Mr. Cater informed the Board that the law changed in 2017 to allow for collection of 100% tax dollars for Capital Outlay and the 20 mills that the state collects, so there would be no adverse affect on the school district.

Bill Fletcher asked if there were any tax abatements or Industrial Revenue Bonds (IRBs) requested on any of the building projects. Mr. Cater said there were not any presented. Mr. Fletcher also asked where sewers would be located as part of the project. Mike Brungardt, De Soto City Administrator, provided some information about sewer placement.

Superintendent Harwood noted that from a school district perspective, there will be no loss in resources due to this project.

The Board Members chose to not exercise their authority to oppose the project so no action was taken.

DISCUSSION ITEMS.

Mill Valley Traffic Study prepared by a student. Mill Valley students Zach Steiger, Ryan Williams, Branden Webb and Seth Hobson presented a study on traffic control at Mill Valley High School for their senior capstone project in the Project Lead the Way Engineering Design and Development class. Possible solutions they talked about include addition of a round-about on the north side of the school, middle school/high school start and release time adjustments, or the addition of a road from a nearby subdivision.

Kevin Makalous left the meeting at 6:58 p.m.

KESA Outside Visiting Team Report. Michelle Hite, Director of School Improvement, gave a report on the accreditation results in year two. She shared with the Board the structure of the day for the outside visiting team, their recommendations, commendations, and next steps the district will take in year three based on their feedback.

Legislative & Budget Update. Superintendent Harwood reviewed three bills in the Senate that have been signed by the Governor and directly impact school districts: 1. Senate Bill 7 – Moving school board officer elections and organizations from July to January, or at a later meeting date that calendar year if so determined by the board. 2. Senate Bill 128 – Requiring at least nine safety drills to be conducted by schools each year, including fire (4), tornado (2) and crisis drills (3); and, 3. Senate Bill 16 – Making appropriations for the department of education for fiscal year 2020 and fiscal year 2021 in response to litigation; increasing BASE aid for certain school years; and other amendments related to education. He then reviewed budget Form 150, General Fund and Local Option Budget. He also informed the Board about expected expenditure increases for 2019-20 including \$200,000 in deficit reduction, \$400,000 in health insurance and \$300,000 in fixed cost increases. In addition there are \$1,500,000 in budget requests from the schools and staff contract movement to take into consideration.

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. Recommended Calendar for 2020-21 School Year; Recommended Amendments to the 2019-20 School Year Calendar, 2. Revisions for the 2019-2020 Classified and Health Services Handbook; and, 3. Employee Assistance Program.

EXECUTIVE SESSION.

Negotiations.

Mrs. Rachele Zade moved to go into executive session at 7:20 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 7:40 p.m. at this location.

Mr. Mitch Powers seconded.

Carried 4/0.

The Board returned to open session and President Zade called the meeting back to order at 7:40 p.m.

President Zade adjourned the meeting at 7:40 p.m.

Date Approved

Clerk, Board of Education

President, Board of Education



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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: Friday, May 31, 2019

SUBJECT: Treasurer's Report (Consent Agenda Item)

Approve Checks 47973-48269 with Following Exceptions:

Payroll & Payroll Vendor Checks:

48020 - 48024 1st May Payroll, Pay Date 5-15-19

48136 - 48143 2nd May Payroll, Pay Date 5-31-19

48144 – 48206 Checks Voided/Printer Error

Approve the following month end transfers for May 31, 2019:

\$ 400,000.00 From General Fund (06) to Sped (30)

\$ 5,000.00 From LOB (08) to State Pre-K Program (11)

\$ 180,000.00 From LOB (08) to At Risk K-12 (13)

\$ 40,000.00 From LOB (08) to Bi-Lingual (14)

\$ 25.00 From LOB (08) to SNS (24)

\$ 13,500.00 From LOB (08) to PAT (28)

\$ 605,000.00 From LOB (08) to Sped (30)

\$ 155,000.00 From LOB (08) to Voc Ed (34)

Check Journal - 5/10/2019

Check Number	Check Date	PAYEE	REASON	AMOUNT
47973	5/10/19	AccuCut, LLC	Classroom support - die cuts	\$540.00
47974-47975	5/10/19	Amazon Capital Services	Classroom supplies	\$1,605.98
47976	5/10/19	Assisted Student Transportation	Homeless student transportation	\$266.25
47977	5/10/19	Blick Art Materials	Science order	\$64.99
47978	5/10/19	BSN Sports, LLC	DHS Volleyball & Boys Basketball 2019-20	\$2,404.27
47979	5/10/19	Cengage Learning	Science kits	\$1,118.07
47980	5/10/19	Cintas Corporation No.2	April Uniform Rental	\$1,522.27
47981	5/10/19	De Soto High School	Reimburse for Amazon order-check paid to district	\$75.92
47982	5/10/19	EBSCO Information Services	Magazine subscriptions for 2019-2020	\$580.14
47983	5/10/19	Epic Sports Inc.	MTMS-Volleyball Equipment	\$1,048.14
47984	5/10/19	Extra Duty Solutions	MVHS Security	\$93.60
47985	5/10/19	Grainger	T8 Ballasts / District Wide	\$908.34
47986	5/10/19	Heartland Coca Cola Bottling Co	Student Nutrition Dept.	\$631.65
47987	5/10/19	Instructure, Inc.	Canvas Cloud Subscription 4/1/19-6/30-19	\$6,500.00
47988	5/10/19	Kansas Assn Of School Boards	KASB 2019-20 Membership Renewal including Season Pass	\$16,467.10
47989	5/10/19	Kennyco Industries, Inc.	Fire Alarm Repairs @ MVHS	\$1,038.50
47990	5/10/19	Learning A-Z	ELL Learning A-Z	\$2,771.40
47991	5/10/19	Leavenworth County Coop Assoc.	Oil Storage System - Grounds	\$3,066.67
47992	5/10/19	Micro Center, Inc.	Parts	\$119.97
47993	5/10/19	Mill Valley High School	State Forensics Entry Fee-Reimburse	\$110.00
47994	5/10/19	Nasco	art supplies	\$138.80
47995	5/10/19	Norris, Keplinger, Hicks & Welder LLC	Legal Services & Expenses	\$966.00
47996	5/10/19	Olathe USD #233 Facility Usage	Lane & pool rental	\$1,980.00
47997	5/10/19	Pearson Assessments	SPED Testing Protocols	\$192.39
47998	5/10/19	Perma-Bound	Lost and Damaged Book Replacement Copies	\$268.99
47999	5/10/19	Propio LS, LLC	Interpreting Services	\$20.00
48000-48001	5/10/19	Pur-0-Zone, Inc	Custodial equipment repairs - 2018-19 school year	\$429.80
48002	5/10/19	Ramsey Solutions	Foundations in Personal Finance for HS	\$1,374.45
48003	5/10/19	Rangine Corporation	Shelving for MTMS Media Center Appr by BOE 12/3/18	\$9,500.00
48004	5/10/19	Reeves-Wiedeman Company	Maintenance Supplies	\$27.14
48005	5/10/19	SiteOne Landscape Supply, LLC	Herbicide District Wide	\$1,586.45
48006	5/10/19	Smallwood Lock Supply	Maintenance Supplies	\$89.34
48007	5/10/19	Stanion Wholesale Electric	Maintenance Supplies	\$107.85
48008	5/10/19	TAESE/CPD	KSDE Leadership conference	\$1,250.00
48009	5/10/19	TechnoKids, Inc.	license for biography	\$20.00
48010	5/10/19	Time For Kids	half year	\$89.00

Check Journal - 5/10/2019

Check Number	Check Date	PAYEE	REASON	AMOUNT
48011	5/10/19	Tire Hub	Two more tires for Grounds Trailer	\$495.48
48012	5/10/19	U.S. Foodservice, Inc	Student Nutrition Dept.	\$97,341.67
48013	5/10/19	United Office Products, Inc.	Media Center Furniture MTMS Approved by BOE 12/3/18	\$2,639.60
48014	5/10/19	Validity Screening Solutions	Background check services	\$383.00
48015	5/10/19	Varsity Spirit Fashions	Cheer Uniforms	\$5,032.50
48016	5/10/19	Waste Management	Trash/Recycle - April 2019	\$4,757.42
48017	5/10/19	Water District No 1 Of Jo Co	ME, TP, & MC--March/April 2019	\$862.34
48018	5/10/19	Westar Energy	Electricity for March/April 2019	\$95,354.94
48019	5/10/19	Western Extralite Company	ACV Detector District Wide - DK	\$27.64
				\$265,868.06

Check Journal - 05/23/2019

Check Number	Check Date	PAYEE	REASON	AMOUNT
48093	5/23/19	ACS Electronic Systems, Inc.	Replacement Card Reader District Wide	\$351.49
48094	5/23/19	Amazon Capital Services	Supplies	\$2,371.10
48095	5/23/19	Art to Frame	Picture frames	\$4,500.00
48096	5/23/19	AT&T	AT & T Relocate for MVHS Addition	\$21,641.01
48097	5/23/19	Atmos Energy	Heat-Bridge & DHS for April/May 2019	\$167.95
48098	5/23/19	Barts Electric	AV Upgrade	\$2,448.00
48099	5/23/19	BSN Sports, LLC	DHS -2019-20 Girls Basketball	\$366.00
48100	5/23/19	Children's Center for the Visually Impair	Services for student	\$7,415.00
48101	5/23/19	Conference Technologies, Inc.	repair	\$305.00
48102	5/23/19	Core Communications LLC	Bond Project - Classroom AV upgrade	\$16,675.09
48103	5/23/19	Cornerstones Of Care	Services for student	\$7,005.00
48104	5/23/19	Cosentino Enterprise, Inc.	Grocery supplies for MTMS - Center based program	\$29.68
48105	5/23/19	Franklin Covey	Student Activity Guides - The Leader in Me	\$2,971.96
48106	5/23/19	General Parts LLC	High Limit for Heating Cabinet @ MVHS Kitchen	\$85.82
48107	5/23/19	Heartland Coca Cola Bottling Co	Student Nutrition Dept.	\$165.49
48108	5/23/19	Houghton Mifflin Company	SPED/EC - testing kit	\$1,586.33
48109	5/23/19	Hy-vee, Inc.	Flower arrangement for Graduation	\$75.00
48110	5/23/19	Idville	badge supplies	\$144.46
48111	5/23/19	Johnson Co Sheriff's Office	DHS Security	\$437.50
48112	5/23/19	KC Golf Cart Company, LLC	Golf Cart Rental for Graduation	\$1,075.00
48113	5/23/19	K.C. Air Filter Company, Inc.	Air Filters @ DHS	\$94.56
48114	5/23/19	Kennycos Industries, Inc.	DHS Fire Alarm Pull Station & Labor	\$262.50
48115	5/23/19	Kenton Brothers Inc.	Security Camera Replacement- Bond	\$4,122.93
48116	5/23/19	Neff Company	League Banners for Gym	\$1,170.70
48117	5/23/19	NeoFunds	Add Postage to Machine on 5/10/19	\$328.00
48118	5/23/19	nTherm, LLC	Heating Bill	\$1,537.19
48119	5/23/19	Office Depot	Supplies	\$119.98
48120	5/23/19	P.A.T. National Center, Inc.	Parents as Teachers Conference	\$2,100.00
48121	5/23/19	Project Lead The Way, Inc.	PLTW Renewal	\$6,000.00
48122	5/23/19	Propio LS, LLC	Interpreting services	\$262.40
48123	5/23/19	Rachael R Smith	Mileage paid to a family	\$392.40
48124	5/23/19	Reeves-Wiedeman Company	Sloan Auto Flush System & Conversion Kit	\$284.04
48125	5/23/19	All American Sports Corp.	2019-20 Football Needs list	\$8,005.22
48126	5/23/19	Rogers Athletic Company	MTMS Football - Tackle Sled	\$1,580.00
48127	5/23/19	Sacred Heart Catholic School	Sacred Heart reimbursement	\$1,875.00
48128	5/23/19	School Specialty Inc	Final PRE Art supplies	\$283.73

Check Journal - 05/23/2019

Check Number	Check Date	PAYEE	REASON	AMOUNT
48129-30	5/23/19	Security Bank Card Center, Inc.	Visa - May 2019	\$115,642.49
48131	5/23/19	Shawnee Area Chamber Of Comm	Breakfast - Frank Harwood & Rachele Zade	\$40.00
48132	5/23/19	Soliant Health, Inc.	School Psych contracting services	\$1,120.00
48133	5/23/19	U.S. Foodservice, Inc	Student Nutrition Dept.	\$23,908.08
48134	5/23/19	United Office Products, Inc.	Student Nutrition Dept.	\$1,526.00
				\$240,472.10

Date	Cardholder Name	Merchant	Merchant Location	Amount
4/17/2019	ALBERT LIGHTWINE	AMERICAN METALS SUPPLY CO	SPRINGFIELD, IL 627110000	\$154.28
4/24/2019	ALBERT LIGHTWINE	DEY APPLIANCE A	VADNAIS HEIGH, MN 551100000	\$40.69
	ALBERT LIGHTWINE Total			\$194.97
4/15/2019	BELMONT ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$151.36
	BELMONT ELEMENTARY Total			\$151.36
4/25/2019	CARRIE HANDY	ALL STAR AWARDS - LEN	LENEXA, KS 662150000	\$225.00
5/9/2019	CARRIE HANDY	SMORE.COM - EDUCATOR	WWW.SMORE.COM, NY 100100000	\$79.00
5/10/2019	CARRIE HANDY	ALL STAR AWARDS - LEN	LENEXA, KS 662150000	\$15.00
	CARRIE HANDY Total			\$319.00
4/12/2019	CLEAR CREEK ELEMENTARY	IKEA MERRIAM	MERRIAM, KS 662020000	\$590.99
	CLEAR CREEK ELEMENTARY Total			\$590.99
4/26/2019	DAVID KING	MICROFRAME	918-258-4839, OK 740120000	\$399.21
	DAVID KING Total			\$399.21
5/9/2019	DEBBIE ATWELL	THECERAMICSHOP	215-427-9665, PA 193010000	\$796.00
	DEBBIE ATWELL Total			\$796.00
4/13/2019	DESOTO HIGH SCHOOL	HOBBY-LOBBY #0075	OLATHE, KS 660620000	\$91.74
	DESOTO HIGH SCHOOL Total			\$91.74
5/4/2019	DHS TRAVEL 2	COUNTRY INN AND SUITES	SALINA, KS 674010000	\$100.30
5/4/2019	DHS TRAVEL 2	COUNTRY INN AND SUITES	SALINA, KS 674010000	\$108.53
5/4/2019	DHS TRAVEL 2	COUNTRY INN AND SUITES	SALINA, KS 674010000	\$108.53
5/3/2019	DHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$1.25
5/4/2019	DHS TRAVEL 2	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$1.25
5/7/2019	DHS TRAVEL 2	COUNTRY INN AND SUITES	SALINA, KS 674010000	-\$8.23
5/7/2019	DHS TRAVEL 2	COUNTRY INN AND SUITES	SALINA, KS 674010000	-\$8.23
	DHS TRAVEL 2 Total			\$303.40
5/9/2019	FRANK HARWOOD	JT'S GRILL & SPORTS BAR	DE SOTO, KS 660180000	\$286.00
	FRANK HARWOOD Total			\$286.00
4/16/2019	IRVIN GREER	MENARDS LAWRENCE KS	LAWRENCE, KS 660460000	\$125.33
5/9/2019	IRVIN GREER	DALE WILLEY AUTOMOTIVE, I	LAWRENCE, KS 660460000	\$27.26
	IRVIN GREER Total			\$152.59
4/19/2019	JANET HOPKINS	TARGET 00020438	OVERLAND PARK, KS 662140000	\$23.18
4/23/2019	JANET HOPKINS	HARP'S 249	DE SOTO, KS 660180000	\$25.32
	JANET HOPKINS Total			\$48.50
4/16/2019	JODIE SAULTZ	HYATT REGENCY WICHITA	WICHITA, KS 672020000	-\$137.18
4/16/2019	JODIE SAULTZ	MHE MCGRAW-HILL ECOMM	800-648-3045, NY 101210000	\$96,016.14
	JODIE SAULTZ Total			\$95,878.96
4/17/2019	JULIE MAURER	DRI VMWARE	952-3922584, MN 553430000	\$319.96
	JULIE MAURER Total			\$319.96
5/6/2019	KERRY BORCHARDT	K-ACTE	785-2332690, KS 666040000	\$155.00
5/13/2019	KERRY BORCHARDT	SMORE.COM - EDUCATOR	WWW.SMORE.COM, NY 100100000	\$79.00
	KERRY BORCHARDT Total			\$234.00
4/16/2019	MARY CAROLINE FRIDAY	SPROUTS FARMERS MAR	LENEXA, KS 662190000	\$29.74
4/17/2019	MARY CAROLINE FRIDAY	WAL-MART #4611	SHAWNEE, KS 662260000	\$32.68
4/23/2019	MARY CAROLINE FRIDAY	HOBBY-LOBBY #0081	MERRIAM, KS 662020000	\$302.81
4/24/2019	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$108.54
4/25/2019	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$205.49
4/29/2019	MARY CAROLINE FRIDAY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$50.69
5/7/2019	MARY CAROLINE FRIDAY	WAL-MART #4611	SHAWNEE, KS 662260000	\$98.97
	MARY CAROLINE FRIDAY Total			\$828.92
4/24/2019	MELISSA MILLER	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$16.51
4/25/2019	MELISSA MILLER	THE WEBSTAURANT STORE	717-392-7472, PA 176020000	\$171.76
	MELISSA MILLER Total			\$188.27
4/16/2019	MELYNDA KAIFES	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$83.82
	MELYNDA KAIFES Total			\$83.82
4/11/2019	MILL VALLEY HIGH SCHOOL	NASSP PRODUCT & SERVICE	703-8600200, VA 201910000	\$2,249.75
4/12/2019	MILL VALLEY HIGH SCHOOL	NATIONAL AWARDS INC	601-3660800, MS 392060000	\$278.00
4/12/2019	MILL VALLEY HIGH SCHOOL	PAPER MART	714-787-4900, CA 928650000	\$26.52
	MILL VALLEY HIGH SCHOOL Total			\$2,554.27
4/12/2019	MIZE ELEMENTARY	DOLLARTREE	SHAWNEE, KS 662260000	\$12.00
4/14/2019	MIZE ELEMENTARY	LOWES #01084	SHAWNEE, KS 662170000	\$71.96

Date	Cardholder Name	Merchant	Merchant Location	Amount
4/10/2019	MIZE ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	-\$492.09
4/12/2019	MIZE ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	\$64.88
4/12/2019	MIZE ELEMENTARY	WAL-MART #4611	SHAWNEE, KS 662260000	-\$71.10
	MIZE ELEMENTARY Total			-\$414.35
4/12/2019	MONTICELLO TRAILS MS	PRESIDENTS VOL SRV AWARD	404-979-2900, GA 303180000	\$199.87
	MONTICELLO TRAILS MS Total			\$199.87
4/20/2019	MVHS TRAVEL 1	FUZZY'S TACO SHOP	LAWRENCE, KS 660440000	\$71.05
4/19/2019	MVHS TRAVEL 1	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$2.75
4/19/2019	MVHS TRAVEL 1	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$2.75
4/20/2019	MVHS TRAVEL 1	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$2.75
4/19/2019	MVHS TRAVEL 1	MORNINGSTAR'S NEW YORK	724-2831878, KS 660490000	\$23.25
4/27/2019	MVHS TRAVEL 1	HYATT REGENCY ORLANDO	8558690846, FL 328190000	\$1,188.40
5/4/2019	MVHS TRAVEL 1	066 BRAUMS STORE	EMPORIA, KS 668010000	\$25.45
5/4/2019	MVHS TRAVEL 1	066 BRAUMS STORE	EMPORIA, KS 668010000	\$151.42
5/3/2019	MVHS TRAVEL 1	EMPORIA PIZZA RANCH	620-3438646, KS 668010000	\$272.74
5/4/2019	MVHS TRAVEL 1	HAMPTON INN	EMPORIA, KS 668010000	\$1,345.50
5/10/2019	MVHS TRAVEL 1	HERTZ RENT-A-CAR	HERTZ PPAY, OK 731340000	\$128.82
5/10/2019	MVHS TRAVEL 1	WENDYS #6035	SHAWNEE, KS 662260000	\$36.62
	MVHS TRAVEL 1 Total			\$3,251.50
4/11/2019	MVHS TRAVEL 2	50541 - 701 N 7TH ST GARA	SAINT LOUIS, MO 631010000	\$5.00
4/12/2019	MVHS TRAVEL 2	50541 - 701 N 7TH ST GARA	SAINT LOUIS, MO 631010000	\$5.00
4/13/2019	MVHS TRAVEL 2	50541 - 701 N 7TH ST GARA	SAINT LOUIS, MO 631010000	\$10.00
4/13/2019	MVHS TRAVEL 2	BEST WESTERN HOTELS	SAINT LOUIS, MO 631220000	\$407.67
4/12/2019	MVHS TRAVEL 2	CRAZY BOWLS AND WRAPS MX	SAINT LOUIS, MO 631010000	\$26.63
4/13/2019	MVHS TRAVEL 2	SUBWAY 00273342	BRIDGETON, MO 630440000	\$22.23
4/16/2019	MVHS TRAVEL 2	JOSE PEPPERS	SHAWNEE, KS 662170000	\$294.12
4/17/2019	MVHS TRAVEL 2	GROUP TICKETING - D	ANAHEIM, CA 928020000	\$7,080.00
5/6/2019	MVHS TRAVEL 2	SHERATON OVERLAND PARK	OVERLAND PARK, KS 662110000	\$162.41
	MVHS TRAVEL 2 Total			\$8,013.06
4/12/2019	PRAIRIE RIDGE ELEMENTARY	WM SUPERCENTER #4611	SHAWNEE, KS 662260000	\$245.47
	PRAIRIE RIDGE ELEMENTARY Total			\$245.47
4/23/2019	TARA HARMON MOORE	JCCC CONTINUING EDUCATION	913-4698500, KS 662100000	\$105.00
4/23/2019	TARA HARMON MOORE	JCCC CONTINUING EDUCATION	913-4698500, KS 662100000	\$105.00
	TARA HARMON MOORE Total			\$210.00
4/22/2019	TRAVEL CARD 1	SOUTH KC EFK	913-523-5171, KS 660610000	\$480.00
4/30/2019	TRAVEL CARD 1	SOUTH KC EFK	OLATHE, KS 660610000	-\$32.00
	TRAVEL CARD 1 Total			\$448.00
4/29/2019	TRAVEL CARD 3	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$1.25
4/29/2019	TRAVEL CARD 3	SQ MARTINELLI'S LI	SALINA, KS 674010000	\$14.68
4/30/2019	TRAVEL CARD 3	KTA - TRANSA TEMP - RET	WICHITA, KS 672070000	\$1.25
4/30/2019	TRAVEL CARD 3	HOLIDAY INN	SALINA, KS 674010000	\$101.80
	TRAVEL CARD 3 Total			\$118.98
4/15/2019	WENDY DENHAM	HY VEE 1560	SHAWNEE, KS 662160000	\$78.00
5/7/2019	WENDY DENHAM	HY VEE 1560	SHAWNEE, KS 662160000	\$70.00
	WENDY DENHAM Total			\$148.00
	Grand Total			\$115,642.49

Check Journal - 05/30/2019

Check Number	Check Date	PAYEE	REASON	AMOUNT
48207	5/30/19	Aleddra Inc.	Parking Lot Light Replacement BE & HE	\$12,490.00
48208	5/30/19	Amy Gonzales	Transportation	\$1,098.72
48209	5/30/19	APAC Kansas, Inc.	Ball Fines for infields District Wide	\$386.32
48210	5/30/19	Atmos Energy	Heat- MC, CLC, DSC, DHS, LT, ME - May 2019	\$1,059.72
48211	5/30/19	Barts Electric	Pay App #2 MVHS Addition	\$18,399.60
48212	5/30/19	Blue Moon Hauling, LLC	Pay App #2 for MVHS Addition	\$18,000.00
48213	5/30/19	CarterEnergy Corporation	Fuel for East Transportation	\$17,354.01
48214	5/30/19	CDW Government	IP Clock Bond & Classroom Upgrades	\$279,129.91
48215	5/30/19	CE Water Management, Inc.	Water Testing	\$147.50
48216	5/30/19	Cintas Corporation No.2	May Uniform Rental	\$1,206.16
48217	5/30/19	Concentra Medical Centers	HPE Tests	\$151.00
48218	5/30/19	Control Service Co., Inc.	Controls for MVHS Fieldhouse	\$7,525.00
48219	5/30/19	De Soto Auto Parts	Vehicle Maintenance	\$126.58
48220	5/30/19	Deaf Expression Inc.	Interpreter for Graduation	\$298.00
48221	5/30/19	Dell Marketing L.P.	Parts	\$1,526.74
48222	5/30/19	Domino's Pizza	Student Nutrition Dept.	\$4,125.00
48223	5/30/19	Extra Duty Solutions	MVHS Security	\$904.64
48224	5/30/19	Fastenal Company	Bolts for Weight Room Racks @ MVHS	\$546.49
48225	5/30/19	First Student, Inc.	Student transportation - May 2019 (4/28/19 - 5/25/19)	\$385,130.93
48226	5/30/19	Foster Bros Wood Prod., Inc.	Mulch District Wide	\$1,536.50
48227	5/30/19	GoTrack Inc.	GoTrack Units	\$6,384.00
48228	5/30/19	Grainger	Maint Supplies	\$522.58
48229	5/30/19	Grass Pad, Inc.	Trees & Shrubs District Wide	\$1,097.20
48230	5/30/19	Heritage Tractor, Inc.	Leaf Blower - Grounds	\$634.79
48231	5/30/19	Hermes Company Inc	Pay App #2 for MVHS Addition	\$4,428.00
48232	5/30/19	Hobart	Student Nutrition Dept.	\$218.00
48233	5/30/19	Interstate Elec. Supply, Inc.	Material for New Kitchen Receptacle @ RE	\$187.15
48234	5/30/19	JourneyEd	Software	\$94.65
48235	5/30/19	k12 ITC, Inc.	Contracted Services	\$159,686.28
48236	5/30/19	Kansas City Audio-Visual	2019 Classroom AV Upgrade	\$262,236.16
48237	5/30/19	Kansas Land Management, LLC	District Mowing and Trimming Contract 2018	\$18,990.00
48238	5/30/19	KC Mechanical Inc	Pay App #2 MVHS Addition	\$9,261.00
48239	5/30/19	Kennyco Industries, Inc.	Remove Server Room Fire Suppression & Fire Panel @ DSC	\$1,250.00
48240	5/30/19	Key Refrigeration Supply L.L.C.	DHS Walk-in Cooler Repairs	\$301.52
48241	5/30/19	Kshsaa	State Girls Swimming Entry Fees	\$107.00
48242	5/30/19	Lippert Mechanical Service Corp.	HVAC Maintenance Contract 2018-2019	\$9,360.00

Check Journal - 05/30/2019

Check Number	Check Date	PAYEE	REASON	AMOUNT
48243	5/30/19	Lowe's	Paint Supplies	\$736.81
48244	5/30/19	Manning Construction Company, Inc.	May Construction Manager Fee MVHS Pay Application #2	\$41,794.22
48245	5/30/19	Midwest Glass & Glazing, LLC	Pay App #2 MVHS Addition	\$11,841.40
48246	5/30/19	Mill Valley High School	Reimbursement for State Track Lunch & Tolls	\$792.25
48247-48248	5/30/19	Morgan Hunter Companies	Teacher Sub Pay	\$173,361.14
48249	5/30/19	BlueTarp Financial, Inc.	Transfer Pump District Wide Grounds	\$333.78
48250	5/30/19	Office Depot	Office Supplies	\$261.14
48251	5/30/19	Onset Computer Corporation	Data Loggers for Energy Management	\$515.20
48252	5/30/19	Overhead Door Company of KC	Part for Panic Device @ The Bridge	\$265.00
48253	5/30/19	Perma-Bound	Library Books	\$4,602.07
48254	5/30/19	Pioneer Manufacturing Company	Parking Lot Paint District Wide	\$4,192.00
48255	5/30/19	Pur-0-Zone, Inc	Custodial supplies	\$10,725.63
48256	5/30/19	Regents Flooring Company Inc.	Pay App #2 MVHS Addition	\$3,198.60
48257	5/30/19	Roma Bakery	Student Nutrition Dept.	\$2,915.05
48258	5/30/19	Sam's Club Direct #8458	PD Supplies	\$76.68
48259	5/30/19	Sam's Club Direct #5458	Student Nutrition Dept	\$389.62
48260	5/30/19	School Specialty Inc	ELL Supplies-SE	\$184.28
48261	5/30/19	Shawnee Mission School District	Lunches for JoCo Mental Health Meetings - Jan. - April 2019	\$282.55
48262	5/30/19	Soliant Health, Inc.	School Psych contracting services	\$2,187.50
48263	5/30/19	The Legal Record	Printing Notice of Bond Sale	\$45.37
48264	5/30/19	Tresko	Water Filters for Ice Machines	\$296.35
48265	5/30/19	U.S. Foodservice, Inc	Student Nutrition Dept.	\$2,177.26
48266	5/30/19	ULine	Art Room Clay Tables MVHS	\$1,148.35
48267	5/30/19	USD232 Administrative Offices	Petty Cash Reimb	\$331.41
48268	5/30/19	Valley Offset Printing, Inc.	50% printing -Green Pride Student Newspaper	\$532.00
48269	5/30/19	Western Extralite Company	Lamps & Ballast @ BE, HE & PRE	\$3,798.75
				\$1,492,885.56



Unified School District 232
Administrative & Educational Services

Alvie L. Cater, II
Assistant Superintendent

To: Members of the Board of Education
Frank Harwood, Superintendent of Schools
From: Alvie Cater
Date: May 27, 2019
Subject: **Recommended Calendar for 2020-21 School Year;
Recommended Amendments to the 2019-20 School Year Calendar (CONSENT)**

We will seek the Board's approval at the regularly scheduled meeting on June 3, 2019, for the recommended calendar for the 2020-21 school year, along with recommended amendments to the 2019-20 school year calendar. Detailed information was presented to the Board in a written report included in the May 4 board meeting packet. Copies of both calendars follow this brief memo. Please let us know if you have any questions.

- *Recommended Calendars follow this report.*

####

FIRST SEMESTER
1st Quarter

Aug 13 → Oct 15

2nd Quarter

Oct 20 → Dec 17

Unified School District 232
2020-21 DRAFT
SECOND SEMESTER
3rd Quarter

Jan 6 → Mar 12

4th Quarter

Mar 23 → May 25

July 2020

S	M	T	W	T	F	S
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August

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September

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December

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January 2021

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February

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June

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	BEGINNING OF QUARTER		Start of school: <u>½ day only</u> for grades K-6 and 9		<u>½ day only</u> for grades K-8; <u>Regular day</u> for high school; NO SCHOOL for Early Childhood; Parent/Teacher Conferences
	END OF QUARTER		First Full Day of Class, all grades and Early Childhood; regular school day		NO SCHOOL Parent/Teacher Conferences – See narrative page for details
	ENROLLMENT (see schedule next page)		NO SCHOOL (Professional In-Service Day)		NO SCHOOL (Teacher Workday)
	New Teacher Academy		NO SCHOOL (1/2 Professional/1/2 Workday)		NO SCHOOL (Schools/Offices Closed)
	H.S. Exams – <u>½ day only</u> for high school; Regular day for K-8 and Early Childhood		[] Professional In-Service Day (floating)		GRADUATION - High School Commencement Ceremonies
	<u>½ day only</u> for grades K-12; NO SCHOOL for Early Childhood				

See next page for calendar narrative

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

2020-21 School Calendar Narrative

July 2020

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

August 2020

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

September 2020

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

October 2020

1 NO SCHOOL FOR ALL STUDENTS -- Parent-Teacher Conferences
2 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed
15 End of First Quarter
16 NO SCHOOL FOR ALL STUDENTS – ½ Professional In-Service Day / ½ Teacher Workday
19 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
20 Start of Second Quarter – Classes Resume

November 2020

25-27 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed (Thanksgiving Holiday)

December 2020

16-17 Half Day Final Exams – High School students
17 ½ Day of School for Grades K-12; NO SCHOOL for Early Childhood
17 End of 2nd Quarter
18 NO SCHOOL FOR ALL STUDENTS -- Teacher Workday
21-31 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- WINTER BREAK

January 2021

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

February 2021

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

March 2021

12 End of Third Quarter
15-19 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- SPRING BREAK
22 NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
23 Start of 4th Quarter – Classes Resume

April 2021

16 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed
19 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day

May 2021

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

FIRST SEMESTER
1st Quarter

Aug 14 → Oct 10

2nd Quarter

Oct 15 → Dec 19

Unified School District 232
2019-20 Revised - DRAFT
SECOND SEMESTER
3rd Quarter

Jan 6 → Mar 13

4th Quarter

Mar 24 → May 21

July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
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28	29	30	31			

August

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September

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October

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27	28	29	30	31		

November

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December

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22	23	24	25	26	27	28
29	30	31				

January 2020

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February

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March

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April

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May

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31						

June

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- ➡ BEGINNING OF QUARTER
- ➡ END OF QUARTER
- ENROLLMENT (see schedule next page)
- ▲ New Teacher Academy
- ✓ H.S. Exams – ½ day only for high school;
Regular day for K-8 and Early Childhood
- ⚡ ½ day only for grades K-12;
NO SCHOOL for Early Childhood
- ➡ **NEW! Two-hour Late-Start for All Students**

- ➡ Start of school: ½ day only for grades K-6 and 9
- ☀ First Day of Class Early Childhood, 7,8,10-12;
regular school day
- NO SCHOOL (Professional In-Service Day)
- ⊗ NO SCHOOL (1/2 Professional/1/2 Workday)
- [] Professional In-Service Day (floating)

- Ⓛ ½ day only for grades K-8; Regular day for
high school; NO SCHOOL for Early
Childhood; Parent/Teacher Conferences
- Ⓜ NO SCHOOL Parent/Teacher Conferences –
See narrative page for details
- ▽ NO SCHOOL (Teacher Workday)
- NO SCHOOL (Schools/Offices Closed)
- GRADUATION - High School Commencement
Ceremonies

See next page for calendar narrative

Four emergency closure days are included in the calendar. The Board reserves the right to change the calendar to respond to unforeseen circumstances. Board approved June 4, 2018

2019-20 School Calendar Narrative

July 2019

31 ENROLLMENT: **Grades 6-8** > students new to district only; **Grades 9-12** > Contact high schools for details 8 a.m. - 3 p.m.

August 2019

1 ENROLLMENT -- Students Grades K-12 1 p.m. - 8 p.m.
2 ENROLLMENT -- Students Grades K-12 8 a.m. - Noon
1,2,5 New Teacher Academy
6 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day (floating)
7 NO SCHOOL FOR ALL STUDENTS -- Teacher Workday
8 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
9 NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
12-13 NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
14 First Day of School, **½ day only** for Kindergarten and Grades 1-6 and 9 -- Start of First Quarter
15 First Day of School Early Childhood and Grades 7, 8, and 10-12; Regular school day

September 2019

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

October 2019

10 End of First Quarter
11 NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
14 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
15 Start of Second Quarter -- Classes Resume

November 2019

6 **Two-hour Late Start for All Students**; Two hours of Professional Development for Teachers
27-29 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed (Thanksgiving Holiday)

December 2019

18-19 Half Day Final Exams -- High School students
19 **½ Day of School for Grades K-12**; NO SCHOOL for Early Childhood
19 End of 2nd Quarter
20 NO SCHOOL FOR ALL STUDENTS -- Teacher Workday
23-31 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- WINTER BREAK

January 2020

1 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- WINTER BREAK
2 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
3 NO SCHOOL FOR ALL STUDENTS -- Teacher Workday
6 Start of 3rd Quarter -- Classes Resume
20 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- Holiday (Martin Luther King, Jr. Day)

February 2020

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

March 2020

13 End of Third Quarter
16-20 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- SPRING BREAK
23 NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
24 Start of 4th Quarter -- Classes Resume

April 2020

10 NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed
13 NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day

May 2020

16 High School Graduation Ceremonies
20 **LAST DAY of school for Early Childhood**
20-21 Half Day Final Exams -- High School students
21 **½ Day of School for Grades K-11**; NO SCHOOL for Early Childhood
22 Teacher Workday
25 Buildings Closed -- Holiday (Memorial Day)



Unified School District 232

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

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

To: USD 232 Board of Education
Frank Harwood, Superintendent of Schools
From: USD 232 Human Resources Department
Date: May 30, 2019
Re: Revisions for the 2019-2020 Classified and Health Services Employee Handbook
(CONSENT AGENDA)

The recommended changes for the 2019 – 2020 Classified and Health Services 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. All classified and health services employees will be required to sign-off on an acknowledgment form to ensure receipt and understanding of their revised handbook.

Summary of Proposed Revisions **2019-2020 Classified and Health Services Employee Handbook**

1. Table of Contents

Updated to match updated handbook

2. Page 4 – Vision & Mission Statement

We are recommending the deletion of the mission statement and inserting the newly adopted vision and mission statement.

3. Page 5 – Equal Employment Opportunity

We are recommending the addition of sexual orientation and gender identity to the last sentence of the 1st paragraph to match what was recently adopted by the Board.

4. Page 7 – Job Posting

We are recommending the following change: Job openings will be posted on the district's website ~~and will normally remain open for a minimum of three days.~~

5. Page 9 – Performance Evaluation

We are recommending the addition of the following sentence: Employees who wish to write a response to their evaluation have 14 days from their evaluation conference to respond in writing and submit the response to the Human Resources department.



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
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Human Resources Department
Carrie Handy - Director of Human Resources - Elementary
Brian Schwanz - Director of Human Resources - Secondary

6. Page 15 – Short Term Leave

We are recommending changing the words “short term leave” to “sick leave”.

We are recommending adding the following section to Sick Leave: For this section, immediate family shall include individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

7. Page 17 – Family and Medical Leave of Absence

We are recommending the addition of the following sentence: Return to work from FMLA – An employee wishing to return to work from FMLA may be required to provide a fitness for duty clearance from the employee’s health care provider prior to returning to work.

8. Page 18 – Extended Injury/Illness Leave

In section g, we are recommending the deletion of “must” and add the words “may be required to” in the following sentence: An employee wishing to return to work from Extended Leave ~~must~~ may be required to provide a fitness for duty clearance...

9. Page 20 – Timekeeping

We are recommending the addition of the following sentence: If excessive editing is required, it may lead to disciplinary consequences.

10. Page 21 – Breaks

We are recommending the addition of the following sentence: If circumstances arise that prevent an employee from taking a required unpaid meal break, the situation should be reported to their supervisor.

11. Page 27 – Extra Duty

We are recommending replacing the \$11.75 per hour with \$13.75 per hour as proposed by the Supplemental Assignment Committee. Also, making a minor change to wording to meet FLSA requirements.

We are recommending the addition of the following sentence: Translation services outside the duty day will be paid at \$16.25 per hour.



Unified School District 232

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

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

12. Pages 37-39 – Sick Leave Pool

We are recommending the addition of the sick leave pool language to the handbook.
The pool is currently in existence but not in the handbook.

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.

Attachment



USD 232

Classified and Health Services Employee Handbook

Effective July 1, 2019-June 30, 2020

(Revised June 2019)

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VISION & MISSION STATEMENT

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

Introductory Statement

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

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

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

Nature of Employment

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

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

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

Equal Employment Opportunity

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

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

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

Employee Medical Examinations

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

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

Immigration Law Compliance

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

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

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

Non-Disclosure

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

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

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

Disability Accommodation

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

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

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

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

USD 232 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. USD 232 will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. USD 232 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Job Posting

USD 232 provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of job openings are posted, although USD 232 reserves the right not to post all openings.

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

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

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

Employment Categories

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

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

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

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

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

SUBSTITUTE employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Substitute employees retain that status unless and until notified of a change. While substitute employees receive all legally

mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of USD 232's other benefit programs.

Access to Personnel Files

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

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

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

Employment Reference Checks

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

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

Personnel Data Changes

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

Employment Applications

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

Performance Evaluation

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

Job Descriptions

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

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

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

Employee Benefits

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

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

The following benefit programs are available to eligible employees:

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

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

Health Insurance

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

The table below shows the percentage of district paid health insurance based upon the hours worked by the employee. The employee would be responsible for paying the remainder of the premium.

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

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

Health Insurance for Retirees

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

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

Benefits Continuation (COBRA)

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

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

Life Insurance

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

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

Short-Term Disability (STD)

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

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

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

Long-Term Disability (LTD)

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

Workers' Compensation

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

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

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

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

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

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

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

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

Vacation Benefits

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

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

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

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

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

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

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

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

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

Upon resignation or non-renewal of employment, employee shall submit a plan to their supervisor outlining their usage of remaining accrued vacation days that have been earned through their last day of work. Such plan must be submitted to the supervisor within 3 business days of notification of resignation or non-renewal. The plan is subject to approval by employee's supervisor and the Director of Human Resources. The district reserves the right to require the employee to use all accrued remaining vacation days prior to the effective date of resignation or non-renewal of employment.

Holidays

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

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

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

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

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

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

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

Sick Leave

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

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

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

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

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

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

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

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

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

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

Aide	\$5.90
Building Secretary	\$6.30
Custodian	\$6.20
District Level Admin. Assistant	\$8.00
Early Childhood Lead Teacher	\$8.20
Grounds	\$7.80
Maintenance	\$8.50
Paraprofessional	\$6.30
Student Nutrition	\$5.50

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

Bereavement

Employees who wish to take off due to the death of an immediate family member should notify their supervisor immediately. 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.

Family and Medical Leaves of Absence (FMLA)

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

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

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

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

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

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

Extended Injury/Illness Leave (Extended Leave)

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

- a. At the conclusion of any eligible FMLA Leave (when possible), an eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave shall be limited to a maximum of 60 calendar days from the date FMLA expires or Extended Leave begins. Employee's not eligible for FMLA may be granted up to a maximum of 120 calendar days of Extended Leave.
- e. Extended Leave may not be taken intermittently.
- f. Employee benefits while on Extended Leave:
 1. An employee on Extended Leave is responsible for paying the cost of all benefits they have in effect, either in person or by mail. Payment for benefits must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled. However, the employee will be given 10 days' notice before coverage is cancelled.
 2. Employees not eligible for FMLA requesting and granted Extended Leave will be responsible for paying the cost of all benefits they have in effect, beginning with the first day of Extended Leave. Payment must be received in the Business Office by the 15th day of each month. If an employee does not pay the required premiums, coverage will be cancelled.
- g. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to return to work.
- h. If an employee is unable to return to work after the maximum 60-120 calendar days of Extended Leave the employee's employment will be terminated.

1. Military Leave

- a. In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), any employee, upon written request to the Superintendent or Designee, shall be granted leave to cover the length of his/her required service in the military forces of the United States of America. Each request for military leave shall be accompanied by a copy of the appropriate military orders.
- b. An employee, who is eligible for military leave under federal or state law, including an employee, shall be entitled to leave for military service for up to five years or as otherwise provided by law. During said leave, an employee will be entitled to contract pay minus the cost of a substitute for the remainder of the contract year. Any supplemental contracts that the employee is entitled will be paid up to 30 days.

- c. If the employee is ordered to long-term active duty (over 30 days), the District will continue to pay all other District provided benefits the employee would have received for the remainder of the contract year. If the employee remains on leave after the contract year ends, the employee would have the right to continue the benefits at the cost to the employee while on leave for up to five years or as otherwise provided by law.
- d. Employees taking initial voluntary active duty training for the Reserves or National Guard will be on unpaid leave for the remainder of the contract year. The employee will have the option of continuing benefits at the cost to the employee for the remainder of the contract year or 18 months, whichever is greater. An extension of the time to receive benefits may be granted by the Superintendent.
- e. The following time limits apply to application for and return to work from a military leave absent extraordinary circumstances that make compliance impossible through no fault of the employee. Upon completing less than 31 days of military leave, the employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period. For more than 30 days but less than 181 days, the employee must make application for re-employment within 14 days of release from service. For more than 180 days, the employee must make application for re-employment within 90 days of release from service.
- f. Unexcused failure to meet the application and return time periods allowed above or required by federal or state law may result in denial of reinstatement and subject the employee to the District's rules governing unexcused absences.
- g. An employee on military leave, who makes application to the District within the applicable time periods provided by law after the effective date of his/her release from active duty, and who is otherwise eligible for reinstatement, and absent circumstances where reinstatement is not required by law, shall be reinstated to the certified position(s) and supplemental position(s) that would have been held had the employee been continuously employed provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to the certified position(s) and supplemental position(s) held at the time of the leave, again provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to a similar or equivalent position, depending on the circumstances and subject to any applicable provisions of federal or state law. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. Subject to requirements for reinstatement of employees returning from leaves of less than 30 days, the District shall have a ten (10) day grace period to make arrangements for re-employment of the employee, and the District shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the

educational program.

- h. In the event the requested military leave causes an undue curricular hardship to the education of the students of the District, the District reserves the right to notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the District is not satisfied with the response, the District shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Leave Without Pay

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

Jury Duty

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

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Supervisors will then forward to the payroll department. Employees are expected to report for work whenever the court schedule permits. Either USD 232 or the employee may request an excuse from jury duty if, in USD 232's judgment, the employee's absence would create serious operational difficulties.

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

Timekeeping

Accurately recording time worked, as well as time off, is the responsibility of every nonexempt employee. Any edits made to timesheets are required to have a comment included prior to approval. If excessive editing is required, it may lead to disciplinary consequences. Federal and state laws require USD 232 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

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

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

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

Paydays

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

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

Since payroll is entirely processed and paid electronically, the district has an emergency backup plan for payroll in case of power failure, equipment failure, etc. The emergency plan would involve issuing handwritten checks the morning of the pay day and delivering them to each building so staff would get the check before leaving for the day. You would have to take the check to your bank. As a result, the check would not be credited to your account until late in the day or more likely the following day. If you authorize automatic withdrawals from your account, we would recommend you schedule them around the 18th to 20th for mid-month withdrawals and around the 3rd to 5th for the 1st of the month withdrawals.

Breaks

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

Employment Termination

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

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

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

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

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

Administrative Pay Corrections

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

Pay Deductions and Setoffs

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

USD 232 offers programs and benefits beyond those required by law. Eligible employees may

voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, you can contact the Business Department.

Work Schedules

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

Use of Phone and Mail Systems

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

Tobacco Products and Electronic Cigarettes in the Workplace

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

Flex-Time and Overtime

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

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

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

Flex-Time (Option #1)

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

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

Over-Time (Option #2 and #3)

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

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

Compensatory Time (Option #2):

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

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

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

Paid Over-Time (Option #3)

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

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

Premium Pay:

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

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

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

Pre-Approval Process

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

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

Requirement and Limit of Overtime:

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

USD 232 Custodial Flextime, Comp-time and Overtime Protocol

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

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

Defined Terms

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

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

Emergency Closings

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

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

Inclement Weather Closings

In the event that the superintendent determines that severe weather conditions require all district buildings to be closed, employees with less than 250-day work agreements will not report to work but will receive their normal daily pay, for school days that are not made up.

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

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

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

Extra Duty

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

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

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

Use of Equipment and Vehicles

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

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

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

Visitors in the Workplace

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

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

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

Technology Usage

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

General

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

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

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

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

Privacy

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

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

Security

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

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

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

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

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

Content/Software

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

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

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

System Management

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

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

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

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

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

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

Possible Consequences for AUP Violations

Restricted or prohibited from using district technology.

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

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

Workplace Monitoring

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

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

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

Workplace Violence Prevention

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

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

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

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

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

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

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

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

Employee Conduct and Work Rules

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

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

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of district-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Fulfilling driving duties for the district without a valid driver's license

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

Drug and Alcohol Use

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

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

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

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

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

It is also the employee's responsibility to notify USD 232 of any drug or alcohol related convictions occurring outside of the workplace within five days after the conviction or prior to fulfilling required driving duties, whichever occurs first, if the employee's driver's license has been suspended. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

Sexual and Other Unlawful Harassment

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

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

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.

- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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

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

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

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

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

Attendance and Punctuality

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

Personal Appearance

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

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

Return of Property

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

Security Inspections

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

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

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

Solicitation

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

Drug Testing

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

Progressive Discipline

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

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

Although employment with USD 232 is based on at will and mutual consent and both the employee and USD 232 have the right to terminate employment at will, with or without cause or advance notice, USD 232 may use progressive discipline at its discretion.

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

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

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

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

Problem Resolution

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

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

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

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

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Human Resources Department.
2. Supervisor responds to problem during discussion or after consulting with appropriate administration when necessary. Supervisor documents the discussion.
3. Employee presents problem to the Human Resources Department if the problem is unresolved.
4. The Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor(s), if necessary, and directs employee to the Director of Human Resources for review of problem.
5. Employee presents problem to the Director of Human Resources in writing.
6. Director of Human Resources reviews and considers the problem. Director of Human Resources then informs employee of decision and places a copy of written response in the employee's file. Director of Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

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

USD 232 SICK LEAVE POOL

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

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

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

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

— _____
Signature of Employee

Date

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

SICK LEAVE POOL EMPLOYEE APPLICATION FORM

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

Last Name First Name Middle Initial

Current Building Present Position/Subject Area

Full Time () Part Time ()

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

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

Have you currently exhausted all of your current Sick Leave?

Yes No

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

Yes No

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

Employee's Signature _____

Immediate Supervisor's Signature _____

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

SICK LEAVE POOL COMMITTEE ACTION

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

Denied ()

Approved () Number of days granted: _____ Date _____



Unified School District 232

Student Nutrition Department

www.usd232.org/nutrition

Jolyn Mortenson
Director of Student Nutrition

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

FROM: Jolyn Mortenson, Director of Student Nutrition

DATE: May 29, 2019

SUBJECT: 2019 – 2020 Student Nutrition Ala Carte Pizza Contract (Consent Agenda)

Scope. USD 232 proposes to contract with a vendor to provide ala carte pizza to individual school food service operating sites of Mill Valley High School and De Soto High School to meet the National School Lunch Program regulations for the daily menu and ala carte sales.

Bid Process. Requests for Proposal were sent to local businesses - including Pizza Hut, Domino's Pizza, Papa Murphy's, Casey's, Sutter's, Pizza West, and Old Shawnee Pizza on February 20, 2019. The request for proposal was also posted on the USD 232 district website the same day and published in the Legal Record on February 26, 2019. A public opening was held on March 20, 2019. Sealed bids were received from two vendors.

- Papa Murphy's – both locations
- Domino's Pizza – both locations

Evaluation. Papa Murphy's and Domino's pizza provided pricing for required products. For final recommendations, a blind taste test was conducted with students at De Soto High School on May 2, 2019 and Mill Valley High School on May 7, 2019. Students rated and evaluated each pizza on aspects of appearance, aroma, crust, flavor and overall quality. Overall results of the blind taste test and bid pricing are listed below. (25 points maximum)

De Soto High School Taste Test

- Pizza 1 – Papa Murphy's (school formulation)
- Pizza 2 – Big Daddy's (school formulation)

**We did not elect to blind taste test with Domino's at DHS due to delivery issues we experienced in years past - Domino's had not been able to deliver to DHS on time, leaving students without a pizza option. We offered Big Daddy's, an in-house option, that was served as ala carte pizza this school year.*

	Pizza 1	Pizza 2	Pizza 3
DHS	20.33	17.13	N/A
Bid per slice	\$0.88	\$0.92	N/A

Mill Valley High School Taste Test

- Pizza 1 – Domino's (school formulation)
- Pizza 2 – Big Daddy's (school formulation)
- Pizza 3 – Papa Murphy's (school formulation)

	Pizza 1	Pizza 2	Pizza 3
MVHS	18.56	19.41	20.25
Bid per slice	\$1.00	\$0.92	\$0.88

Recommendation. After review of the bid submissions and the student blind taste test, the Student Nutrition department is recommending the USD 232 Board of Education approve a contract with Papa Murphy's for the delivery of ala carte pizza for the 2019-2020 school year.

We are aware we will have to bake the pizzas, which is not a problem. During the 2018-2019 school year, DHS baked their own pizzas and it was successful. Additionally, the Domino's pizza received to Mill Valley during the 2018-2019 school year has not been of high quality (no cheese, no sauce, smashed against the box, etc.) We did not serve some of the pizza because it did not meet our quality standards.

Finally, Papa Murphy's was the favorite choice in the taste test. We are confident that the Papa Murphy's pizza will provide a consistently high quality pizza each day to our students, which will increase student satisfaction and increase cafeteria sales at DHS and MVHS.



Unified School District 232

Joseph Kelly, Ed.D.

Department of Curriculum and Instruction

Director of Curriculum and Instruction

To: Board of Education Members
Frank Harwood, Superintendent
From: Dr. Joseph Kelly, Director of Curriculum and Instruction
Dr. Cindy Swartz, District Technology Coordinator
Date: May 21st, 2019
Subject: Surplus Technology Equipment (CONSENT AGENDA)

We are requesting approval to declare certain technology equipment as surplus, pursuant to Kansas Statute 72-8212. The following item has been deemed unusable and of no value to the district due to its condition and age of being more than ten years old. Following approval by the board, we will have the item picked up for destruction, recycling, or recover any residual value. The item to be considered surplus:

<u>Equipment</u>	<u>Model</u>	<u>QTY</u>
Arrakis Soundboard (MVHS)	ARR1004144	1

Please let us know if you have any questions.



De Soto Unified School District 232

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

Dr. Cindy Swartz

To: Dr. Frank Harwood, Superintendent of Schools
USD 232 Board of Education
From: Dr. Cindy Swartz
Date: May 27, 2019
Subject: Virtual Program – Edgenuity Purchase (CONSENT)

We will recommend to the Board of Education at the regular meeting on Monday, June 3, 2019, the purchase of Edgenuity (unlimited user seats) to support the students enrolled in the virtual program, which includes students enrolled in credit recovery. This item will be on the consent agenda for your consideration.

Background

Since its inception, our Virtual Education Program (VEP) has continually used Edgenuity, our online virtual curriculum provider, to deliver personalized learning for our 9-12 grade students in need of credit recovery, alternative education, and summer school. Edgenuity provides standards-aligned curriculum with interactive multimedia instruction and allows students to work at their own pace. To track progress, each high school has VEP course monitors, including credit recovery and summer school teachers, who assist students with Edgenuity goal planning and progress so students can graduate.

During 2018-2019, we purchased individual “seats” of Edgenuity at \$650 per seat. To financially maximize our seat use, we schedule 20 credit recovery students each high school block of the day, and we schedule 20 virtual full-time and part-time students, in order to “share” the seats. This cost equals \$26,000.

Recommendation

We currently have students in summer school using Edgenuity, and we use this resource year-round. We do not want to disrupt our students who are currently using the program; we want to redefine our contract. Edgenuity is the leading alternative online virtual curriculum in Kansas.

To further maximize our use of Edgenuity, while also maximizing cost, we recommend to alter our current contract with Edgenuity from a yearly “seat-by-seat” contract to a 3-year “unlimited seat” contract. An “unlimited seat” contract with Edgenuity for our Virtual Education Program costs \$20,000 each year, which is more cost effective than our current “seat-by-seat” contractual agreement that now equals \$26,000 a year – a cost savings of \$6000.

At this time, we are asking the Board of Education to approve the 3-year Edgenuity purchase in the amount of \$20,000.00. The district will continue to use Teaching and Learning Curriculum funds for this purchase. Please contact me with any questions or concerns you may have regarding this purchase.

####

Mill Valley High School
De Soto Unified School District #232
5900 Monticello Road
Shawnee, KS 66226
Phone: (913) 422-4351
Fax: (913) 422-4039
mvhs.usd232.org



We ARE Mill Valley!
Achievement—Responsibility—Empowerment

TO: USD 232 Board Of Education
FROM: Marilyn Chrisler, Assistant Principal
DATE: May 10, 2019
SUBJECT: New Club Approval – (Consent Agenda)

Please review the following information regarding the approval of new clubs at MVHS for the 2019-2020 school year.

Name of Organization: HOSA – Health Occupation Students of America
Advisors: Heather Van Dyke – MVHS School Nurse

Student Info

Morgan Blubaugh, a current junior at Mill Valley would act as co-president of this chapter.
Audrey Grabmeier, a current junior at Mill Valley would act as co-president of this chapter.

Overview

Health Occupation Students of America (HOSA) is an international student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in a program of leadership development, motivation, and recognition exclusively for students enrolled in health science education and biomedical science programs or have interests in pursuing careers in health professions.

Kansas HOSA is made up of nearly 900 members across 29 chapters. It organizes two leadership conferences each year as well as a state officer retreat. In addition to the conferences, Kansas HOSA also provides an opportunity to participate in Kansas Citizenship Day each year in Topeka, Kan.

Officers

Officers will be decided based upon the size of the club. Should there be fifteen or fewer members, the co-presidents shall be the only officers in charge of the club. If there are more than fifteen members, three additional officers will be elected democratically. During the first meeting, students wishing to become an officer will submit their names to the presidents. At the second meeting, nominees will give a short speech on why they are interested in becoming an officer and why they would be a good fit for the position. Club members will then vote on nominees to determine the three officers. If there happens to be a need for additional officers, we will repeat the process when necessary.

Positions

The presidents of this chapter will organize meetings and club activities, as well as contact HOSA representatives to stay up to date on conference and competition dates. Officers, if needed, will assist presidents with these tasks.

Purpose

The purpose of opening this chapter of HOSA is to further club members' knowledge of the medical field and better prepare them for their future careers. Students will have the opportunity to participate in medical conferences and competitions, exposing them to experiences not currently found at Mill Valley. Members will be able to get involved at MV, while still pursuing something in which they are professionally interested.

Meetings

The second Wednesday of each month, Senior Cafe, 2:20-2:55

Membership Criteria

Membership for the HOSA Club is open to all students of Mill Valley, geared towards students interested in entering a health related profession. Members must remain in good standing with the school. Members may miss no more than two meetings a semester to remain in the club for the following semester and/or school year.

Pre-Planned Activities/Events

A Fall Leadership conference date and time is TBD, but is held by the Kansas HOSA organization, has a \$12 entrance fee, and is one day in length. A Spring Leadership Conference date and time are TBD, but is held at Pittsburg State University, has a \$50 entrance fee, and lasts multiple days. Other events and activities within Mill Valley's Chapter will be discussed and voted on by members during the first meeting(s). Some possibilities may be a blood drive, promoting no vaping policies, attending cadaver lab, etc.

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

May 21, 2019

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

I seek the approval from our Superintendent of School and/or Board of Education to accept the donation listed below. This donation will help our coaches supplement needs within their programs.

De Soto Quarterback Club - \$1,000.00 donation to Cross Country.

Respectfully submitted for Board approval,



Ryan Johnson
Associate Principal/A.D.

HOME OF THE WILDCATS!

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

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

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May 23, 2019

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

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

Amy and Irwan Tjan - \$500.00

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)

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

May 29, 2019

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

I seek the approval from our Superintendent of School and/or Board of Education to accept donations to the DHS Band Program. This donation will help our directors supplement needs within different band programs.

Denis Adams - \$800.00

Kristin Craves - \$820.00

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)

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.

WHEREAS, Unified School District No. 232, Johnson County, Kansas (De Soto) (the "Issuer") is a unified school district, duly created, organized and existing under the Constitution and laws of the State; and

WHEREAS, pursuant to proceedings duly had under the authority of K.S.A. 72-6761 and K.S.A. 75-2315 *et seq.*, as amended, and an election duly held on May 1, 2018, the following proposition was submitted to the voters:

Shall Unified School District No. 232, Johnson County, Kansas (De Soto), issue general obligation bonds in an amount not to exceed \$85,000,000, to purchase and improve sites, to acquire, construct, equip, furnish, repair, remodel and make additions to buildings used for school district purposes, including safety and security and technology improvements, and all other necessary appurtenances and improvements related thereto, and to pay fees and expenses related thereto; all pursuant to the provisions of K.S.A. 10-101 *et seq.*; K.S.A. 25-431 *et seq.*; K.S.A. 25-2018(f); K.S.A. 72-6761; and K.S.A. 75-2315 *et seq.*?

WHEREAS, said proposition was approved by a majority of the qualified electors voting thereon, such vote being 5,063 for and 1,931 against; and

WHEREAS, the District has not previously issued any of the bonds authorized at said election and desires to issue \$35,000,000 of the bonds authorized at said election to pay a portion of the costs of the Improvements; and

WHEREAS, the Issuer previously issued and has Outstanding the Refunded Bonds and is authorized by K.S.A. 10-427 *et seq.* to issue general obligation refunding bonds of the Issuer for the purpose of refunding the Refunded Bonds; and

WHEREAS, in order to achieve interest cost savings through early redemption of the Refunded Bonds and provide an orderly plan of finance for the Issuer, it is desirable and in the best interest of the Issuer and its inhabitants to authorize the issuance and delivery of the Bonds in order to provide funds to refund the Refunded Bonds; and

WHEREAS, the governing body of the Issuer hereby finds and determines that it is necessary for the Issuer to authorize the issuance and delivery of the Bonds in the principal amount of \$[PRINCIPAL AMOUNT] to pay the costs of the Improvements and to refund the Refunded Bonds.



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
Mr. Frank Harwood, Superintendent
From: USD 232 Human Resources Department
Date: May 29, 2019 for the June 3, 2019 BOE Meeting
Re: Employee Assistance Program **(ACTION)**

Last month we provided information (Alert communication below) regarding an Employee Assistance Program. We are seeking approval of a contract for an EAP with Empathia to benefit all of our employees in the amount of \$47,916.00. This amount is for a three-year contract.

###

Alert communication from May 2019 Meeting

The purpose of our communication is to provide background to the Board regarding the need for a more thorough Employee Assistance Program (EAP). Over the past two years in particular, we have realized a significant increase in the number of staff members that have required additional support and time off to care for themselves and their families. Consequently, we further investigated our current Employee Assistance Program and have determined we need a more comprehensive and user-friendly model at our employee's fingertips.

An EAP is a work-based, intervention program designed to assist employees in resolving personal problems that may be adversely affecting the employee's performance. EAPs traditionally 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. Programs are delivered at no cost to employees by stand-alone EAP vendors or providers who are part of comprehensive health insurance plans. Services are often delivered via phone, video-based counseling, online chatting, e-mail interactions or face-to-face. EAPs should contribute to increased levels of employee engagement and life satisfaction, both of which drive organizational success.

While attending our national Human Resources conference last October, we learned of many advanced and progressive EAP options from other HR Directors and vendors. This spurred us to identify what our current program consists of and if our staff members are utilizing it. We soon discovered our employees were not using our current model (embedded within Blue Cross Blue Shield, our insurance provider) and that it was lacking in face-to-face opportunities, personal support and ongoing assistance, as needed.

Our department initiated a conversation with CBIZ, the district's insurance broker, to identify potential vendors and options available in terms of EAP providers. We then held a meeting to review all of the comprehensive features for seven different companies. From there, our in-house committee narrowed the providers from seven to three. On April 4, a broader committee comprised of district office employees, DTA representatives, and a social worker listened to in-depth presentations from the three companies. We walked away with a front runner and have since received answers to all of the questions from our team. We are currently finalizing costs and awaiting a contract from our top vendor in order to have the district's general counsel review it prior to bringing it forward for your approval in June.

If you have any questions and/or would like additional clarification, please feel free to contact us. We appreciate your ongoing support.

#



BOARD OF EDUCATION
2019-2020 ORGANIZATIONAL ITEMS

Approved July __, 2019

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

President

Vice-President

Clerk Wendy Denham*

Treasurer Ken 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.

* served in this capacity last year

- 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

USD232/FH:wsd/05/28/19



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: May 29, 2019
RE: Revisions for the 2019-2020 Special Education Related Service Employee Handbook
(ALERT)

The purpose of our communication is to alert the Board that we plan to present our recommended changes for the 2019-2020 Special Education Related Service Employee Handbook within the July meeting packet. We have already organized a committee to review the handbook and recommended changes are under consideration. If you have any questions, please let us know. Thank you!

Belmont Elementary Site Council Review 2018-2019

Members:

Amy Maskil, Parent
Jennifer Maier, Parent
Karen Pyron, Parent
Carrie Hellerich, Parent
Riki Kisner, Parent and EC Teacher
Tessa Siemsen, Parent
Megan Turpin, Teacher
Jennifer Mead, Teacher
Pam Hargrove, Principal

December 10, 2018: Members discussed the KESA process and current building goals and strategies. Fastbridge assessment program components were shared and examples of data began to give parents a picture of how FB will support student learning. A power point presentation from the district was shared regarding previous district achievement data. Finally, we shared building social/emotional health data from the October survey and talked about the implementation of the Second Step program in classrooms beginning in January.

February 4, 2019: Updates were shared regarding social/emotional learning and safety and security impacts in our schools. Discussion regarding making up for lost time due to weather and looking ahead at long-term calendar planning sparked interest in understanding professional development and parent/teacher conference structure.

March 4, 2019: This month our main topic was Canvas and what parents would like to be able to do in one stop: mobile friendly platform, view current assignments, upcoming tests, what's happening in the classroom with link to main calendar, email link to teacher, newsletter info, links to learning sites like seesaw, lunch info/payment. We also discussed student-led conferences and found that parents have a variety of preferences, making it difficult to suit all needs with one structure.

April 8, 2019: Members discussed our desire to do a needs assessment survey of parents in order to see if there is a desire for parent/community education and if so, in what format most would prefer it to be offered. One-night multi-topic open house or a series of meetings on one topic by an expert, for example. Topics could include ways to help our children as parents, resources already out there in our community, safety info like ALICE, technology support, suicide and mental health signs and support, makerspace, nutrition, movement, etc. Needs assessment will take place through survey monkey in the fall.

Clear Creek Elementary
Site Council 2018-19
Annual Report

Site Council Members:

Magnum Dampier (Non-Parent Community and Business/Industry Rep)

Becky Crabtree (PTO Rep/Parent)

Mischele Brisco (Certified Staff/Parent)

Jennifer Mier (Parent)

Dennis Dixon (Parent)

Erin Richardson (Parent)

Megan Clark (Parent/Staff)

Loralie Koca (Teacher)

Jessi Suderman (Parent)

Julie Woerdehoff (School Improvement Specialist)

Kelley McCall (Principal)

October 2017

- New Playground and turf
- FastBridge Assessments
- Building Goals with a focus on Social Emotional Learning
- Social Media and telling our school story
- Any additional items you might suggest

February 2019

- Kindergarten Round Up
- New Playground and turf
- FastBridge Assessments: Winter Scores
- Building Goals with a focus on Social Emotional Learning

May 2018

- FastBridge
- MakerSpace Future
- Canvas
- Update on 1:1
- Technology upgrades



HORIZON

ELEMENTARY SCHOOL

7210 Chouteau
Shawnee, KS, 66227

Phone: 913.667.3535

Fax: 913. 422.9694

Web: www.usd232.org/he

Steve Crutchfield
Principal

Deborah Ricker
School Improvement Specialist

Date: May 28th, 2019

To: USD 232 Board of Education

From: Steve Crutchfield, Building Principal

Subject: Horizon Elementary Site Council Summary

A summary of the activities of the 2018-2019 Horizon Site Council are outlined below. Membership was composed of the following individuals:

Parents/Business Leaders: Morgan Kuchynka, Anne Peresin, Chris Earp, Alicia Hurley

Educators: Steve Crutchfield, Amy Lewis, Laura Tadlock

September 11

The group discussed the purpose of a site council and role of its members. We reviewed both district and building goals for the 2018-2019 school year. The group also discussed ways in which we could increase student leadership and it was decided that we would have a student representative on Site Council for the 2019-2020 school year. Qualifications were discussed and it was determined that we would have a student leader from 4th and 5th grade for next year. Finally, Steve shared ASQ (Ages and Stages Questionnaire) purpose and procedures with Site Council members.

With the help of a dedicated school community, we are learning today to become leaders of tomorrow.

November 13

Steve provided an update on new building programming:

- **Multi-age groups called Tiger Dens**
- **PAW prints student recognition**
- **Terrific Tigers student recognition**

Steve also provided an overview of new curriculum resources:

- **Fast Bridge**
- **Second Step**
- **Number Worlds**

April 16

The main focus of this meeting was to discuss the student site council membership application. The group decided to have membership for student site council drawn from our new Student Council this year. Steve also gave feedback on building goals from District Leadership/District Site Council. Steve gave a staffing update of the changes for next year. We discussed ways to increase volunteer participation. Finally, Steve provided an update on building goals progress for the year.

May 21

Steve shared results from both Fast Bridge and the KAP (Kansas Assessment Program). We discussed plans for future school events to create a sense of community and belonging. Finally, Steve discussed final staffing for the 2019-2020 school year.

With the help of a dedicated school community, we are learning today to become leaders of tomorrow.

With the help of a dedicated school community, we are learning today to become leaders of tomorrow.

**Mize Elementary Site Council 2018-19
Annual Report**

Site Council Members: Jared Phillips (Parent), Molly O'Connor (Parent), Pam Kedish (Parent), Elexis Brack (Parent), Cary Smith (Teacher), Trish Orth (Teacher), Kelly Robinson (SIS) Gerri Balthazor (Principal)

October 2018-Topics of Discussion:

- Review Building Goals
- What's New at Mize
 - o Theme
 - o Cameras/Security
 - o SEL Curriculum
 - o Hawk Talk Meetings

November 2018- Topics of Discussion:

- New Playground Information
- Car Loop
 - o What's New
 - o Decisions and Parent Input
 - o Suggestions
- Fast Bridge Assessments
 - o Upcoming Assessment Dates

March 2019- Topics of Discussion:

- New Playground and Trail Information
- Car Loop (Revisit)/Car Loop Radio
- Fast Bridge Data and Information

May 2019- Topics of Discussion:

- Playground and Trail Update
- State Assessment Results
- Building Updates/Changes
- Suggestions and Feedback for next year



Date: May 3, 2019

To: USD 232 Board of Education

From: Kristel Fulcher, Building Principal

Subject: Prairie Ridge Elementary Site Council Summary

A summary of activities of the 2018-19 Prairie Ridge Site Council are outlined below. Membership was composed of the following individuals:

Parents/Business Leaders: Jeff Boor, Jennifer Long, Melissa Martin, Karen Welton, Amy Stapp, Renee Weatherman, Lisa Oshinski

Educators: Denise Reinoehl (SIS), Amanda Simpson (teacher), Kristel Fulcher (principal)

September

The group discussed the purpose of a site council and role of members. Members provided feedback on the changes to Back to School Night as well as the Parent Information Video. 2018-19 PRE goals were reviewed, and the members provided thoughts on the goals. PRE's Day of Community Service was discussed and input was gathered from the members. Parents on the council also gave their thoughts on the structure of parent/teacher conferences (student-led vs. teacher-led). It was decided that a site council blurb would be placed in Mrs. Fulcher's weekly email communication.

November

The PRE Site Council was presented with information about FastBridge Testing as well as the Second Step social/emotional program. It was shared that all elementary schools would be getting new playgrounds over the next two years. The council viewed videos from different playground companies and gave input.

January

An update was given on the playground equipment, and the Day of Community Service activities were reviewed. The council reviewed parent survey questions from the previous year and determined that there would be no changes. The specific dates that the survey would be administered was determined as well as how it would be communicated.

March

Results of the Parent Survey were analyzed and discussed. Council members gave Day of Community Service feedback. USD 232's 1:1 technology initiative was discussed. Site Council guidelines and membership requirements were reviewed, and overall feedback for the year was given.

Summary of Meeting Notes

Riverview Elementary Site Council

2018-2019 School Year



Site Council Members Include:

Beth Mildren

Tina Dinkel

Laura Guy

Celeste Albert

Brett Clark

Nolan Sunderman

Jake Angell

Shannon Baker

Jennifer Carter

Julie Skahan

Dear Board of Education,

The 2018-19 Site Council at Riverview had a successful and productive year. We centered on where Riverview's instructional, cultural, and student leadership efforts fit into the KESA state accreditation model for the benefit of our students, staff, and stakeholders. Our council is comprised of community and staff members, and parents across grade levels. The Site Council met four times this year at Riverview:

Meetings: The Site Council met on a quarterly basis this year at Riverview:

- Wednesday, Sept. 26, 4:30-5:15 pm
- Tuesday, November 13, 4:30-5:15 pm
- Wednesday, Feb. 13, 4:30-5:15 pm
- Tuesday, May 14, 4:30-5:15 pm

This year, our main objective was to review and provide feedback/input on the work conducted by the Building Leadership Team as it worked to implement our three building goals, which aligned to the two district Goal Areas during the accreditation process with the state. This was done by reviewing and providing feedback to the school on its assessment on the four KESA Rubrics provided by the state. Much of the work done by the staff was tied to our building's focus on implementing concepts from The Leader In Me (TLIM) Year 1 paradigm: Creating Culture and Launching Leadership which align to our two KESA Goals – Relationships and Relevance

September 2018

Introductions were made and norms were set. The purpose and mission of the Site Council was shared. During the meeting, the Site Council reviewed the building's three goals, as tied to district goals for school improvement were introduced and examined. The building's three school improvement goals were shared in the areas of personalized learning, 21st century learning skills, and growth mindset.

Building Goal #1: By May 2019, 100% of teachers will document implementation of policies and practices that promote ongoing student involvement and positive relationships.

Building Goal #2: 100% of educators will conference with each student to set and track an individualized learning goal.

Building Goal #3: By May 2019, 80% of students will fall into Tier 1 Core Reading Instruction based on available literacy data.

The Site Council was provided with a review of the state's accreditation process, KESA. Mrs. Mildren introduced the four KESA Rubrics (Relationships, Relevance, Responsive Culture, and Rigor), and the Site Council reviewed Riverview Staff's choice to focus on two of these areas, Relationships and Relevance. Finally, the Site Council received and reviewed copies of the Leader In Me (TLIM) student workbooks and an overview of the TLIM website and its application to weekly core Social-Emotional (SEL) Instruction, as tied to Building goal #1 and #2.

November 2018

During the December Site Council Meeting, we spent our time reviewing the purpose and process of MTSS for reading, math, and behavior. With the purpose of MTSS, we reviewed the new screening tool Fastbridge and its components for all three areas. We compared and contrasted it with MAP and DIBELS. Although the building had not yet administered the assessments, it was valuable to review the purpose of them and how teachers could then use the data to work on building goal #3.

We also reviewed initial SECD District-provided survey results from students 3-5, and found our results to be in line with, if not slightly higher than, results from other schools in the district. The trend appeared that elementary students had more positive perceptions of self and school and secondary students. Covey's Habit #1 is Be Proactive, which is all about focusing on what you can control and letting go of what you can't control. Our work on this was evident in certain student answers to the following SECD questions:

Q13- Once you get upset, how often can you get yourself to relax?

	BE	CCE	HE	ME	PRE	RE	SE	Average
Almost Never	11	13	13	7	8	3	7	8.9 %
Sometimes	54	50	60	50	54	46	56	52.9 %
Almost Always	35	37	27	43	39	51	38	38.6 %

How often do you remain calm, even when someone is bothering you or saying bad things?

	BE	CCE	HE	ME	PRE	RE	SE	Average
Almost Never	25	29	28	25	18	13	26	23.4 %
Sometimes	67	47	55	51	58	57	54	55.6 %
Almost All the Time	8	24	17	24	23	30	21	21.0 %

Covey's Habit #5 is all about Seek to Understand, Then to Be Understood, which was reflected in encouraging student responses to this question:

Q 23- How hard do you try to understand what others are feeling?

	BE	CCE	HE	ME	PRE	RE	SE	Average
Not Hard at All	6	8	10	8	6	5	10	7.6 %
Somewhat Hard	43	38	47	38	45	42	36	41.3 %
Extremely Hard	51	54	44	54	49	53	55	51.4 %

We have also been working on Building Goal #2 which is all about student goal setting and having a Growth Mindset. We were encouraged by some student responses related to this Goal:

Q17- If you fail to reach an important goal, how likely are you to try again?

	BE	CCE	HE	ME	PRE	RE	SE	Average
Not Likely at All	14	9	9	6	5	3	5	7.3 %
Somewhat Likely	54	42	39	42	48	40	41	43.7
Extremely Likely	32	49	52	51	47	56	54	48.7

Q 18- When you are working on a project that matter a lot to you, how focused can you stay when there are lots of distractions?

	BE	CCE	HE	ME	PRE	RE	SE	Average
Not at All Focused	6	10	20	8	5	4	8	8.7 %
Somewhat Focused	49	45	49	48	45	41	46	46.1 %
Extremely Focused	45	45	31	44	49	55	47	29.4 %

Considering that one of our overall KESA Building Goals is Relationships, we were particularly encouraged by student responses to the following questions:

Q 27-How much support do the adults at your school give you?

	BE	CCE	HE	ME	PRE	RE	SE	Average
No Support at All	2	4	3	2	1	1	5	2.6 %
Some Support	32	30	38	34	27	25	32	31.1 %
A Tremendous Amount of Support	66	67	59	64	72	73	63	66.3 %

Q 30- Overall, how much do you feel like you belong at your school?

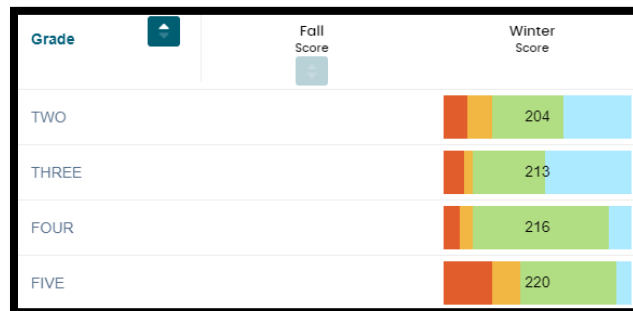
	BE	CCE	HE	ME	PRE	RE	SE	Average
Do Not Belong at All	5	7	6	7	4	3	9	5.9 %
Belong Somewhat	24	36	33	29	26	30	27	29.3 %
Completely Belong	71	57	61	64	71	67	64	65.0 %

February 2019

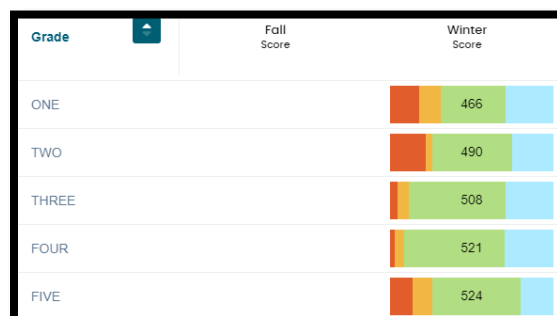
Our third quarter Site Council Meeting was spent reviewing baseline Fastbridge data. All data uses the following color-coded scale:



aMath is similar to MAP-Math, and was administered to all students in grades 2-5.



aReading is similar to MAP-Reading, and was administered to all students in grades 1-5.



Our discussion revolved around Teacher and Administrative hypotheses why scores in Grade 5 seemed to be much lower on the aMath than the aReading, and emphasized that this was a baseline assessment at this time, and new for students and staff.

May 2018

During the final Site Council meeting of the year, the group reflected on all three Building Goals, and other areas of success and those areas noted for continued improvement.

Building Goal #1: By May 2019, 100% of teachers will document implementation of policies and practices that promote ongoing student involvement and positive relationships. **Outcome: MET.** Our TLIM Committee worked to align TLIM lessons to the district-provided Second Step SEL Core Curriculum to ensure that we are meeting district expectations and implementing TLIM with fidelity. Having both has been seen as a huge asset to students and families. We continued to hold monthly vertical meetings in which each staff member met with students from K-5 to work on leadership, SEL, and connectedness. The group remarked on the success of fundraising efforts jointly raised by the PTA and Leader In Me supporting organizations, and excitement for Year 2 implementation of the TLIM program during the 2019-20 school year.

Building Goal #2: 100% of educators will conference with each student to set and track an individualized learning goal. **Outcome: MET** – All students maintain a Leadership Notebook in which they track personalized goals in reading and math, which teachers conference with them on regularly.

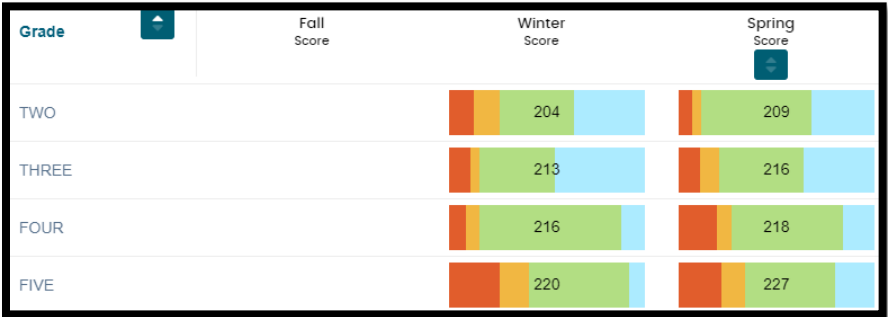
Building Goal #3: By May 2019, 80% of students will fall into Tier 1 Core Reading Instruction based on available literacy data. **Outcome: MET:** 92% of students fall into Tier 1 Core Reading. Below are the number of students by grade, including how many of the students are also classified as ELL. This is an important distinction to make at our school, because as a center-based school for ELL students to attend from all six Western Shawnee elementary schools, we want to closely monitor that ELL students are not over-represented in receiving Tier instruction due to other potential language barriers that could impede reading progress.

K – 1 out of 6 are classified as ELL
1 – 2 out of 6 are classified as ELL
2 – 1 out of 10 are classified as ELL
3 – 3 out of 4 are classified as ELL
4 – 2 out of 4 are classified as ELL
5 – 2 out of 5 are classified as ELL

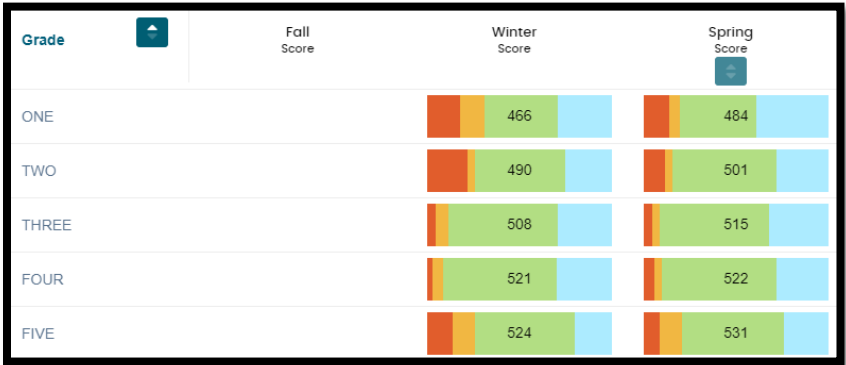
When comparing Winter and Spring Fastbridge data to determine student growth, it was noted and celebrated that students **in all grades, in both reading and math, showed growth.** Not all students in the 'red' category qualify for Tiered Reading or Math support. Multiple points of data are used for the determination, and other data was used to support students receiving instruction to meet their needs, which may not be in Tier 2 or 3 for reading or math. Teachers also reported that they are still working to fully understand each assessment and its corresponding data points. All data uses the following color-coded scale:

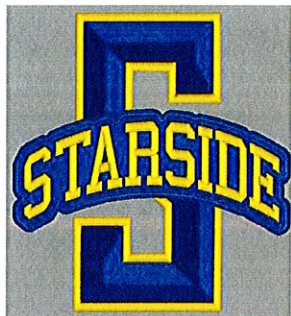


aMath is similar to MAP-Math, and was administered to all students in grades 2-5.



aReading is similar to MAP-Reading, and was administered to all students in grades 1-5.





De Soto Unified School District 232

Starside Elementary School
35400 W 91st St.
De Soto, KS 66018-8420

Phone: (913) 667-6270
Fax: (913) 667-6271
Web: se.usd232.org
Twitter: @StarsideComets

Mrs. Kris Meyer
Principal

Mrs. Jan Hicks
School Improvement
Specialist

Mrs. McKenzi Mispagel
Counselor

Mrs. Jackie Johnson
Lead Secretary

Date: May 2019
To: Board of Education, USD 232
Frank Harwood, Superintendent of Schools
From: Kris Meyer, Principal, Starside Elementary
Subject: Summary of Site Council Meeting Notes 2018-2019

Site Council Members Include:

Kris Meyer (Principal)	Jessica Brandmeyer (3-5 parent)
Jan Hicks (School Staff/Admin.)	Nick or Sandy Noble (3-5 parent)
Toni Cook (Spark! Site Director)	Vergie Opdycke (Non-parent community member)
Jason Jennings (Teacher, 3-5 parent)	Doug Opdycke (Non-parent community member)
Lindsay O'Neil (K-2 parent)	Wendy Ziegler (John Deere community partner)
Kim Mason (K-2 parent)	McKenzi Mispagel (School Counselor)
Ali Crofoot (K-2 parent)	Melody Tener (Westside Church community member)

September 2018 Notes:

We started with introductions of attendees. Gave the format of typical meetings. Toni gave an overview of the Spark program. Will be starting last week in October. No cost for each club. Funded through the district. Free bussing as well. Kris then talked about KESA. Relationships and relevance are topics of concentration. Last May school goals were written. Kris shared the goals and what we will do to accomplish them over the school year. Next, we went over the Learning Agreement for Starside. We had a homework topic discussion. Kris explained the typical homework expectation per grade level. Kris shared about the Civic Engagement Award from the state of Kansas! Kris and McKenzi worked with the state and filled out an application applying for this award and were chosen as a winner. Starside excels in community involvement! Back to School Night was discussed. Pros and cons. Lastly on the agenda is our new upcoming safety measures. Kris explained that security cameras will be installed at the front door. Kris explained our upcoming drills this year too.

November 2018 Notes:

Mrs. Meyer welcomed the group. We started the meeting by going over the Starside Learning Agreement for final edit. Mrs. Cook shared that Spark has started and updated how it is going. No busing issues, etc. Mrs. Meyer discussed the previous crisis drill that was carried out last week. She asked if parents were told about the drill by their student and discussed the dialogue. We discussed the upcoming Career Fair and the format of the day. We are planning on no more than 14 presenters. As kids come to the gym for their specials that day they will sit and listen to the presenters tell about their job. Then students get to mingle around the gym and talk to presenters for the remainder of the hour. Lastly, Mrs. Meyer shared that since the bond passed, Starside will now be getting a new playground next summer. A parent brought up the fact that at the second grade program there was not enough seating. We discussed potential solutions such as adding in more chairs or in the future potentially having the program at the high school.

January 2019 Notes:

Welcomed and introduced those at the meeting. Then started by talking about the new playground that will be installed at Starside summer 2019. Some examples were shared of potential playground layouts. Most important is the safety of the playground, ADA compliant and the tire mulch will be replaced. Next, we looked at our school survey data from the previous year to decide if we wanted that format for this year. Toni shared about SPARK and an idea of making SPARK a separate survey this year. PTA shared that they might like a question in the survey to get feedback from parents to better get them involved in the PTA. We shared that our new FastBridge testing was just completed in December. Things went well. Data will be going home with parents at conferences. McKenzi shared about Second Step that is now being implemented in the classrooms. Second step is a new adopted curriculum that will help students with social emotional needs.

April 2019 Notes:

Talked about Family Night that was held last week. We had about 27 kids less than last year. A parent brought up the possibility of having this even earlier in the year to avoid spring sports schedules. Dog toys, play dough and Ozobots were popular items at the event. At that event parents were asked to complete a parent survey consisting of 10 questions. We went over the survey questions and shared the data collected on each question. The survey will be emailed out to reach other families who were not able to come to the Family Night. Next McKenzi shared her presentation that she gave last week at the Civic Engagement conference. She took 2 students and shared all of the community service projects at Starside. We pointed out the upcoming Staff Appreciation Week ideas. We shared the technology update. Next year canvas will be used. Teachers will all get new mac books. The following year we will get new laptops and/or Ipads for students. K-2 Ipads and 3-5 laptops.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Kris Meyer', with a stylized, flowing script.

Kris Meyer and the Starside Elementary Site Council



Unified School District 232

De Soto – Shawnee – Lenexa – Olathe
w w w . u s d 2 3 2 . o r g

Lexington Trails Middle School
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De Soto, Kansas 66018-0509
Phone: (913)667-6260
Fax: (913)667-6261
Information Line: (913)667-6269

Stephen M. Ludwig, Principal
sludwig@usd232.org

May 27, 2019

Dear Board of Education:

The 2018 - 2019 Site Council at Lexington Trails consisted of the following members:

Jill Davis	6 th Grade Parent	Jennifer Wackerla	6 th Grade Teacher
Natalie Gulley	7 th Grade Parent	Jamey Seaba	7 th Grade Teacher
Melanie Tuttle	8 th Grade Parent	Karen Kroge	8 th Grade Teacher
Shelly Doris Milburn	Business Rep	Gayle Moriarity	Exploratory Teacher
Steve Ludwig	Principal	Avery Bowlin	8 th Grade Student

The Council met on the following dates and discussed the key items listed for each date:

September 17, 2018

- **Introductions** of members
- **Site Council Background and Guidelines** as established by KSDE in 1992
 - **Updated Guidelines** as a part of KESA accreditation
- **School Goals** – KESA goals for LTMS
- **Meetings Dates** - meetings were set for the remainder of the year

November 12, 2018

- **Social – Emotional Character Development Survey**
 - **Purpose**
 - **Take aways and suggestions**
- **Family Engagement Goal update**
- **Technology Goal update**



LTMS CARES

✿ **Community** ✿ **Accountability** ✿ **Respect** ✿ **Education** ✿ **Safety**

Through a cooperative partnership with students, school, home and community, LTMS's mission is to empower students to become involved in the community, be accountable for their actions, be respectful of one another and themselves, while receiving an education in a safe environment

February 11, 2019

- **FastBridge Assessments**
 - **Purpose**
 - **Take aways**
 - **Communication**
- **District Bond Issue updates**
- **District News**
 - **Vaping**
 - **National Award of Excellence**
 - **Horizon Award**

April 15, 2019

- **Assessments – State and Fastbridge**
- **Family Engagement Goal update**
- **Technology Goal update**
- **Thank you to 8th grade parent and student**

Your interest in the Site Council's efforts for the year is greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephen M. Ludwig". The signature is fluid and cursive, with a large, sweeping underline.

Stephen M. Ludwig

Site Council Report for MCMS – 2018-2019

Meeting Facilitator: Josh Kindler

Members: Candie Megee, Myles Megee, Kenna Skinner, Ashley Spaulding, Larry Bowline, Eric Starnes, Audrey Mochal, Denise Legore Seawood

October Meeting:

I. KESA Goals

Went over KESA Goals.

II. Feedback from Patrons:

Meet the Teacher Night – New Format this year

Kenna liked it. Let's you connect with the teachers in a smaller environment. Ashely liked the panel. We rocked. Make sure to let panel know of changes. Have a laptop available.

Growth – Communication of how to get access to Skyward. Remind 101 in one hall not in the other. 6th Grade time for transitioning. Two teams are doing things differently.

Benefit to having a 6th grader. Parent and a child. 45 minutes may be for panel. Look doing a format to follow child's schedule.

Parent Teacher Conferences – Similar format as the past

Confusing who is waiting in line. Taking a number in line. Could hear other parent conversations with tables that were next to each other.

III. New Class – Pathways: Parent feedback on how it is going

I don't notice any difference. One student's opinion. Loves the class. Right her alley.

Repetitive. Concerns.

IV. Other improvement thoughts

Get accurate information. Amount teacher turnover.

January Meeting:

V. Canvas.

Shared that district will be switching over to Canvas beginning June 1.

VI. 2019-2020 Bell Schedule

Share change of bell schedule

VII. Spring Parent/Teacher Conferences

Talked about the format. Parents want to see a way for parents to know who is next in line to meet with a teacher. Format the waiting chairs differently.

VIII. Electronic Cigarettes: [District Town Hall meeting March 5 at Mill Valley \(Theme: Substance Abuse\)](#)

IX. Other improvement thoughts

May Meeting:

X. 1:1 MacBook Airs

Shared that every student will receive a laptop. Talked about how administration and teachers will go over expectations with students and will share with parents.

XI. Parent/Student Trainings on Canvas, Office 365 and MacAirs

Let parents know that there will be trainings for parents.

XII. 2019-2020 Bell Schedule

Share with Site Council the final bell schedule for next year. Extension time will be moved to the end of the day. Classes will be 49 minutes instead of 50 and MTSS time will be 50 minutes.

XIII. Pathways

Reflected on how this class went this year. Reminded parents that teachers are continuing to reflect and making changes for improvement the following year.

XIV. Staffing 2019-2020

Hire new Engineering Technology Teacher – Ryan Theis

Hired new math teacher in 7th grade – Trent Hoeffler

Hired new SIS – Kelly Robinson

Hired new para – Mindy Scott

Looking for a front office secretary and 8th grade SPED

XV. Other improvement thoughts

Discussed items/concerns with students having their own device. Mr. Kindler shared that teachers/administrators will go over expectations at the beginning of the year and will reinforce throughout the year.

Summary of Monticello Trails Middle School Site Council Meetings

2018-19 School Year

Site Council members: Melissa Hansen (Principal), Bryan LeBar (Assistant Principal), Kirk Moore (parent), Brian Forbes (certified staff) Theresa Koeckeritz (classified staff), Angie Ayers (certified staff), Carly Hughes (certified staff), Tamalee Baker (parent), Dana Blubaugh (parent), Jessica Suderman (parent), Dave Knubly (business owner)

September 25, 2018

Shared new staff members' names/assignments and shared Site Council overview. Carly Hughes discussed the new FastBridge Testing and MySAEBERS. Melissa Hansen revisited the purpose of SITE Council, our goals for the year, and meeting times. Bryan LeBar outlined our school improvement focus with the group. We continued discussions about improving the library with the focus being more on aesthetic improvements. Our end goal is to create an inviting space for students and staff. Reading areas, flexible seating, creation of classroom spaces, and audio/visual improvements are still in the plans and are on track to be completed by Summer 2019.

November 13, 2018

Members of the SITE Council gathered to learn information about the 1:1 pilot program that is happening throughout the district. Brian Forbes highlighted how the pilot program is benefiting students at MTMS in 6th, 7th, and 8th grade. The new Second Step curriculum being used in Pathways was also reviewed with council members.

February 5, 2019

Members of the SITE Council shared concerns about the Fast Bridge assessment that was administered to students in December. Parents reported their students felt the test was “demeaning” and were “insulted” by the elementary look of the assessment. There were questions from parents about the MYSAEBERS assessment and how that data would be used.

April 9, 2019

Our Final Site Council meeting was held at Pizza West, our business partner. The agenda for the meeting was to have SITE Council members share questions/concerns about the 1:1 MacBook Air roll out for the 2019-20 school year. Melissa Hansen updated the SITE council on progress the MT staff made on our School Improvement Plan this school year.

DE SOTO HIGH SCHOOL

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

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

DHS Site Council 2018-2019

Members: Sam Ruff – Principal, Janice Kresin - parent, Jarrod McGinnis - parent, Heather Lucas - parent, Amy Mitchell - Business/Community, Erin Krehbiel – parent, Kristy Wilkens – Counselor, Donna Rhodes – English, Mindy Fry - Performing Arts, Bruce Yarbrough – Math, Emily Thayer - Special Ed, Lindsay O'Neil - World Languages, Caroline Friday – CTE, Colin Campbell – Student, Sam Hubert – Student, Savannah Stine – Student, Aylin Rocha – Student, Ellie Fowks – Student

Purpose: School site councils shall be responsible for providing advice and counsel in evaluating state, school district, and school site performance goals and objectives and in determining the methods that should be employed at the school site to meet these goals and objectives.

September, 2018:

- Reviewed purpose/role of Site Council
- Discussed 2018-2019 DHS Building Goals
- Determine effective instructional strategies that will meet students' learning needs.
 - o Literacy Strategies
- Respond to the academic and behavioral needs of students.
 - o MTSS
- Create opportunities that will increase cooperative leadership between students and staff.
 - o Students (STUCO Members) invited to be a part of various committees

November, 2018:

- Instructional Strategies/Academic and Behavioral Needs
 - o Literacy Strategies
 - o Study Tables: 3-4PM
 - o MTSS (Processes, forms, identification – FastBridge ELA/Math/SECD
 - o SECD Survey - review
- Cooperative Leadership:
 - o Canvas (LMS) – replace Blackboard
 - o New Courses (10)
 - o Senior Symposium
 - o RSVP
 - o Wildcat Release
 - o Honor & Distinguished Graduate
 - o Individual Plans of Study (IPS) at Spring Parent/Teacher Conferences

February, 2019:

- Data review from semester 1
 - o Tardies/absences
 - o Failures
 - o Travel during seminar
- IPS review and feedback

May, 2019: (Added two new members: Abby Yarbrough – student, Luke LeBar – student)

- Review of District Goals
- 2018-2019 Building Goals Feedback
 - o *Site Council Feedback, Review Staff Feedback*
- Moving Forward
 - o *Mission/Vision/Beliefs/Values/Skills*
 - o *Building goals are multi-year*
 - Systems, Leadership, Instruction, Culture
 - o *Goals Structure & Metric Activity*

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)

Mill Valley High School
De Soto Unified School District #232
5900 Monticello Road
Shawnee, KS 66226
Phone: (913) 422-4351
Fax: (913) 422-4039
www.usd232.org/mv



We ARE Mill Valley!
Achievement—Responsibility—Empowerment

Mill Valley High School Site Council 2018-2019

Site Council Members: Tobie Waldeck P, Gayle Kebodeaux Engineering, Travis Keal PE, Angela Weigel Math, Deb Steiner FA, Jerry Howard CTE, Jodee Moore SpEd, Tyler Jeanneret Student, Jordan Dean Student, Greg Litterick Parent / Business, Kristen Wootton Parent, LeAnn Drumm Parent, Melissa Schroeder Parent / Business, Lynda Gillette Parent

Purpose: The Site Council is part of the district accreditation process, Kansas Education Systems Accreditation, KESA. The group will meet 4 times rather than monthly.

September 2018- Mr. Waldeck reviewed the purpose to Site Council.

- Provide input in the growth process
- Review of Building Leadership Team

In addition, Mr. Waldeck provided a general overview of the Accreditation Process, all of its committees, its purpose and the role of this committee as it relates to accreditation. He explained that the Site Council is not a decision-making committee. Rather, its purpose is to provide suggestions. Mr. Waldeck also shared that a few other topics (not related to KESA) would be shared.

December 2018- Mr. Waldeck began the meeting with three topics not related to KESA. He discussed the Construction, Auditorium, Gym and Field House. He presented the number of tickets proposed for families at graduation and the change to our Academic Lettering Awards Ceremony.

Mr. Waldeck shared the tasks and progress of each squad. Each squad leader sent Mr. Waldeck their updates. Any suggested changes were sent back to the respective committee for making the actual change if that committee agreed.

March 2019- Mr. Waldeck shared information about staffing and open positions, a construction update and the location of the information on the website. Mr. Waldeck shared information about parking and the possible impact the matter may have with sophomore drivers. In addition, he shared again a graduation update.

Next Mr. Waldeck again reviewed the progress of each squad as each squad leader shared with Mr. Waldeck.

May 2019- Mr. Waldeck shared:

Accreditation For Now:

Using input from MVHS Site Council and all the other Site Councils in the district, our District Personnel decided that we would again focus our attention on Relevance and Relationships as a district. In particular, the district will be thinking more long range.

Accreditation What Next:

Our building will create goals at our Leadership Summit in June for next year that focus on these two areas.



Unified School District 232

Student Nutrition Department

www.usd232.org/nutrition

Jolyn Mortenson
Director of Student Nutrition

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

FROM: Jolyn Mortenson, Director of Student Nutrition

DATE: May 29, 2019

SUBJECT: 2019-2020 Student Nutrition a la carte Beverages (FYI REPORT)

Requests for bid were sent and received by Coca-Cola and Hiland Dairy. Because the total of these items will not exceed the \$100,000 Federal threshold for total food service purchases in 2019-2020, Board of Education approval is not required to award each line item to the recommended vendor(s). It is important to note that the conditions of this bid retain the use of the vendor's merchandising coolers proportionate to volume awarded. This was a very important component of the bid request for both the Student Nutrition Department and the booster clubs/concessions stands.

Coca-Cola will receive line-item a la carte beverage awards for all items except water. Water will be awarded to Hiland Dairy. No other vendors bid on a la carte beverages.