



# Unified School District 232

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

## USD 232 BOARD OF EDUCATION

### OFFICIAL MINUTES --REGULAR MEETING

De Soto High School (35000 West 91<sup>st</sup> Street, De Soto, KS)  
YouTube channel: <https://bitly.com/usd232youtube>

July 13, 2020

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

**Board Members Present:** Rick Amos  
Bill Fletcher (*participated via Zoom*)  
John Gaignat  
Danielle Heikes  
Stephanie Makalous  
Ashley Spaulding  
Rachele Zade

**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  
Dr. Frank Harwood, Superintendent of Schools  
Ken Larsen, Assistant Superintendent of Business & Operations  
Brandon Riffel, Director of Technology  
Sam Ruff, Principal, De Soto High School  
Brian Schwanz, Director of Human Resources/Secondary

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

President Heikes asked for nominations to the position of Board President.

Rachele Zade nominated Danielle Heikes for President.

With no other nominations made, President Heikes ceased nominations and asked for a motion.

*Mrs. Rachele Zade moved to appoint Danielle Heikes to serve as President of the USD 232 Board of Education during the 2020-21 school year, or until a successor is elected by the Board.*

*Mrs. Ashley Spaulding seconded.*

*Carried 7/0.*

President Heikes asked for nominations to the position of Board Vice President.

John Gagnat nominated Rachele Zade for Vice President.

With no other nominations made, President Heikes ceased nominations and asked for a motion.

*Mrs. Danielle Heikes moved to appoint Rachele Zade to serve as Vice President of the USD 232 Board of Education for the 2020-21 school year, or until a successor is elected by the Board.*

*Mr. John Gagnat seconded.*

*Carried 7/0.*

President Heikes asked if there were any changes to the Agenda or Consent Agenda. No changes were made.

*Mrs. Rachele Zade moved to adopt the Agenda and approve the Consent Agenda.*

*Mrs. Danielle Heikes seconded.*

*Carried 7/0.*

The following Consent Agenda items were approved:

1. Minutes of the June 1<sup>st</sup> regular meeting.
2. Payment of bills and issuance of checks numbered 51767 – 51851, 51864 – 51943, 51950 – 52067, 52076 – 52111 and 52113 – 52206.
3. Transfer of funds as follows:
  - a. \$1,582,995.00 from General (Fund 06) to Special Education (Fund 30)
  - b. \$1,457,500.00 from LOB (Fund 08) to Special Education (Fund 30)
  - c. \$17,300.00 from LOB (Fund 08) to State Preschool (Fund 11)
  - d. \$555,230.00 from LOB (Fund 08) to At-Risk K-12 (Fund 13)
  - e. \$123,000.00 from LOB (Fund 08) to Bi-Lingual (Fund 14)
  - f. \$18,018.00 from LOB (Fund 08) to Drivers Education (Fund 18)
  - g. \$43,000.00 from LOB (Fund 08) to Professional Development (Fund 26)
  - h. \$535,000.00 from LOB (Fund 08) to Vocational Education (Fund 34)

4. Personnel recommendations as follows:

Resignations – Classified (At the conclusion of the 2019-20 school year, unless otherwise noted.)

Elizabeth Covell, Center Based Paraprofessional, ME

Elia Diaz, Evening Custodian, MVHS (Effective 06/22/2020)

Harry LaMar, Rule 10 Assistant Wrestling Coach, DHS

Bennett Ratzloff, Rule 10 Assistant Baseball Coach, DHS

Sarah Schulze, Early Childhood Paraprofessional, BE  
Erick Sherman, ESOL Aide, SE

Retirements – Classified

Lawrence Coffman, Lead Custodian, MCMS (*Effective 07/31/2020*)  
Philip Yantzi, Evening Custodian, HE (*Effective 07/31/2020*)

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

Adam Brickner, Paraprofessional, BE  
Linda Logan, Paraprofessional, MVHS  
Rachel Payne, Center Based Paraprofessional, BE  
Hayley Prins, Rule 10 Assistant Debate Coach, MVHS

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

Julie Woerdehoff, School Improvement Specialist, CCE

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

Coral Brignoni, English Teacher, MVHS  
Katherine Hansen, 3<sup>rd</sup> Grade Teacher, CCE

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

Heather Conway, Reading Specialist, RE  
Kaely Flores, 3<sup>rd</sup> Grade Teacher, CCE  
Jamie Huddleston, English Teacher, MVHS  
Robert Scott Poertner, Math Teacher, MVHS  
Nancy Taliaferro, Engineering Technology Teacher, DHS  
Alexander Warn, Biology Teacher, MVHS

5. The revised 2020-2021 Classified & Health Services Handbook.
6. The 2020-2021 Lease Agreement between USD 232 and the Johnson County Park & Recreation District (JCPRD).
7. Waiver of Facility Use Fees to the cities of De Soto and Shawnee during the 2020-21 school year.
8. A two-year agreement (through the 2021-22 school year) with Skyward, Inc. for software and services in the amount of \$71,232.00 each year.
9. Acceptance of the following donations:
  - \$468.00 from YourCause, LLC Trustee for Ericsson Inc. to Clear Creek Elementary School.
  - \$18,000.00 from De Soto Youth Athletics to the De Soto High School Boys and Girls Basketball programs.

ACTION ITEMS.

**2020-2021 Organizational Items.** Board members received a draft copy of 2020-2021 Organizational Items in the June board packet. Superintendent Harwood reviewed each item with the Board to see if they wanted to make any changes. The only change made was in section "T. Designate Representatives to District Committees"; Rick Amos will serve as a board representative on the Special

Education committee in lieu of Stephanie Makalous and she will serve on the Chambers of Commerce/City Councils committee in Mr. Amos' place.

*Mrs. Stephanie Makalous moved to approve the Board of Education 2019-20 Organizational Items as discussed.*

*Mr. Rick Amos seconded.*

*Carried 7/0.*

A copy of the 2020-2021 Organizational Packet is attached to these minutes.

**Coming Back Together: USD 232 Learning Guidelines for 2020-21.** Superintendent Harwood noted that the objective is to have students on site as much as possible, but safely. He pointed out that the Board is not making a decision about whether or not students will be on site, but rather approving the learning plan for three different scenarios (On-Site learning, Remote learning and a Hybrid learning environment with both on-site and remote learning). He explained how the administration worked with the De Soto Teacher's Association to develop version 1 of the USD 232 Learning Guidelines for 2020-21, which was then shared with the Johnson County Health Department for feedback and resulted in version 2 which was shared with a parent group and student advisory team for feedback and resulted in version 2.1. After receiving feedback from the Kansas State Department of Education (KSDE), version 3 was developed which is presented today to the Board. Superintendent Harwood noted that after getting KSDE's guidelines on Thursday a 4<sup>th</sup> version will be developed. He explained what is different about each of the learning environments – On-Site, Remote and Hybrid. He said the school district could decide to move into any one of these learning environments at any time or the county could mandate the district be in a specific learning environment. A 4<sup>th</sup> option under consideration is an Optional Remote learning environment that some families could choose for their student to receive instruction in only a remote manner to reduce their chance of exposure to COVID-19. Superintendent Harwood reviewed recommended Hygiene Measures. He noted that by approving the Coming Back Together: USD 232 Learning Guidelines for 2020-21 the Board would be adopting policy.

Danielle Heikes said that we are currently under county mandate that masks be worn in schools. She noted that she would like to see an amendment to the Hygiene Measures section to state that the requirement for masks is by state and county order. Superintendent Harwood said this can be tied to the state or local ordinance; or if the county mandate expires, the district can decide who wears masks and bring it back to the Board for consideration. Board members were in agreement with the district considering the mask requirement if the county mandate is lifted.

Ashley Spaulding asked that face shields be included as an option in the Hygiene Measures section. She also asked about masks being provided. Superintendent Harwood noted that the district is in the process of ordering 16,000 cloth masks to provide two to each student, as well as a supply of disposable masks. She asked if the district would provide face shields or plexiglass if requested by staff. Superintendent Harwood said this could be an option, but not required, and may be necessary for certain instances. He said the district could balance the practicality of using a face mask vs plexiglass or some other kind of barrier.

Superintendent Harwood talked about health screenings. He said the district's intention is to have parents do the screening with training provided by the Johnson County Health Department. He said staff members will be screened daily with a list of questions about symptoms and taking temperatures at home and recording.

Superintendent Harwood talked about exclusion. If an individual (student or staff member) was believed to be showing symptoms they would be referred to a nurse for evaluation. If it is determined the individual was displaying enough symptoms to suspect COVID-19 they would be sent home. He further talked about how the district would handle a diagnosis and what would be done to minimize risk.

Superintendent Harwood noted that there has always been a process by which the schools report a specific number of illnesses to the County Health Department which could force a facility closure. He explained that if enough staff members are quarantined the district could get to a point where a school would have to close and offer remote learning to its students. He noted that shifting to remote learning shouldn't affect the district's 1,116-hour requirement.

Superintendent Harwood explained plans for classroom spaces and instructional programming. He noted that the district won't allow classroom volunteers or speakers, but may be able to allow office volunteers. In addition, he said the administration will look at ways to divide out larger classes like band and choir.

Danielle Heikes asked if the district has enough space to social distance in the on-site learning model. Superintendent Harwood noted that we do not have enough space to accommodate this, but will try to as much as possible. She asked about how the district will handle students with special needs that cannot remain seated all day. Superintendent Harwood noted that requiring masks can help with the social distancing rule.

Ashley Spaulding asked what the district's thoughts are on state testing. Superintendent Harwood noted that it is highly unlikely that the federal government will allow waiver of testing. He said that at the very beginning the district will focus on the social/emotional wellbeing of students and then move into assessing where students are at academically. He added that the district is looking at an academic recovery of about a year or two and said that if the district can afford to he would like to see options for before/after school and summer school assistance.

Rachele Zade asked if the district would help to relieve teacher stress with added responsibility. Superintendent Harwood said there is no intent to take away teacher plan time. He said the focus on some assessed areas could be shifted, understanding that it takes time to recover and added that flexibility will be key.

Bill Fletcher stated that the district needed to look at hiring more paras to help educate elementary students.

Superintendent Harwood talked about common space use. He said that rather than bringing staff together in one place, the district will do a lot more audio or video conferencing in an effort to minimize staff moving between buildings. He added that visitors will be limited or restricted, including parents.

John Gagnat asked if parent volunteers could come in and help teachers with providing kids with hand sanitizer or with taking temperatures. Superintendent Harwood said having parents interact with students in any fashion could increase exposure.

Danielle Heikes encouraged Superintendent Harwood and the District to think about how to have continuity and consistency with the buildings. Superintendent Harwood noted principals will work together by level to provide consistency. He also noted that collaboration in the county and state are happening.

Superintendent Harwood talked about transition spaces. He noted that some of the district hallways are wide enough to allow for foot traffic to flow in one direction on one side and the other direction on the opposite side. He said the district could look at using outside spaces for transition. He also said that just passing in the hallway does not constitute contact with an infected person since it is limited in time. In addition, he noted that the district could look at finding some textbooks in electronic format to avoid sharing of textbooks.

Rick Amos asked Superintendent Harwood to talk about restroom use and transition periods. Superintendent Harwood noted that if you reduce passing period times you could add the time into the class period to allow for students to use the restroom as needed.

Danielle Heikes asked Superintendent Harwood to explain what a stable student cohort is. He said at the elementary level you have specific groups that move from specials to lunch to class together. At the middle school he said you can somewhat do this, but at the high school level it is much more difficult to accomplish with Block Scheduling. He said that with the Hybrid learning plan it becomes easier to accomplish, but is easiest with the Remote plan.

Superintendent Harwood talked about extra and co-curricular activities. He noted that these are optional and the district would have to make sure families understand that it would increase exposure. He said the state and the Kansas State High School Activities Association (KSHSAA) could determine rules.

With regard to waivers, Superintendent Harwood said the administration can follow-up with KASB Legal or district attorney Mike Norris to see if waivers would be necessary.

Superintendent Harwood talked about facilities. He said the district has a machine called Bio Planet that will sanitize large spaces. He said it will be used when the district is made aware of an infection until the product becomes more available at which time we can use it as a preventative tool. With regards to ventilation, he noted that adjustments are being made to draw in more outside air which could result in complaints about the building not being comfortable. With regard to water fountains, the county health department is not as concerned about contact so the district will encourage they be used as filling

stations rather than drinking fountains. With regard to the playgrounds, he said because they are exposed to the sun the elementary schools will continue to use them and have students use hand sanitizer before and after use.

Superintendent Harwood talked about food service. He said where students are going to eat with their masks off and be socially distanced is going to be difficult. This is something the district is still working on. He said right now the focus is on options to not eat in the classrooms.

Ashley Spaulding asked how we would accommodate free/reduced students if we are on the Hybrid or Remote learning plans. Superintendent Harwood said the district would offer a grab and go meal much like was done in 4<sup>th</sup> quarter.

Superintendent Harwood talked about transportation. He said since students won't be able to socially distance on buses, masks could be required and students could be assigned to seats. He said drivers will be required to wear masks when students are loading and unloading, but drivers cannot wear masks when driving due to visibility.

Superintendent Harwood reviewed the Optional Remote Learning Program. He noted that students will be assessed on the same standards and content as if they were on site. Students must have a daily connection with a teacher. Students must maintain a daily log of activities to be signed off on by a parent and the student. Superintendent Harwood noted that once it is determined how many students want to do the Optional Remote Learning Program the district can determine how to staff the program. If families decide to do Remote Learning they would have to commit to do it for at least a semester. He added that students enrolled in the Optional Remote Learning Program would not be allowed to participate in athletics or activities. He said this is because the objective of remote learning is to decrease exposure. In addition, Superintendent Harwood said the District will prioritize core subjects with remote learning.

On July 16<sup>th</sup>, after the State Board takes action, Superintendent Harwood said the district will release the first final draft to families. And then will follow-up on Monday with a survey of families to ask about desire to participate in remote learning. Superintendent Harwood said if the Board approves the guidelines, the district would offer a remote learning program if even one family signed up, but how it is staffed could be different.

John Gaignat asked if the district has looked at moving the first day of school out. Superintendent Harwood said not yet, but that is something that could be decided on August 3<sup>rd</sup>, as it would require Board approval.

In conclusion, Superintendent Harwood reviewed changes board members asked for in the USD 232 Learning Guidelines. He said they include the addition of state and county order to the second bulleted item on page 4, on page 58 the date in the second bulleted item should be August 3, 2020, and remove "quarter" and "year" in the first paragraph under the bulleted items leaving only "semester". No further changes were recommended.

*Mrs. Stephanie Makalous moved to approve the Coming Back Together: USD 232 Learning Guidelines for 2020-21 as amended, understanding that changes may need to be made. The superintendent in consultation with the Board President is authorized to make changes as needed. Changes will be communicated to the Board of Education and when possible delayed to allow for Board of Education consideration.*

*Mr. Rick Amos seconded.*

*Carried 7/0.*

*President Heikes declared a five minute break at 8:10 p.m.*

*The Board returned to open session and President Heikes called the meeting back to order at 8:15 p.m.*

**Budget Publication & Notice of Hearing.** Ken Larsen, Assistant Superintendent of Business & Operations, highlighted key components of the school district's budget contained in the following documents: Form 150 which shows all sources of revenue that make up the General Fund legal maximum budget authority and Code 99/Notice of Hearing which has a comparison of actual expenditures for 2018-19 and 2019-20 compared to proposed budget expenditures for 2020-21. He pointed out that the proposed mill levy tax rate for the 2020-21 budget is 61.784 mills, which is a decrease of 2.045 mills from the 2019-20 rate. He also said the district's assessed valuation increased approximately 7.0%. Board members were given an opportunity to ask questions.

*Mrs. Ashley Spaulding moved to approve publication of the Notice of Hearing 2020-2021 Budget in the district's official newspaper stating that the Board will hold a public hearing on the budget on August 3, 2020, 6:00 p.m.*

*Mr. John Gagnat seconded.*

*Carried 7/0.*

**Technology Use Fee - Elementary.** Alvie Cater, Assistant Superintendent of Administrative & Educational Services, noted that a written report was included in the board packet. He pointed out that this fee is to cover repair expenses that may be incurred in the event iPads need to be sent home with students for remote learning. Board members were given an opportunity to ask questions.

*Mrs. Rachele Zade moved to approve an annual \$15.00 technology use fee for students in grades K-5, effective with the 2020-21 school year.*

*Mrs. Stephanie Makalous seconded.*

*Carried 7/0.*

**Milestone Video Security System.** Brandon Riffel, Director of Technology, noted that this software has been piloted since January at Mill Valley. He said this software works better with Macs than the



previous software. He said it also integrates a lot better with Gallagher software which will allow for better use with other security features being put into place with bond funds.

*Mrs. Danielle Heikes moved to approve licensing and installation of Milestone XProtect software from Kenton Brothers in the amount of \$148,197.08.*

*Mrs. Rachele Zade seconded.*

*Carried 7/0.*

#### DISCUSSION ITEM.

**2020-2021 Proposed District Goals.** Superintendent Harwood reviewed proposed goals that were started in 2017 and continue through 2023 by highlighting objectives and associated strategies identified under each district goal (Achievement, Buildings & Budgets and Community Engagement). Under Achievement he talked about strategies specifically relating to COVID-19. Under Buildings & Budgets he talked about the 2018 Bond projects which will be completed by August of 2022 and shared status of the three phases in the bond issue, noting that once bond projects are completed if there is a remaining balance in the bond funds the board will have to make a decision about taking on new projects. Under Community Engagement he talked about the creation of a parent advisory committee to provide input on improving racial and ethnic equity and inclusion throughout the district.

**DHS Stadium Renovation/Fieldhouse Projects.** Steve Deghand, Director of Facilities, indicated that baseball/softball projects at both high schools will go out for bid at the same time as bids for the De Soto High School stadium expansion, installation of turf on the DHS soccer field and DHS fieldhouse renovations. He explained that this decision was made after consulting with architects and contractors regarding the current bidding environment. It was decided that by bidding these projects at the same time the district would receive better bids. All of these projects will go out for bid in September of 2020; however, construction on the baseball and softball projects at both high schools will not commence until May of 2021. HTK architects presented drawings showing the De Soto High School stadium renovations which are slated to begin in November of 2020.

Bill Fletcher asked if the district could get a second bid on additional baseball/softball fields at De Soto High school.

PATRON INPUT. With no requests to speak to the board submitted to the Clerk, President Heikes moved onto the next agenda item.

FYI REPORT. The following informational report was included in the packet for this board meeting: 1. Unencumbered Cash Balances.

**EXECUTIVE SESSION.**

**Negotiations.**

*Mrs. Danielle Heikes moved to go into executive session at 9:01 p.m. for a period of thirty minutes with Frank Harwood, Alvie Cater, Ken Larsen, Brian Schwanz, Carrie Handy, and Sam Ruff to discuss Negotiations pursuant to the exception for employer-employee negotiations under KOMA and return to open session at 9:31 p.m. at this location.*

*Mrs. Ashley Spaulding seconded.*

*Carried 7/0.*

The Board returned to open session and President Heikes called the meeting back to order at 9:31 p.m.

*President Heikes adjourned the meeting at 9:32 p.m.*

*August 3, 2020*  
Date Approved

*Wendy S. Denham*  
Clerk, Board of Education

*Danielle Heikes*  
President, Board of Education