

RCGS ACTIVITY FUND STATEMENT

8/1/2016

<u>ACTIVITIES</u>	<u>BEGINNING</u> <u>BALANCE 8/01/16</u>	<u>RECEIPTS</u>	<u>EXPENSES</u>	<u>ENDING</u> <u>BALANCE 8/31/16</u>
Class of 2021	912.30	0.00	0.00	912.30
Class of 2022	4.00	52.00	0.00	56.00
Builders Club	36.00	0.00	0.00	36.00
Cheer	357.15	626.00	0.00	983.15
Falcon Day	385.73	0.00	0.00	385.73
Flowers	388.05	0.00	0.00	388.05
Girls Basketball	73.00	0.00	0.00	73.00
Math Camp	60.00	0.00	0.00	60.00
School Events (Renaissance)	3,271.33	0.00	0.00	3,271.33
Social	363.59	162.00	0.00	525.59
Student Council	1,386.36	0.00	0.00	1,386.36
Yearbook	2,874.29	0.00	0.00	2,874.29
Totals	10,111.80	840.00	0.00	10,951.80

RCGS

Current Cash Balance Report

ALL Data

Date: 08/01/2016 thru 08/31/2016

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Petty Cash					
1000 Petty Cash	951.28	0.00	0.00	0.00	951.28
P Petty Cash Totals:	951.28	0.00	0.00	0.00	951.28
Report Totals:	951.28	0.00	0.00	0.00	951.28

RCHS Activity Fund - August 2016

<u>Activity Name</u>	<u>Beginning Cash</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u>
AD Athletic Fund	2,347.28	-	-	2,347.28
Art Club	2,917.59	53.00	-	2,970.59
Band Misc	3,059.58	289.75	579.86	2,769.47
Baseball Misc	2,036.54	-	-	2,036.54
Boys Basketball Misc	716.66	-	-	716.66
Cheerleading	53.11	2,153.58	1,555.88	650.81
Class of 2016	2,195.73	-	-	2,195.73
Class of 2017	718.32	-	(311.49)	1,029.81
Class of 2018	2,785.48	-	-	2,785.48
Class of 2019	2,236.40	-	-	2,236.40
Class of 2020	-	385.83	-	385.83
Community Leadership Class	410.72	-	-	410.72
Cross Country Misc.	1,406.40	500.00	-	1,906.40
Culture Club	677.71	15.00	-	692.71
Dance	443.80	750.00	-	1,193.80
Debate Misc	124.13	-	-	124.13
Ecology Club	745.91	-	400.00	345.91
Faculty Fund	635.62	-	-	635.62
FBLA	2,212.42	-	-	2,212.42
FCCLA	566.86	35.00	-	601.86
FFA	18,292.22	2,414.38	1,260.81	19,445.79
Football Misc	143.61	-	-	143.61
Forensics Misc	455.03	-	-	455.03
Golf Misc	565.04	25.00	515.72	74.32
Key Club - Admin	2,034.40	90.00	-	2,124.40
Mass Media III	156.35	-	-	156.35
Musical Theatre	1,705.61	-	-	1,705.61
NHS	1,365.11	-	-	1,365.11
Pep Club	986.82	55.00	-	1,041.82
RCHS Girls Basketball	157.11	-	-	157.11
Renaissance	5,357.41	-	309.99	5,047.42
SADD	265.17	-	-	265.17
Senior Sitting Fee	139.98	120.00	-	259.98
Softball Misc	1,164.68	-	-	1,164.68
Student Council	830.17	291.00	333.15	788.02
Track & Field Misc.	944.29	-	-	944.29
Tri-M	906.74	-	-	906.74
Vocal Music Misc	5,972.73	-	-	5,972.73
Volleyball Misc	1,475.77	-	-	1,475.77
Wrestling	101.11	-	-	101.11
Yearbook	4,325.41	42.00	-	4,367.41
	73,635.02	7,219.54	4,643.92	\$ 76,210.64

2-B

RCHS Petty Cash - August 2016

<u>Fund</u>	<u>Beginning Cash</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Cash Balance</u>
Petty Cash	1,500.00	-	180.00	1,320.00
	1,500.00	-	180.00	\$ 1,320.00

Aug 31, 2016

Pg 1 of 1

RILEY COUNTY USD 378
DISTRICT OFFICE
PETTY CASH
PO BOX 326
RILEY KS 66531

3

NICOLE L FAJEN, CLERK

Checking Account		
08/01/2016 Beginning Balance		259.82
1 Deposits/Other Credits	+	940.00
2 Checks/Other Debits	-	961.72
08/31/2016 Ending Balance	31 Days in Statement Period	238.10

----- Deposits/Other Credits -----

08/23/2016 Deposit	940.00
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----- Checks listed in numerical order; (*) indicates gap in sequence -----

Check	Date	Amount	Check	Date	Amount
1018	08/09	12.23	1019	08/26	949.49

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

----- Daily Ending Balance -----

08/01	259.82	08/23	1,187.59	08/26	238.10
08/09	247.59				

2-0

BOE Report
9.12.16
RCGS

Enrollment

PreK-8 = 492
Military = 44
Out of District = 59
Exited / Newly Enrolled = 39 / 35

Activities

- Senior Zoe Abner has contacted me regarding a Senior Project Product. She presented a well-organized idea for a mini dance camp for grade school students in September.
- PTO held the annual Back to School Ice Cream Social on August 16th. I would like to thank Robert Echols who donated 7 boxes of ice cream cups for the grade school. This is the third year he has donated the ice cream.
- The grade school is working to coordinate efforts to increase the student participation in the community Constitution Week activities. Constitution Day is September 17th.

Athletics

Number of participants in middle school KSHSAA sponsored activities

- Cross country-17
- Football-32
- Cheer-13
- Volleyball-27

Builders club is not sponsored by KSHSAA but is a middle school activity that we are very proud of its members. This year Miss Oliver and Mrs. Starnes are co-sponsoring it.

Facilities

- The door to the preschool is off balance and sticks
- The windows to the 1959 classrooms did not get replaced. Jon was notified that it would need to be rescheduled.
- The leaks we have seen at the grade school are in the middle school. The rain water comes in underneath the windows.
- Very warm in the cafeteria
- Doors left unlocked and 3 students entered after 5:00 pm on Friday, August 26th. Jon notified the police and dealt with the students. The students opened up unlocked lockers and took contents and left it in the hallway or on benches in the courtyard area.

Adopt a School

The Meet and Greet was held on August 25th at the Ogden Community Center. The grade school unit is 1-6 Cavalry Squadron. We met with the soldiers and discussed ways to bridge the grade school with the unit. This partnership has been in place for at least 8 years if not more. Area schools in the Central Flint Hills Region all signed a compact with Ft. Riley that promotes this partnership. I hope this year is more productive than the last three years; however, this unit is being deployed in February.

Grade school old science books have been discarded.

September Calendar

rSchool calendar has all activities and sports that can be downloaded to Outlook

- 13 - PTO Meeting
- 15 - PICTURE DAY
- 19 - Count Day even though we remain on the Block Grant
- 20 - PreK-6 Parent Teacher Conferences, 4-8 pm

- 26 - Inservice, review of the eWalkthrough with Dr. Sue Jenkins from SW Plains
- 27 - PreK-6 Parent Teacher Conferences, 4-8 pm

Board of Education Report- September 2016
Riley County High School
Harold Oliver

1. Enrollment Numbers

- a. 215 total enrolled at high school
- b. Freshman- 55
Sophomores- 59
Juniors- 49
Seniors- 52
- c. All students have completed the enrollment process at HS
(this is not the norm and we attribute outcome to online enrollment)
- d. 704 students enrolled for the district (all online)
- e. 138 enrolled on August 2nd (enrollment day)
- f. 566 enrolled off campus

2. MATC Dual Credit Enrollment

- a. Comp I—22
- b. Advanced Biology—15
- c. Anatomy—8
- d. (Math in spring semester)
- e. Odyssey Ware
20 students recovering course work.

3. Staff Training

- a. KESA – Kansas Education Systems Accreditation
 - Reviewed entire process with faculty
 - Determined where we are in process
 - Entered data from state assessments
 - Developed goals
- b. IPS – Individual Plans of Study
 - Part of KESA
 - Principals/Counselors/ Supt developed Action Plan
 - Present to staff in October

- c. EWalkthroughs - Instructional strategies
 - Have implemented customized template
 - Training/ Calibration (Dr Sue Jenkins)- October

- d. Driils- First Fire and Tornado drills have been conducted

- e. Mentoring Program –
 - Ian Peters and Harold Oliver have started year long mentoring program with SW Plains to meet state guidelines

4. Maintenance update

- Volleyball nets have been installed and functioning
- Emergency lights have been tested and repaired
- Football field lights have been checked and replaced (looking at installing knife throws to turn on vs using breakers)
- Danny Grater's Remodeling and Building Maintenance class have been repainting, lean to by concessions, guard railings, and posts
- Leaks are still occurring in school, but have not been major since late summer storm
- Custodians have been doing a great job and they would appreciate any positive feedback

5. Fall Sports Seasons

- Have started for Cross Country, Volleyball, Football
- Students involved:
 - Cross Country- 25
 - Football- 43
 - Volleyball- 31
 - Cheer – 23
 - Band -28
 - Dance- 12
 - Color Guard -4
- a. 166 total students –could be some crossover with band and other activities
- b. Emergency Plans are on file for all sports (example attached)
- c. Band and Cheer will participate in State Fair parade

Emergency Action Plan Worksheet – Student Response Team

Coach/Advisor Name: Grace Pierson

Activity: Dance Team

Level: Varsity

1 911 TEAM

CALL 911		
CALL 911. Explain emergency. Provide location.		
PRACTICE	EVENTS	
Closest Phone	Cell Phones	Cell Phones
EMS Access Point	Front doors of HS	Front doors of HS or Football Field
Street Intersection	High School Parking Lot	High School Parking Lot
Student 1	Frida Strom	Frida Strom
Student 2	Adriana Adorno	Adriana Adorno

2 CPR/AED TEAM

START CPR	
<ol style="list-style-type: none"> Position person on back. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100-presses/minute. Let chest completely recoil after each compression. Take turns with other responders as needed 	
Coach	Grace Pierson
Student 1	Zoe Abner
Student 2	Brittany Chavis
Student 3	Summer Davis
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS	
<ol style="list-style-type: none"> Remove clothing from chest. Attach electrode pads as directed by voice prompts. Stand clear while AED analyzes heart rhythm. Keep area clear if AED advises a shock. Follow device prompts for further action. After EMS takes over, give AED to Athletic Administrator for data download. 	

3 AED TEAM

GET THE AED		
PRACTICE	EVENTS	
Closest AED	HS Hall Way	HS Hall Way
Student 1	Zoe Abner	Zoe Abner
Student 2	Summer Davis	Summer Davis
GET THE ATHLETIC TRAINER		
Typical location	Gym	Gym or Football Field
Student 1	Kelee Siebold	Kelee Siebold
Student 2	Brittany Chavis	Brittany Chavis

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

4 HEAT STROKE TEAM

CALL CONTACTS. Provide location and victim's name.		
	NAME	CELL
Athletic Trainer		
Athletic AD	Erik Willimon	620-629-5853
Student 1	Samantha McClure	Samantha McClure
Student 2	Makayla Zeller	Makayla Zeller

PREPARE TUB DAILY	
PRACTICE	EVENTS
Student 1	Kylie Tindal
Student 2	Hope Havenstien

- Remove equipment/excess clothing. Move to shade. Immerse athlete into cold ice water tub, stir water. *If no tub: cold shower or rotating cold, wet towels over the entire body
- Monitor vital signs. Cool First, Transport Second.
 - Cool until rectal temperature reaches 102°F if ATC or MD is available.
 - If no medical staff, cool until EMS arrives.

Riley County Schools USD 378
Board of Education Meeting
September 12, 2016
Superintendent's Report

DATE: 08/29/16

1. Board member "thank you"- a special thanks to Kyle Bohnenblust and Kerry Thurlow for representing the board at the staff kickoff meeting on Wednesday, August 17th. Kyle did a great job of expressing the board's appreciation for the efforts put forth by the staff. I know the staff appreciated the board's presence at the meeting!
2. Annual Staff Kickoff Meeting—we had a great kickoff meeting with our guest speaker Mr. Marvin Kohlmeier. We also completed all the state mandate trainings for the whole staff on:
 - a. Bloodborne pathogen by Konnie Evans and Maggie Haag
 - b. Suicide Prevention by Samantha Kriley and Kristin Blecha
 - c. ESI Seclusion/Restraint Training by Meri Miller-Kahle
3. Auditor training- Sandy Glessner, Accounts Payable Clerk and I had a training session with our auditor on August 22, 2016. Our goal is to continue to build partnerships with them to improve our procedures and practices by collaborating throughout the year. Eric Kientz, Varney and Associates, was our trainer.
 - a. Sandy and I will also make a short presentation on the checks and balances worksheet used each month with our bills.
4. Thank you- I will have a thank you for the board to sign to recognize the efforts of Dr. Brian Jordan, KASB trainer, at the board retreat. I think Dr. Jordan got the board off to a good start on our process of developing goals for the district.
5. Board training- as a member of the KASB organization the board can attend various trainings. There are also various trainings throughout the state. If the board is interesting in attending any workshops, please visit with our board clerk.
6. Out of district student requests- I continue to field questions on whether the board will revisit its position on allowing new out of district students to attend our district. Currently, I have told them that we are not allowing new students to attend. I did tell them that they could right the board a letter expressing their intentions to want their student (s) to join our school family. The principals have informed me that they have taken numerous requests as well.
7. SB 22- KASB has clarified the recently passed opinion on the usage of personal technology devices to communicate 'board business' between elected officials because of the Kansas Open Meetings Act (KOMA). Officials are reminded to not use the 'reply to all' button if communication is sent to the group as a whole. The superintendent and board clerk are not subject to the KOMA regulations.
8. Board Packet format- as discussed at the last meeting, I plan to provide some 'coaching' on the format. Below, are a few statements of clarity:
 - A. Delivery of packet- the packet will be sent to board members approximately 1 week in advance of the scheduled meeting. The goal of this practice is to give members the opportunity to review the contents with the superintendent throughout the week. I want to help ensure board members can make informed decisions.
 - B. Consent Agenda- the consent agenda will be used to gather approval from the board on operational type items and/or items discussed at previous meetings. The board is asked to trust the administrations recommendations based off the guarantee of following the board's policies. Please note that additional information will be placed throughout the packet to effectively inform the board of recommendations. It will also be colored to bring special attention to the action with the approval of the agenda and consent agenda at the beginning of each meeting.
 - C. Business items and reports- it has been proposed to add specific connections to the board's goals behind each Business items and reports. Below, is an example of what I used at another district.

(ie- Contracts/Approvals/Appointments. Items requiring board action will be shared with the board. Items on consent agenda) (EL 7, EL 8, EL 9, EL 10)

Discuss/Action

BOARD OF EDUCATION TOPICS

- I. Board Goals- as the board is aware the retreat on August 22nd was very productive. Below, is a copy of the work that was completed by the board with Dr. Jordan from KASB, Teresa Grant, Harold Oliver and Cliff Williams. While this was a lot of work, we need to continue to discuss ‘What skillset will our students have when leaving Riley County Schools?’ I encourage the board to continue the momentum and answer the questions below.

At the meeting the board will be asked to continue to make progress on developing short and long term goals. I think it will be beneficial for the board to determine a few specifics at the meeting. Please see the questions/thoughts listed below that will act as our guide at the meeting.

- a. Determine what other data sources need to be used to guide the development of goals (ie- feedback from students, staff, parents, community, etc)
- b. Review the current mission statement. Do they address the skillset kids need before leaving Riley County Schools?
- c. Review the current vision statement. Does everyone in our district know it and believe in it?
- d. Develop an action plan of what the board wishes to accomplish throughout the 2016-17 school year and beyond.
- e. Determine what resources will be needed to accomplish the goals on the action plan.
- f. Determine what student success looks like in our district.



RILEY COUNTY
Unified School District 378

Team Characteristics

August 22, 2016

Know each others strengths and weaknesses

Communication

Fun/selflessness

Personal agendas (minimized)

Clarity in a vision

Know your role

Working towards same goals

Understanding/flexible/accommodating

Trust

Honesty

Driven

Long Term Focus Areas: (These are the items that you would like to accomplish 3-5 years from now)

Focus Area	Comments
A. Align curriculum to prepare student for post secondary opportunities	<ul style="list-style-type: none"> • Look at expected outcome—does curriculum match? • Vocational opportunities • Post-graduate feedback
B. Attract and retain best job candidates	Make ourselves attractive to job candidates
C. Facilities aligned to curriculum outcomes and support future growth	Facilities space—bond issue
D. Maintain and update technology	Maintain and update technology—KESA accreditation
E. Improve communication to build capacity and trust within district and community	Added based on short term priorities-BJ

Short Term Goal Areas: (These items should be focused on within the next 18-24 months.)

Short Term Goal	Long Term Focus Area(s)	Action Steps	Measurable(s)	Timeline
Formative assessment process to assist with the tracking of the impact of core offerings	A			
BOE Vision goals	A,B,C,D			
Parents as teachers	A			
Early intervention	A			
Begin development of core pathways that prepare and expose students potential career opportunities; Increase Vo-Tech Offerings; <i>i.e.</i> welding	A			
Improve Safety and Security of buildings	C			
Plan for growth in student population	C			
Hire Maintenance director	C			
Mentor teams couple with Individual plans of students	B, E.			
Build positive culture—trust staff	B, E.			
Communication with stakeholders; <i>i.e.</i> , podcast BOE meetings	E.			
Communication with parents	E.			

RECOMMENDED ACTION:

No action at this time.

CONTRACTS/APPROVALS/APPOINTMENTS

Approval and/or updates to a variety of contracts and projects are identified below.

1. **MS Banners Donation-** Mr. Willmon has recommended the board accept two donations to purchase MS sports teams banner for the RCHS South gym. Mr. Willmon thought this would be an appropriate location since the middle school teams play in this gym. The Blue Crew and Jason and Lynnette Brummett have each donated \$736 to pay for the \$1472 expense. The funds will purchase four total banners. The banners will be similar to those in the north gym. I support the recommendation.
1. **Dial a Down Donation-** Mr. Willmon has recommended the board accept a donation of \$350 towards the purchase of a new 'Dial a Down' marker for the football program. The marker shows what 'down' the offensive team is on along the sidelines. We are mandated to have a marker showing downs 1-4 at all football events. Our current dial a down markers are beyond repair. A new marker cost \$569. The district will pick up the difference of \$219. I support the recommendation.
2. **Board Policy-** During the 2016 Legislative session the body developed a new statute call SB 367. Under this statute school districts must develop a memorandum of understanding (MOU) with relevant stakeholders, including local law enforcement agencies, courts, and the county or district attorney. The MOU is clearly state guidelines for how and when school based behaviors are referred to law enforcement.

The administrative team will begin working with these agencies to develop this MOU. Attached the board will find an example MOU from KASB. I wanted to give the board time to review the suggested policy. It will be our goal to bring a recommendation to the board at the October or November board meeting.

4. **Potential Purchases-** the board and superintendent need to discuss the perimeters on purchases. Per statute the district is allowed to make purchases under \$20,000 without going out to bid. While one could interpret this as the limitation set for purchases. I wish to gather clarification on the perimeters the board wishes the superintendent to give them notification. For example, we have two purchases below that are needed and budget authority has already been given. Yet, I wish to have the board's blessing before purchasing. On the flip side, there are times when a purchase may need to be made to act on an emergency, an abbreviated timeline, substantial discount etc. Then it would be beneficial to know the limit and action could be taken. In the end, all purchases must be approved via the 'bills list'.

a. *Chrome books and cart purchase-* RCHS has run into a scheduling challenge with the existing computer labs and chrome book carts. Many of the staff are using the tools for class. However, there are not enough tools to meet every teacher's needs. Therefore, Mr. Oliver and Mr. Webber are recommending the purchase of 24 chromebooks, 24 management licenses for the books, and 1 cart to meet the need. The total purchase cost \$8272. We have the funds budgeted. I support the recommendation.

b. *Roof repairs-* the district has budgeted \$92,000 in capital outlay to address roof repairs on our facilities. We have received an proposal for \$12,250 to repair all the roofs at RCHS. See the scope of work on (attachment contracts #1). Mr. Peters and I recommend we make the repairs.

5. **District Policies-** Annually, the district receives recommendations from Kansas Association of School Boards (KASB) on policy changes based off legislative action and/or court cases. Last month, the board tabled policy FC (Memorials, Funerals, and Name of District Facilities). The board asked the staff to research if we have any current memorials or facilities named on behalf of Individuals (see attachment Approval #1). We have included the list within this section of the board packet. (It labeled as Approval #2). In the end, the board will be asked to make a motion to approve the recommendation as presented by KASB.

RECOMMENDED ACTION:

Motion to approve the following contracts and agreements as follows:

1. (consent agenda) Motion to approve a total donation of \$1472 from the Blue Crew and Jason & Lynette Brummett for the purchase of middle school banners.
2. (consent agenda) Motion to approve a donation of \$350 from the Jr. Falcons for the purchase of a Dial a Down marker.
3. No action.
- 4a. Motion to approve the chromebook proposal for \$8,272 from CDW-G.
- 4b. Motion to approve the roof repair proposal for \$12,250 from Wray Roofing, Inc.
5. Motion to approve policy FC (Memorials, Funerals, and Name of District Facilities) and referenced in the official minutes of this meeting as approval #2.



P.O. BOX 420
NORTH NEWTON, KANSAS 67117

(800) 794-4594 Newton (316) 283-6840 Wichita (316) 262-1131 FAX (316) 283-1264

PROPOSAL SUBMITTED TO Riley County USD No. 378	PHONE (785) 485-4000	DATE August 12, 2016
STREET 204 W. Kansas P.O. Box 326	JOB NAME Riley County High School	
CITY, STATE AND ZIP CODE Riley, Kansas 66531	JOB LOCATION 12451 Fairview Church Road - Riley, Kansas 66531	

We hereby submit specifications and estimates for:

RILEY COUNTY HIGH SCHOOL:

Roof Inspection/Observation – 8/11/2016:

Existing Roof System:

- Structural Roof Deck
- Roof Insulation – Rigid
- Roof System – Built-Up Asphalt
- Surfacing – Aggregate - Rock

The existing Built-Up Asphalt – Aggregate-Rock Roof System appears to be 20 plus years old.
Observation – Appears to of had past historical leak issues and at this time and some maintenance work required

ROOF MAINTENANCE AND REPAIR ITEMS – SCOPE OF WORK:

- Investigate any current leak issue areas at this time and complete necessary patching repairs.
- Re-distribute existing aggregate – rock that has been piles on the roof from past roof leak repairs.
- Embed existing aggregate – rock in areas where patching has been completed.
- Walk the balance of the roof areas and complete any necessary roof maintenance repairs.
- Built-Up roof repairs with fabric membrane and asphalt roof cement.
- Built-Up roof repairs with SBS Modified Bitumen roof materials and MB cold Adhesive.
- Check and repair all open vertical flashing laps.
- Check and repair all open inside and outside flashing corners.
- Check and Seal RTU curb corners.
- Check and seal HVAC – RTU line set penetrations.
- Plumbing Vent Pipes – check and repair if necessary.
- Sheet Metal Vent Pipes – check and repair if necessary.
- Caulk open sheet metal parapet wall coping cap joints.
- Caulk open sheet metal counterflashing receivers at masonry wall transitions.
- Clean debris from internal roof drains.
- Clean debris from exterior gutters.

Net Due Upon Completion	Documentation Required if Tax Exempt
Service charge 18% annual on all past due balances. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days.	Authorized Signature _____
Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Signature _____
Date of Acceptance _____	Signature _____

Contract #1

Memorials/Scholarships:

RCHS –

- 1) Tree in front of the building – Randell Duren
- 2) Display sign in front of the ag building by the highway – Renae Schurle
- 3) Used to give scholarship but ended in 2008 – Daniel Will
- 4) Most Inspirational Athlete Award given annually – Natalie Bath
- 5) Plaque on the wall (not sure if a scholarship has been given or not) – Neil Sylvester
- 6) April Larson – scholar

RCGS –

- 1) Tree located in front of the 29 building- Logan Hunter
- 2) Friendship bench (in progress) – Madie Mall
- 3) Nubby Bowers – Guided Reading Library - 2003

Approval # 1

Requests to use district buildings and/or facilities for displaying permanent memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

Funerals

Use of school facilities for funerals is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services and shall report the disposition of those requests to the board.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system

and has been deceased for at least {10} years. The board shall consider naming requests after they are recommended by the superintendent.

Approved:

KASB Recommendation – 6/13; 6/16

Approval #2

CONTRACTS/APPROVALS/APPOINTMENTS

Approval and/or updates to a variety of contracts and projects are identified below.

1. **MS Banners Donation-** Mr. Willmon has recommended the board accept two donations to purchase MS sports teams banner for the RCHS South gym. Mr. Willmon thought this would be an appropriate location since the middle school teams play in this gym. The Blue Crew and Jason and Lynnette Brummett have each donated \$736 to pay for the \$1472 expense. The funds will purchase four total banners. The banners will be similar to those in the north gym. I support the recommendation.

2. **Dial a Down Donation-** Mr. Willmon has recommended the board accept a donation of \$350 towards the purchase of a new 'Dial a Down' marker for the football program. The marker shows what 'down' the offensive team is on along the sidelines. We are mandated to have a marker showing downs 1-4 at all football events. Our current dial a down markers are beyond repair. A new marker cost \$569. The district will pick up the difference of \$219. I support the recommendation.

3. **Board Policy-** During the 2016 Legislative session the body developed a new statute call SB 367. Under this statute school districts must develop a memorandum of understanding (MOU) with relevant stakeholders, including local law enforcement agencies, courts, and the county or district attorney. The MOU is clearly state guidelines for how and when school based behaviors are referred to law enforcement.

The administrative team will begin working with these agencies to develop this MOU. Attached the board will find an example MOU from KASB. I wanted to give the board time to review the suggested policy. It will be our goal to bring a recommendation to the board at the October or November board meeting.

RECOMMENDED ACTION:

Motion to approve the following contracts and agreements as follows:

1. (consent agenda) Motion to approve a total donation of \$1472 from the Blue Crew and Jason & Lynette Brummett for the purchase of middle school banners.
2. (consent agenda) Motion to approve a donation of \$350 from the Jr. Falcons for the purchase of a Dial a Down marker.
3. No action.

Cliff Williams

From: Pat Bone <pbone@KSDE.ORG>
Sent: Friday, September 02, 2016 8:00 AM
To: LCP@LISTSERV.KSDE.ORG
Subject: 2016 SB 367 Sample Memorandum and Instructions
Attachments: Instructions for MOU School Districts and Law Enforcement.pdf; MOU School Districts and Law Enforcement.pdf

Requirements under 2016 SB 367 include developing and approving a memorandum of understanding (Memorandum) developed in collaboration with relevant stakeholders, including local law enforcement agencies, courts, and the county or district attorney. This Memorandum must establish clear guidelines for how and when school-based behaviors are referred to law enforcement or the juvenile justice system. The goal of the Memorandum is to reduce these referrals and to protect public safety.

To assist you in the creation of this Memorandum, the Kansas Association of School Boards (KASB) and the Kansas State Department of Education (KSDE) worked collaboratively to create the attached instructions and sample Memorandum. We encourage you to use the sample Memorandum that we have created, but you are not required to. If you do not use the sample Memorandum you must draft your own Memorandum that conforms with the requirements of K.S.A. 2016 Supp. 72-89b03(i). Your district's Memorandum must be developed and approved by July 1, 2017.

Please watch for further instructions about submitting your district's approved Memorandum to KSDE.

Questions?

Please contact KASB at (785) 273-3600 or KSDE at (785) 296-7454.

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201**



Sample Memorandum of Understanding Instructions

This document is designed to support your school district in complying with the requirements under K.S.A. 2016 Supp. 72-89b03(i). These requirements include developing and approving a memorandum of understanding (Memorandum) developed in collaboration with relevant stakeholders, including local law enforcement agencies, courts, and the county or district attorney. This Memorandum must establish clear guidelines for how and when school-based behaviors are referred to law enforcement or the juvenile justice system. The goal of the Memorandum is to reduce these referrals and to protect public safety.

To assist you in the creation of this Memorandum, the Kansas Association of School Boards (KASB) and the Kansas State Department of Education (KSDE) worked collaboratively to create these instructions and the accompanying sample Memorandum. We encourage you to use the sample Memorandum that we have created, but you are not required to. If you do not use the sample Memorandum you must draft your own Memorandum that conforms with the requirements of K.S.A. 2016 Supp. 72-89b03(i). Your district's Memorandum must be developed and approved by July 1, 2017.

The sample Memorandum also contains some issues that school districts are required by law to report to local law enforcement or requires certain local stakeholders to cooperate and work together. School districts may want to review these requirements and discuss them as part of the Memorandum. School districts are also welcome to delete them, if they would prefer not to review any of these items as part of the Memorandum. These issues are included in sections IV–VIII of the sample Memorandum.

Identify the Relevant Stakeholders and Organize a Meeting

- The superintendent or the superintendent's designee will identify all relevant local stakeholders to this process. Relevant stakeholders must include, at a minimum, representatives from all local law enforcement agencies, courts, and the county or district attorney. Other relevant stakeholders would be any community organizations involved in law enforcement or juvenile justice.
- Once the relevant stakeholders have been identified, invite those stakeholders to a meeting to discuss this Memorandum. The school district is responsible for coordinating this meeting. Find a meeting time and place where representatives of all required stakeholder organizations can be present.
- When inviting stakeholders, explain the purpose of the meeting and to provide a copy of the sample Memorandum in advance so that the stakeholders understand the intent of the meeting.

Hold a Meeting (or Meetings) to Develop and Approve a Memorandum of Understanding

- Use the sample Memorandum to guide your discussion on establishing clear guidelines for how and when school-based behaviors will be referred to law enforcement or the juvenile justice system. Focus on your goal of reducing such referrals and protecting public safety.
- On page 1 fill in the names of all relevant stakeholder organizations, as directed. If stakeholders other than those required attend this meeting, create a new section to record the names of those stakeholder organizations.
- In section I. A. fill in the names of the organizations that will be bound by the Memorandum. Those bound by the Memorandum must include, at a minimum, representatives from the school district, all local law enforcement agencies, courts, and the county or district attorney.
- In section III. B. fill in the information, as directed, to reflect what occurs in this situation in your community.
- Sections IV–VIII are not required to be included in the Memorandum required by K.S.A. 2016 Supp. 72-89b03(i). However, these are issues that school districts are required by law to report to local law enforcement or requires certain local stakeholders to cooperate and work together. The school district may want to review these requirements and discuss them as part of the Memorandum or delete them, if the school district would prefer not to review any of these items as part of this Memorandum.
- All parties to the Memorandum should sign the Memorandum where indicated. Those parties must include, at a minimum, representatives from the school district, all local law enforcement agencies, courts, and the county or district attorney.

Meetings Following Approval of the Memorandum

- The superintendent or superintendent's designee will work with all parties to the Memorandum to create a schedule of monthly or regular meetings in the first year following the approval of the Memorandum.
- After the first year following the approval of the Memorandum the parties will meet when all parties deem necessary.
- The district will host and staff all meetings following approval of the Memorandum.

Modifying or Terminating the Memorandum

- The Memorandum may be modified at any time by written amendment by all parties to the Memorandum.
- The Memorandum is terminated the day written termination is provided to all parties. In the event this Memorandum is terminated, the superintendent or superintendent's designee should organize a meeting of all relevant stakeholders to develop and approve a new Memorandum of Understanding that meets the requirements of K.S.A. 2016 Supp. 72-89b03(i).

Inform Relevant District Staff

- The superintendent or the superintendent's designee should inform all relevant district staff of the contents of the Memorandum and their specific responsibilities under the Memorandum.
- Identify the district procedure for staff to notify the superintendent or the superintendent's designee of incidents where staff believe the Memorandum was violated.
- The superintendent or the superintendent's designee should determine what information regarding the Memorandum, if any, is necessary to provide to the local board of education and families.

Questions?

Please contact KASB at (785) 273-3600 or KSDE at (785) 296-3743.

SAMPLE

MEMORANDUM OF UNDERSTANDING BETWEEN

_____ USD No. _____
[Name of School District]

*This Agreement is entered into on this _____ day of _____, 2016 between
U.S.D. _____, _____ County, Kansas and*

Local Law Enforcement Agencies:

[List all if school district is in more than one community]

Courts Represented:

County and District Attorney's Office(s) Represented:

***[INSERT NAMES OF ALL PARTIES-- PARTIES MUST INCLUDE, AT A MINIMUM, ALL LOCAL LAW
ENFORCEMENT AGENCIES, COURTS, AND THE COUNTY OR DISTRICT ATTORNEY'S OFFICE]***

I. PURPOSE OF MEMORANDUM OF UNDERSTANDING

- A. This Memorandum of Understanding ("Memorandum") is entered into between the *[insert name and number of school district]* ("School District"), the *[insert names of all parties pursuant to K.S.A. 72-89b03(i). Parties must include, at a minimum, all local law enforcement agencies, courts, and the county or district attorney's office.]* The purpose of this Memorandum is to establish understanding between community agencies ("Parties") involved in the referral of school-based behaviors to law enforcement or the juvenile justice system. The goal of this Memorandum is to reduce such referrals and protect public safety. The Parties understand and agree that each party will use its best efforts to comply with the terms and conditions of this Memorandum.
- B. The Parties acknowledge and agree that decisions affecting the filing of a complaint against a student and whether to restrain a student and place a student in secure detention should not be taken lightly. This Memorandum delineates the responsibilities of each party when school districts are required to report student behavior under Kansas law and when schools need the assistance of local law enforcement and the district and county attorney to protect the safety of all students or an individual student to promote the best interests of the student and the community.
- C. The Parties further acknowledge that avoiding formal arrest, handcuffing, and transporting the student to juvenile intake may help the student avoid being negatively labeled.
- D. The Parties acknowledge and agree that this Memorandum is a cooperative effort among the public agencies named herein to establish guidelines for the referral of school-based behaviors to law enforcement or the juvenile justice system with the goal of reducing such referrals and protecting public safety. The Parties further acknowledge and agree that the guidelines contained herein are intended to establish uniformity in the referral of school-based behaviors to law enforcement or the juvenile justice system while simultaneously ensuring that each case is addressed on an individual basis to promote a response proportional to the various and differing facts which affect each student's case.
- E. The Parties acknowledge and agree that the matter in which each student incident is handled by the law enforcement officer, school principal or designee, and/or juvenile intake is dependent upon the many factors unique to each student that include, but are not limited to, the student's background, present circumstances, general demeanor and disposition toward others, student discipline record, mental health status, the student's individualized education program, crisis plan, behavior intervention plan, criminal record, and other factors. Therefore, the Parties acknowledge that students involved in the same

incident or similar incidents may receive different and varying responses depending on the specific facts relating to the student's behavior and the above factors.

- F. The Parties acknowledge and agree that when responding to a disturbance at a school district location, the law enforcement officers will inquire whether the school involved has exhausted the district's conflict resolution alternatives before making an arrest(s) or removing the student unless a greater public safety concern exists.
- G. The Parties agree that a cooperative effort will be made to coordinate intake services to insure that students who do not meet criteria for placement in secure detention or present a high risk to re-offend are not detained and instead are appropriately placed with parent(s), guardian(s) or in another appropriate setting.

II. DEFINITIONS

- A. "Behavior intervention plan" means a plan traditionally created by a team of district staff and parents that includes strategies, including positive behavioral interventions and supports, designed to prevent behavior that impedes a child's learning or that of others. If a behavior intervention plan is developed by a student's IEP team, it shall become part of the student's IEP.
- B. "Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.
- C. "Crisis plan" means steps to follow and who to contact when a student escalates to a crisis level and/or appears to be in danger of harming self or others.
- D. "Individualized Education Program" or "IEP" means a written statement for each exceptional child that is developed, reviewed, and revised in accordance with the provisions of K.S.A. 72-987, and amendments thereto.
- E. "Law enforcement officer," and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic laws of this state or of any Kansas municipality. This term shall include "campus police officer" and "school resource officer."

F. "School-based behaviors" mean:

1. Willful violation of any published policy for student conduct adopted or approved by the local board of education;
2. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
4. Conduct which, if pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
5. Conduct at school, on school property, or at a school supervised activity, which constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
6. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

G. "School resource officer" means a law enforcement officer or a police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

H. "Student" means a child officially enrolled in a USD *[insert district number]* school.

III. TERMS OF MEMORANDUM OF UNDERSTANDING

A. School-based behaviors, as defined in this Memorandum, will generally be referred to law enforcement or the juvenile justice system, when in the opinion of the Superintendent or his/her designee the student's behavior is so disruptive that it creates a reasonable and foreseeable risk of harm to self, others, or property.

The Parties agree that the response to the commission of a school-based behavior should be determined by the school staff and/or law enforcement officer(s) involved in the incident after reviewing the unique characteristics of each student including the student's discipline history and the facts of the specific behavior incident. The Parties agree that each incident will be addressed on a case by case basis to promote a uniform response proportional to the

unique factors applicable to the student, the student's discipline history and the specific behavior incident.

- B. Any student arrested for a felony and/or who is on court supervision and those juveniles who are likely to flee or pose a public safety risk, shall be taken by *[insert name of appropriate party]* to *[insert name of appropriate local site to take the described individuals]*. Ultimately the decision is made by the law enforcement officer(s) involved in the incident in consultation with the school staff. Any student can be taken directly to *[insert name of appropriate local site to take the described individual]* for any offense if deemed appropriate by a law enforcement officer.
- C. The school district and/or law enforcement shall inform the County or District Attorney's Office of the student's cooperation in this process. In any future proceedings, the County or District Attorney may take into consideration the student's performance and/or cooperation.

IV. KANSAS STATUTES REQUIRING REPORTING TO LAW ENFORCEMENT – MANDATORY TRUANCY REPORTING

- A. Mandatory Truancy Reporting K.S.A. 72-1113
 - 1. K.S.A. 72-1113(a) requires school districts to report students who are not attending school as required by law (i.e., the child is inexcusably absent from school on either 3 consecutive school days, 5 school days in a semester or 7 school days in a school year) to the Department for Children and Families (DCF) if the student is less than 13 years of age or to the county or district attorney if the student is 13 years old and less than 18 years old.
 - 2. Before reporting the student as truant the school district must personally deliver or mail the parent a written notice that if the student does not return to school within the school day after the notice is personally delivered or 3 school days after the notice is mailed then the district has to report the student as truant to DCF or the county or district attorney.
- B. The Parties agree that the required reporting of student truancy reports could be improved by the following:
[Discuss and list any changes that would improve the local procedures for reports]

V. KANSAS STATUTES REQUIRING REPORTING TO LAW ENFORCEMENT – KANSAS SCHOOL SAFETY AND SECURITY ACT

- A. Mandatory School Safety and Security Reporting Act K.S.A. 72-89b01 to 72-89b05:

K.S.A. 72-89b03(b) requires school districts to make an immediate report to law enforcement if any school employee knows or has reason to believe that an act has been committed at school, on school property, or at a school supervised activity and the act constituted the commission of a felony or misdemeanor or involved the possession, use or disposal of explosives, firearms or other weapons.

- B. The Parties agree that the required reporting by the school district to law enforcement under the Kansas School Safety and Security Act, K.S.A. 72-89b01 to 72-89b05, could be improved by the following:
[Discuss and list any changes that would improve the procedures for reporting]

VI. MANDATORY SCHOOL SAFETY VIOLATIONS REPORTING - SUSPENSION OF DRIVING PRIVILEGES

- A. Mandatory Suspension of Driving Privileges – K.S.A. 72-89c02
 1. K.S.A. 72-89c02 requires school districts to report to law enforcement whenever a pupil 13 years or older has possessed a weapon or illegal drug at school, on school property or at a school supervised activity or engaged in an act or behavior at school, on school property or at a school supervised activity which resulted in, or was substantially likely to result in, serious bodily injury to others.
 2. The report shall be made as soon as practicable, but not later than 10 days from the date of the student's act.
 3. Upon receipt of report from the school district, law enforcement shall investigate the matter and give written notice to the Division of Motor Vehicles of the Kansas Department of Revenue of the incident as soon as practicable, but not later than 10 days from the date of receipt of the school district's report. Law enforcement must also give a copy of this notice to the pupil and the pupil's parent or guardian.
 4. The Division of Motor Vehicles shall suspend the pupil's driver's license or privileges to operator a motor vehicle for a period of one year.
- B. The Parties agree that the required reporting of mandatory school safety violations regarding suspension of driving privileges could be improved as follows:
[List any changes that would improve the above reporting procedures]

VII. SECLUSION AND RESTRAINT (EMERGENCY SAFETY INTERVENTIONS)

- A. Kansas law prohibits school districts from using certain types of restraint with students and limits a school district's use of student seclusion and restraint with certain students. This law applies to the use of seclusion and restraint with all students.

1. Emergency Safety Interventions shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Violent action that is destructive of property may necessitate the use of an Emergency Safety Intervention.
 2. All school staff members must be trained on the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques.
 3. If a student is physically restrained or secluded, the school district has extensive requirements regarding documenting the events and reporting to the student's parents and the Kansas State Department of Education.
- B. The Parties agree that the school district's contacting law enforcement regarding violent acts of students that results in the destruction of property and/or presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm could be improved as follows:
[Discuss and list any changes that would improve the above reporting procedures]

VIII. KANSAS MANDATORY CHILD ABUSE REPORTING

- A. K.S.A. 38-2223 requires any school employee to promptly report suspected child abuse.
1. The report may be oral or written and is to be made to DCF, except when DCF is not open for business, then the report shall be made to the appropriate law enforcement agency. K.S.A. 38-2223(c)(1).
 2. The report must include, if known, the name and address of the child; the name and address of the child's parents or those responsible for the child's care; location of the child if not at the child's residence; child's gender, race and age; reason why reporter suspects the child may be a child in need of care; if abuse or neglect or sexual abuse is suspected, the nature and extent of the harm to the child including any evidence of previous harm; and any other information that the reporter believes might be helpful in establishing the cause of the harm and the identity of persons responsible for harm.
 3. Teachers and other staff members may not always tell school administrators of the report, even though it is a recommended policy, as they are independent reporters under the law.
- B. The Parties agree that the required reporting of child abuse could be improved by the following:
[Discuss and list any changes that would improve the local procedures for reporting to law enforcement]

IX. DURATION AND MODIFICATION OF THE MEMORANDUM OF UNDERSTANDING

- A. This Memorandum shall become effective immediately upon its execution by all Parties hereto and shall remain in full force and effect until such a time as terminated in writing by any party to this Memorandum. This Memorandum shall terminate effective the day written termination is provided to all Parties. This Memorandum may be modified at any time by written amendment to the Memorandum by all Parties hereto.

- B. The Parties acknowledge and agree to meet (on a monthly or a regular basis) for the first year of implementation to provide oversight of the Memorandum by reviewing data and making recommendations on any needed modification to the Memorandum to the heads of each agency a party to this Memorandum. Following the first year of implementation, the Parties agree to meet as all Parties deem necessary.

- C. *[Insert name and number of school district]* will host and staff the (monthly or regular) oversight meetings and any future meetings deemed necessary to facilitate implementation of the Memorandum process.

IN WITNESS WHEREOF, the Parties hereto, intending to cooperate with one another, have hereunder set their hands on the date set forth below.

[insert name of superintendent], Superintendent
[insert name and number of school district]

Date

[insert name and title of party]
[insert name of organization]

Date

[insert name and title of party]
[insert name of organization]

Date

7-J

[insert name and title of party]
[insert name of organization]

Date

[Parties must include, at a minimum, all local law enforcement agencies, courts, and the county or district attorney's office.]

NEGOTIATIONS UPDATE

The two teams have been communicating since the last official meeting. They have made a lot of progress.

If the negotiating board members wish to discuss any any items, they may need to make a motion to go into executive session.

RECOMMENDED ACTION:

If necessary: Motion to recess into closed session for _____ minutes to discuss matters relating to employer-employee negotiations and return to open session in this room at the end of that time.

