

# January 14, 2019 Board Meeting - 5:30 p.m.

## UNIFIED SCHOOL DISTRICT 234 BOARD AGENDA

1. Open the meeting
2. Flag Salute
3. Eugene Ware Choir Presentation (Presentation)
4. Information from Fort Scott High School Thespians (Information)
5. Consider official agenda (Action)
6. Consider consent agenda (Action)
  - a. Minutes  
[Minutes 12-10-18.pdf \(p. 4\)](#)
  - b. Bills and Claims  
[1-14-19 Bills-Claims.pdf \(p. 33\)](#)
  - c. Payroll - December 20, 2018 - \$1,289,287.77
  - d. Financial Report  
[1-14-19 Fin. Rept..pdf \(p. 37\)](#)
  - e. Bond Proceeds Reconciliation  
[1-14-19 Bond Proceeds.pdf \(p. 39\)](#)
  - f. Activity fund accounts  
[1-14-19 Act. Accts..pdf \(p. 40\)](#)
  - g. Gifts  
[1-14-19 HS Gifts.pdf \(p. 49\)](#)  
[1-14-19 MS Gifts.pdf \(p. 50\)](#)  
[1-14-19 EW Gifts.pdf \(p. 51\)](#)  
[1-14-19 WS Gifts.pdf \(p. 52\)](#)
7. Public Forum
8. Administrators' Reports (Information)
9. Superintendent's Report (Information)
10. Assistant Superintendent's Report (Information)
11. Business Manager's Report (Information)
12. Facilities Director Report - Daniel Koppa (Information)
13. Consider board policy changes (Action)  
[1-14-19 Board Policy.pdf \(p. 53\)](#)

**14. Second semester enrollment count** (Information)

[1-14-19 Enrol Ct.pdf \(p. 99\)](#)

**15. Consider extended trip applications** (Action)

[1-14-19 Ex. Trips.pdf \(p. 100\)](#)

**16. Consider a request from Peerless for the use of school buses on January 22** (Action)

There is a request form Peerless to send all of their employees to the National Cemetery on January 22 to help clean up the wreaths that were placed there for the holidays. They would like to bus all employees there at once as opposed to having them drive. The employees would need to be at the cemetery at 9:00 a.m., and the work would take a few hours to complete.

**17. Board member comments**

**18. Executive session - to discuss personnel matters for nonelected personnel** (Action)

**19. Consider employment** (Action)

**a. Renewal of Superintendent's contract through 2020-2021**

**b. Adjustment in work agreement for Melissa Russell, Eugene Ware  
paraprofessional, for the remainder of the 2018-19 school year**

[1-14-19 M. Russell.pdf \(p. 101\)](#)

**c. Addition of a district athletic trainer position**

[1-14-19 Ath Train.pdf \(p. 102\)](#)

**d. Employment of Mariela Rico as a 2080 hour, 12-month district athletic trainer  
for the remainder of the 2018-19 school year**

[1-14-19 M. Rico.pdf \(p. 103\)](#)

[1-14-19 M. Rico App.pdf \(p. 104\)](#)

**e. Addition of a high school wrestling coach for girls and employment of Kathi Hall  
for the position**

[1-14-19 WR-K. Hall.pdf \(p. 105\)](#)

**f. Employment of Bert Lewis as the sole high school junior class sponsor (previous  
approval for Ms. Lewis was a .5 position)**

[1-14-19 B. Lewis.pdf \(p. 106\)](#)

**g. Resignation of Jenna Campbell as high school volleyball coach**

[1-14-19 J. Campbell.pdf \(p. 107\)](#)

**h. Resignation of Kandice Eaton, van driver, effective January 25, 2019**

[1-14-19 K. Eaton.pdf \(p. 108\)](#)

**i. Maternity leave of absence for Taylor McDermed, Eugene Ware  
paraprofessional**

[1-14-19 T. McDermed.pdf \(p. 109\)](#)

j. Termination of Alison Milburn, Eugene Ware paraprofessional, effective January 14, 2019

1-14-19 A. Milburn.pdf (p. 110)

20. Adjourn

**MINUTES OF THE BOARD OF EDUCATION MEETING  
DECEMBER 10, 2018  
5:30 P.M.**

The Board of Education of Unified School District 234, Fort Scott, Kansas, met in regular session at their offices at 424 S. Main at 5:30 p.m.

PRESENT: Jamie Armstrong, David Stewart, Janet Braun, Michelle Hudiburg, James Wood, Jordan Witt

ABSENT: Gary Billionis

ALSO PRESENT: Superintendent Ted Hessong, Assistant Superintendent Nicki Traul, Clerk Gina Shelton, Joy McGhee, Shawn Thomas, Brian Weilert, Stephanie Witt, Amber Toth

OTHERS PRESENT: Joe Allen, Joshua Budd, Jayci Cosens, Bryce Daly, Tasen DeMott, Stephanie George, Brenda Hill, Kenneth Hudiburg, Matthew Hunt, Micah Hunt, Kiptyn Hunziker, Daniel Koppa, Aubrie McGhee, Linda Minor, Brian Pommier, Kerry Pommier, Yasmina Query, Andrea Scott, Terence Sercer, Jason Silvers, Sarah Smith, Kelly Toll

**OPEN THE MEETING – 5:30 P.M.**

President Armstrong opened the meeting at 5:30 p.m.

**FLAG SALUTE**

**APPROVE OFFICIAL AGENDA**

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board approve the official agenda.

**APPROVE CONSENT AGENDA**

It was moved by Mrs. Braun, seconded by Mr. Stewart, and carried by unanimous vote that the board approve the consent agenda as follows:

- A. Minutes
- B. Bills and Claims
- C. Payroll – November 20, 2018 - \$1,298,003.68
- D. Financial Report
- E. Bond Proceeds Reconciliation
- F. Activity Fund accounts

**USD 234 Statement of Cash & Investments  
For The One Month Ending 10/31/18 for Fiscal Year 2018-2019**

**Bank Statement Reconciliation**

Self Funded Health Account UMB *****1627	\$ 1,801,406.34
Payroll Landmark **026	\$ 20,000.00
Bond Account	\$ 2,857,316.76
Bond Compliance	\$ 10,000.00
Dollar Maker Landmark ***2189	\$ 7,173,304.28

Total Cash in Bank as of 10/31/2018

\$ 11,862,027.38

Less Outstanding Checks AP & Payroll

\$ (7,598.57)

Total Cash in Bank after adjustments 10/31/2018

\$ 11,854,428.81

**Certificates of Deposit Investment (Fund 99)**

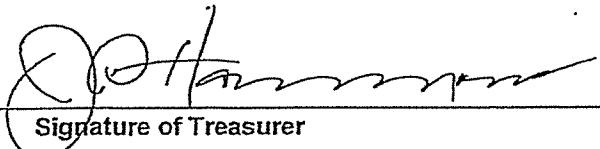
Landmark (Maturity 6/13/2019 - .45%)	\$ 5,634.34
LSA -Memorials (Bennett - \$59,740.66, Reagan - \$9,259.91, Madison - \$3,788.38) (Maturity 4/12/2019 - .40%)	\$ 72,788.95
LSA - Mason Memorial (Maturity 8/10/19 - .49%)	\$ 3,970.00

Total Certificate of Deposits 10/31/2018

\$ 82,393.29

Total Cash in Bank and Certificate of Deposits 10/31/2018

\$ 11,936,822.10

  
Signature of Treasurer

on

11-7-2018

Date

*do hereby certify that the above statement is correct.*

Cash Flow Report USD 234

Fund Number	Beginning Cash	Revenues	Expenses	Payables Change	Ending Cash	Encumbrances
06 GENERAL FUND	1,071,311.84	1,306,399.03	(893,262.33)	(7,981.99)	1,476,466.55	36,434.65
08 SUPPLEMENTAL	385.37	1,052,513.00	(482,464.36)	0.00	570,434.01	238.00
11 AT RISK 4YR OLD	98,738.88	3,291.00	(13,520.16)	(0.02)	88,509.70	0.00
13 AT RISK K-12	914.20	375,000.00	(372,017.43)	(132.99)	3,763.78	390.93
14 BILINGUAL EDUCATION	14,073.40	0.00	(1,152.89)	0.00	12,920.51	0.00
15 VIRTUAL EDUCATION	43,457.66	0.00	(853.04)	0.00	42,604.62	0.00
16 CAPITAL OUTLAY	918,826.66	14,573.72	(65,000.26)	(3,099.16)	865,300.96	854.74
18 DRIVER TRAINING	12,031.80	0.00	(86.72)	0.00	11,945.08	0.00
24 FOOD SERVICE	172,527.53	108,899.32	(90,311.50)	0.00	191,115.35	1,995.93
26 PROFESSIONAL DEVELOPMENT	11,719.43	0.00	0.00	0.00	11,719.43	0.00
28 PARENT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
29 JUMP START	5,682.52	0.00	0.00	0.00	5,682.52	0.00
30 SPECIAL EDUCATION	395,885.33	420,114.35	(227,458.07)	(6,318.07)	582,223.54	16,614.60
34 CAREER & POSTSECONDARY EDUCATION	203,206.33	0.00	(35,418.46)	0.00	167,787.87	1,513.20
35 GIFTS & GRANTS	203,397.13	2,056.00	(9,263.05)	0.00	196,190.08	8,451.73
51 KPERS	0.00	391,843.18	(391,843.18)	0.00	0.00	0.00
53 CONTINGENCY RESERVE	950,000.00	0.00	0.00	0.00	950,000.00	0.00
55 TEXTBOOK	361,150.46	1,602.50	(5,630.93)	0.00	357,122.03	0.00
61 BOND EXPENDITURES	2,260,277.27	3,823.97	(18,077.88)	(48,000.00)	2,198,023.36	37,728.34
62 BOND & INTEREST	2,455,139.56	0.00	0.00	0.00	2,455,139.56	0.00
81 ECBG	(581.30)	3,592.80	(4,047.99)	0.00	(1,036.49)	128.74
82 REVOLVING BENEFITS	380.97	666.73	(925.82)	0.00	121.88	0.00
84 RECREATION	39,355.69	19,136.77	(19,508.24)	0.00	38,984.22	0.00
85 SALES TAX	14.06	2,332.43	(2,346.49)	0.00	0.00	0.00
86 EMPLOYEE BENEFIT FUND	22,819.74	0.00	(2,447.21)	0.00	20,372.53	0.00
88 SELF FUNDED HEALTH	1,822,378.39	179,497.14	(200,469.19)	0.00	1,801,406.34	0.00
90 TITLE I-LOW INCOME	(53,405.71)	0.00	(48,210.22)	(761.94)	(102,377.87)	311.08
91 TITLE IVA-21ST CENTURY SCHOOLS	(900.00)	0.00	0.00	0.00	(900.00)	0.00
92 TITLE VIB-RURAL & LOW INCOME	0.00	0.00	0.00	0.00	0.00	0.00
94 TITLE IIA-TEACHER QUALITY	(4,331.79)	0.00	(2,434.94)	0.00	(6,766.73)	6,893.43
95 CARL PERKINS-SECONDARY PROGRAM IMPROV.	(2,930.73)	0.00	0.00	0.00	(2,930.73)	48.00
96 KS PRE-K PILOT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
99 INVESTMENTS	(82,393.29)	0.00	0.00	0.00	(82,393.29)	0.00
Grand Total:	10,922,131.40	3,885,341.94	(2,886,750.36)	(66,294.17)	11,854,428.81	111,603.37

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88831	11/12/2018	X			PIZZHUT	Pizza Hut	85.25
88832	11/13/2018	X			PIZZHUT	Pizza Hut	48.94
88833	11/13/2018	X			FIVECOR2	Five Corners LLC	278.95
88834	11/13/2018	X			FSHSCHEER	FSHS Cheer	505.00
88835	11/13/2018	X			GWFOODS	G & W Cash Saver.	101.92
88836	11/13/2018	X			HEIDTRUE	Heidrick True Value	217.10
88837	11/13/2018	X			JWSPORTS	J & W Sports	1,299.20
88838	11/13/2018	X			KOMBFM	KOMB-FM	313.50
88839	11/13/2018	X			MARSGREA	Marsha's Great Plains Deli	27.00
88840	11/13/2018	X			MAYCOACE	Mayco Ace Hardware	9.96
88841	11/13/2018	X			MODECOPY	Galen Bigelow Jr.	219.50
88842	11/13/2018	X			VERIWIRE	Verizon Wireless	110.34
88843	11/13/2018	X			VISA	Visa	1,395.93
88844	11/14/2018	X			4STATESANI	4 State Sanitation, LLC	1,480.00
88845	11/14/2018	X			ACTE	ACTE	270.00
88846	11/14/2018	X			APPLSTOR	Apple Store - Education	2,940.00
88847	11/14/2018	X			BRUNESHERR	Sherrie Bruner	15.00
88848	11/14/2018	X			CARDSERV	Card Services	6,280.46
88849	11/14/2018	X			CDWG	CDWG (r) Corporate Headqtrs.	9,945.43
88850	11/14/2018	X			CITYUTIL	City Of Fort Scott Utilities	1,170.98
88851	11/14/2018				DICKBLIC	Dick Blick	1,401.02
88852	11/14/2018	X			EDUCDESI	Educational Design Solutions	9,050.00
88853	11/14/2018	X			EXPRETOLL	ExpressToll	13.65
88854	11/14/2018	X			FELTCARS	Carson Felt	14.39
88855	11/14/2018	X			FLOWLEA	Flowers By Leanna	67.00
88856	11/14/2018	X			GWFOODS	G & W Cash Saver	323.37
88857	11/14/2018	X			INKHEAD	Ink Head by Deluxe	2,847.41
88858	11/14/2018	X			KANSTRUC	Kansas Truck Equipment Company	259.30
88859	11/14/2018	X			KETCHIND	Ketch Industries	377.40
88860	11/14/2018	X			KMEASED	KMEA Southeast District	80.00
88861	11/14/2018	X			MARRINC	Marrones Inc	909.15
88862	11/14/2018	X			MERCYSYS	Mercy Health System of Kansas, Inc.	2,754.00
88863	11/14/2018	X			MERCYKANSA	Mercy Kansas	238.00
88864	11/14/2018	X			MIDWTRA	Midwest Transit Equipment	151.56
88865	11/14/2018	X			MODECOPY	Galen Bigelow Jr.	1,088.24
88866	11/14/2018	X			NTHERM	nTherm, LLC	891.93
88867	11/14/2018	X			PEARCLIN	Pearson Clinical Assessment	76.00
88868	11/14/2018	X			PETTYBRIAN	Briana Petty	51.75
88869	11/14/2018	X			PRICECHOPP	PriceChopper	5.18
88870	11/14/2018	X			REIDMERE	Meredith Reid	13.08
88871	11/14/2018	X			SCHOSPEC	School Specialty Supply	89.20
88872	11/14/2018	X			SEKEDSER	SEK Education Service Center	17.50
88873	11/14/2018	X			SHERWILL	Sherwin Williams	541.00
88874	11/14/2018	X			SHOCAARO	Aaron Shockley	24.20
88875	11/14/2018	X			SUTHERLAND	Sutherlands HomeBase Nevada	176.04
88876	11/14/2018	X			TEACSYNE	Teacher Synergy, LLC	310.19
88877	11/14/2018	X			TEACDISC	Teacher's Discovery	32.94
88878	11/14/2018	X			UNITPARC	United Parcel Service	23.92
88879	11/14/2018	X			YOAKBOBB	Bobbie Yoakam	3,415.50
88911	11/19/2018	X			AMAZON	Amazon Credit	6,552.73
88912	11/19/2018				BLUEVALL	Blue Valley High School	36.00
88913	11/19/2018	X			BSNSPORT	BSN Sports	21.90
88914	11/19/2018	X			CITYUTIL	City Of Fort Scott Utilities	514.42
88915	11/19/2018	X			FIVECOR2	Five Corners LLC	7,506.34
88916	11/19/2018	X			FSHS	Fort Scott High School	3,940.58
88917	11/19/2018	X			INDEPHS	Independence High School	25.00
88918	11/19/2018	X			JWPEPP	J. W. Pepper & Sons Inc.	345.87
88919	11/19/2018	X			JEFFALLF	Jeff Allen Electric, LLC	225.00

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		Check Amount
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	
88920	11/19/2018	X			JOHNSUPP	Johnstone Supply	125.90
88921	11/19/2018	X			KSGASSE	Kansas Gas Service	1,122.55
88922	11/19/2018				LEWIROBE	Roberta Lewis	54.75
88923	11/19/2018	X			MERCYEMS	Mercy EMS	2,025.00
88924	11/19/2018				PITTS	Pittsburg State University	20.00
88925	11/19/2018				PLUMBMASTE	Plumbmaster	166.56
88926	11/19/2018	X			SCHOSPEC	School Specialty Supply	195.84
88927	11/19/2018	X			SEKMEA	SE Kansas KMEA	40.00
88928	11/19/2018	X			SEKEDSER	SEK Education Service Center	800.00
88929	11/19/2018				TINKBECK	Becky Tinker	24.00
88930	11/19/2018	X			TOPEHIGH	Topeka High School	15.00
88931	11/19/2018				TUCKKELL	Kelley Tucker	15.37
88932	11/19/2018	X			USD234	USD 234	18.00
88933	11/19/2018	X			USD234S	USD 234 Stockroom	130.80
88934	11/28/2018				ATT5019	A T & T	365.44
88935	11/28/2018	X			ALLENJOSE	Joseph Allen	12.00
88936	11/28/2018				BSNSPORT	BSN Sports	683.25
88937	11/28/2018				CRANCLAY	Craneyard Clay	315.71
88938	11/28/2018				DECKTAPEPR	Decker Tape Products	302.76
88939	11/28/2018	X			DEFEMICH	Michelle Defebaugh	24.00
88940	11/28/2018				DIEHBANW	Diehl, Banwart, Bolton CPA PA	9,965.00
88941	11/28/2018	X			FSHSFFA	Fort Scott High School FFA	400.00
88942	11/28/2018				GRAPRESO	Graphic Resources Corporation	320.63
88943	11/28/2018				JWPEPP	J. W. Pepper & Sons Inc.	21.59
88944	11/28/2018				JOHNDEERE	John Deere Financial	28.99
88945	11/28/2018				LOCKESUPP	Locke Supply Co.	715.65
88946	11/28/2018				MILLFEED	Miller Feed & Oil	35.98
88947	11/28/2018				MUNIACCO	Municipal Accounting Section	75.00
88948	11/28/2018				ORIENTAL	Oriental Trading Company	173.85
88949	11/28/2018				RACKSOLUTI	Rack Solutions	4,012.20
88950	11/28/2018				RELIPEST	Reliable Pest Control, Inc.	255.00
88951	11/28/2018				RESILITE	Resilite	313.57
88952	11/28/2018				SATTCIND	Cindy Satterfield	24.00
88953	11/28/2018				SCHOSPEC	School Specialty Supply	193.05
88954	11/28/2018				SENSMUSI	Senseney Music, Inc.	76.34
88955	11/28/2018	X			STEVMIKH	Michelle Stevenson	23.25
88956	11/28/2018				SUMMTRU	Summit Truck Group	370.97
88957	11/28/2018				SWANANNA	Anna Swank	24.00
88958	11/28/2018				ULINE	Uline	2,130.28
88959	11/28/2018				WALMART	Wal-Mart Super Center	863.28
88960	11/28/2018				WORLBOO	World Book, Inc.	345.00
88961	11/29/2018				BSNSPORT	BSN Sports	25.85
88962	11/29/2018				FTSCCHAM	Fort Scott Chamber Of Commerce	10.00
88963	11/29/2018				WALMART	Wal-Mart Super Center	359.93
88964	11/29/2018				WESTENER	Westar Energy	24.09
88965	12/04/2018				ALLSYSTE	All Systems Designed Solutions	140.00
88966	12/04/2018				AMERELE2	American Electric	267.46
88967	12/04/2018				BHPHOTO	B & H Photo-Video	6,687.42
88968	12/04/2018				BUNTHER	Theresa Buntain	13.08
88969	12/04/2018				BUTCHBLOCK	Butcher Block	210.00
88970	12/04/2018				CDWG	CDWG (r) Corporate Headqtrs.	1,577.04
88971	12/04/2018				COTTVIRG	Virginia Colter	8.28
88972	12/04/2018				DUROTIRE	Irvin Durossette	76.00
88973	12/04/2018				FAFOODSALE	F & A Food Sales	19,976.10
88974	12/04/2018				FASTENAL	Fastenal	51.98
88975	12/04/2018				FIVECOR2	Five Corners LLC	4,399.67
88976	12/04/2018				FSHS	Fort Scott High School	560.00
88977	12/04/2018				FTSCLUM	Fort Scott Lumber	1,434.68



Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
88978	12/04/2018				FTSCTRI8	Fort Scott Tribune	61.00
88979	12/04/2018				FOURSTAT	Four States	1,645.43
88980	12/04/2018				FSMSVIP8	FSMS VIPs	720.00
88981	12/04/2018				GENENANC	Nancy Geneva	15.70
88982	12/04/2018				GLOVECARO	Carol Glover	2.09
88983	12/04/2018				GRIMETAMM	Tammy Grimes	19.18
88984	12/04/2018				HALLALLE	Allen Hall	12.00
88985	12/04/2018				HEIDTRUE	Heidrick True Value	94.23
88986	12/04/2018				HOMANTRAC	Tracy Homan	14.39
88987	12/04/2018				KKAUTOP	K & K Auto Parts Inc.	981.81
88988	12/04/2018				KAAE	KAAE	175.00
88989	12/04/2018				KORNBOAR	Korney Board Aids, Inc	401.63
88990	12/04/2018				LEEBECK	Becky Lee	8.28
88991	12/04/2018				MAYCOACE	Mayco Ace Hardware	89.49
88992	12/04/2018				MERCYEMS	Mercy EMS	1,050.00
88993	12/04/2018				MERCYKANSA	Mercy Kansas	288.00
88994	12/04/2018				MODECOPY	Galen Bigelow Jr.	1,150.00
88995	12/04/2018				NATISCRE	National Screening Bureau	146.50
88996	12/04/2018				PHILL66	Phillips 66 Fleet Services	98.37
88997	12/04/2018				PIZZHUT	Pizza Hut	97.86
88998	12/04/2018				PREPDLLC	Prepd LLC	264.00
88999	12/04/2018				RACKKARE	Karen Rackley	10.36
89000	12/04/2018				REEDKATHR	Kathryn Reed	210.00
89001	12/04/2018				REIDMERE	Meredith Reid	12.43
89002	12/04/2018				SCOTANDR	Andrea Scott	24.16
89003	12/04/2018				SIGNWAREHO	SIGNWarehouse, Inc.	414.28
89004	12/04/2018				SPRIGROC	Springfield Grocer Company	4,272.50
89005	12/04/2018				STEVMIKH	Michelle Stevenson	104.10
89006	12/04/2018				TEACSYNE	Teacher Synergy, LLC	19.25
89007	12/04/2018				TOTALELECT	Total Electronics Contracting, Inc.	1,200.00
89008	12/04/2018				USD234S	USD 234 Stockroom	157.92
89009	12/04/2018				WASHESPE	Washer Specialties	168.24
89010	12/04/2018				YOAKBOBB	Bobbie Yoakam	2,662.25
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 150,361.81
Check Type Total: Check					Void Total:	0.00	Total without Voids: 150,361.81
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 150,361.81
Grand Total:					Void Total:	0.00	Total without Voids: 150,361.81

**FSRC - Bills & Claims – December 4, 2018**

<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>Early Bills</b>		
Visa	\$1395.93	Office Supplies, Bd. Lunch, Stamps, Parks Maint., Spec Evnts. & Truck Main.
G & W Foods	\$ 101.92	Special Activities
KOMB-FM/FMDO-AM	\$ 313.50	Buck Run 411/Zombie Chase
Modern Copy Systems	\$ 219.50	Monthly Contract/Staples
Verizon	\$ 110.34	Staff Cell Phones
J & W Sports Shop	\$1299.20	Athletic Supplies & Special Event
Marsha's Great Plains Deli	\$ 27.00	Board Lunch
5 Corners Mini-Mart, LLC	\$ 278.95	Fuel for Vehicles
Mayco Ace Hardware	\$ 9.96	Parks Maintenance
FSHS Cheerleaders	\$ 505.00	Tiger Kids Fall
Heidricks True Value	\$ 217.10	Parks Maintenance
<b>Monthly Bills</b>		
Fort Scott Chamber of Commerce	\$ 10.00	E-Blast Christmas in the Park
Westar Energy	\$ 24.09	Service @ Cullor
BSN Sports	\$ 25.85	Gym Tape
Walmart Community/SYNCB	<u>\$ 359.93</u>	Office Supplies, Special Evnt, Parks Maint. & Concession Supplies
<b>Total Bills &amp; Claims</b>	<b>\$4898.27</b>	

*Detail of Expenditures/Revenue/Investments for Bond Accounts*

<b>Account 2138146 (Compliance)</b>			
<i>Receipts</i>			
	12/22/2014 Compliance Transfer	\$	10,000.00
<i>Expenditures</i>			
<i>Current Balance</i>		\$	10,000.00
<b>Account 2138145 (Cost of Issuance)</b>			
<i>Receipts</i>			
	12/22/2014 Cost of Issuance Transfer	\$	103,130.00
<i>Expenditures</i>			
	Previous Balance Forward	\$	(100,039.16)
	02/18/15 Transfer to Improvement Account	\$	(3,090.84)
<i>Current Balance</i>		\$	(0.00)
<b>Account 2138110 (Improvement Account)</b>			
<i>Receipts</i>			
		Market Value	Book Value
	12/22/2014 Go Bond Series 2014 - CUSIP 60934N807	\$ 43,971,269.25	\$ 43,971,269.25
	02/28/2015 Transfer from 2138145	\$ 3,090.84	\$ 3,090.84
<i>Expenditures</i>			
	09/30/2018 Prior Balance	\$ (41,120,867.30)	\$ (41,120,867.30)
	Withdrawal	\$ -	\$ -
	10/31/2018 Realized Gains/Unrealized Losses	\$ -	\$ -
	10/31/2018 Interest	\$ 3,823.97	\$ 3,823.97
	Transfer to Bond & Int Fund	\$ -	\$ -
<i>Current Balance</i>		\$ 2,857,316.76	\$ 2,857,316.76
<b>Investment of Funds</b>			
		Market Value	Book Value
0%	Invested as of 10/31/18	\$ -	\$ -
100%	Money Market Funds	\$ 2,857,316.76	\$ 2,857,316.76
<i>Current Balance</i>		\$ 2,857,316.76	\$ 2,857,316.76
<i>Other Bond Project Expense</i>			
	Bond Expenses paid 10/31/18	\$	873,367.08
	Bond Reimbursements from Nabholz project	\$	(204,073.68)
	<i>To Draw from Security Bank</i>	\$	669,293.40
	All Account Balances	\$	2,198,023.36
	Cash Summary Balance	\$	2,198,023.36

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WSE	Winfield Scott Elementary							
A	BOE ACCOUNTS							
	1100		Lost Library Books	0.00	0.00	0.00	0.00	0.00
	1101		Faxes	0.00	0.00	0.00	0.00	0.00
	1102		Copies	0.00	0.00	0.00	0.00	0.00
	1103		MS PE t-shirts	0.00	0.00	0.00	0.00	0.00
	1104		Textbook Rental	110.00	70.00	110.00	0.00	70.00
	1105		Lost Textbooks	0.00	0.00	0.00	0.00	0.00
	1106		Interest	1.31	1.32	1.31	0.00	1.32
	1107		Food Service	0.00	15.00	0.00	0.00	15.00
	1108		ASCC	1,672.49	1,562.56	1,672.49	0.00	1,562.56
	1109		Sales Tax	0.00	0.00	0.00	55.33	55.33
	1116		FSMS Lab Fees	0.00	0.00	0.00	0.00	0.00
	3132		MS Activity Fee/Project Art	0.00	0.00	0.00	0.00	0.00
	A	Totals:		1,783.80	1,648.88	1,783.80	55.33	1,704.21
B	GIFTS							
	2101		Accelerated Reader	0.00	0.00	0.00	0.00	0.00
	2110		Presbyterian Women	0.00	0.00	0.00	0.00	0.00
	2113		Progressive Mother's	0.00	0.00	0.00	0.00	0.00
	2114		Bourbon County Medical Auxiliary	0.00	0.00	0.00	0.00	0.00
	2117		Wal-Mart	0.00	0.00	0.00	0.00	0.00
	2120		Target	154.82	0.00	0.00	0.00	154.82
	2200		Indigent Fund	399.60	0.00	0.00	0.00	399.60
	2207		Kiwanis	0.00	0.00	0.00	0.00	0.00
	2209		MacDonald's	0.00	0.00	0.00	0.00	0.00
	2211		Pioneer Kiwanis	0.00	0.00	0.00	0.00	0.00
	B	Totals:		554.42	0.00	0.00	0.00	554.42
C	CLASSES							
	3102		Music Club	75.00	0.00	0.00	0.00	75.00
	3106		Field Trips	0.00	0.00	0.00	0.00	0.00
	3129		Leadership	5,416.42	355.71	250.22	-55.33	5,466.58
	3131		Physical Education Patrol Club	671.99	30.00	0.00	0.00	701.99
	3133		First Grade Best Choice and Recycle	0.00	0.00	0.00	0.00	0.00
	3135		Beverage Machine	0.00	0.00	0.00	0.00	0.00
	3138		Snacks	0.00	0.00	0.00	0.00	0.00
	3139		School Store	0.00	0.00	0.00	0.00	0.00
	3140		Kindergarten	0.00	0.00	0.00	0.00	0.00
	3141		Second	0.00	0.00	0.00	0.00	0.00
	3142		Cafeteria	0.00	0.00	0.00	0.00	0.00
	3145		Adult Leadership Club	3,284.12	2,713.44	239.89	0.00	5,757.67
	3146		Media Center	1,392.23	0.00	0.00	0.00	1,392.23
	C	Totals:		10,839.76	3,099.15	490.11	-55.33	13,393.47

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	HIGH SCHOOL							
		4100	Activity Cards	2.00	20.00	0.00	0.00	22.00
			D Totals:	2.00	20.00	0.00	0.00	22.00
E	CLUBS							
		210	Student Council	47.92	0.00	0.00	0.00	47.92
			E Totals:	47.92	0.00	0.00	0.00	47.92
			WSE Totals:	13,227.90	4,768.03	2,273.91	0.00	15,722.02
			Report Totals:	13,227.90	4,768.03	2,273.91	0.00	15,722.02

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# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Site ID	Site Name					
Group ID	Group Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
EWE	Eugene Ware Elementary					
A	BOE ACCOUNTS					
1100	Lost Library Books	49.09	0.00	0.00	0.00	49.09
1101	Faxes	0.00	0.00	0.00	0.00	0.00
1102	Copies	0.00	0.00	0.00	0.00	0.00
1103	MS PE t-shirts	0.00	0.00	0.00	0.00	0.00
1104	Textbook Rental	143.75	105.00	0.00	0.00	248.75
1105	Lost Textbooks	0.00	0.00	0.00	0.00	0.00
1106	Interest	1.19	1.42	1.19	0.00	1.42
1107	Food Service	0.00	0.00	0.00	0.00	0.00
1108	ASCC	0.00	0.00	0.00	0.00	0.00
1109	Sales Tax	0.00	15.27	0.00	13.92	29.19
1116	FSMS Lab Fees	0.00	0.00	0.00	0.00	0.00
3132	MS Activity Fee/Project Art	0.00	0.00	0.00	0.00	0.00
	A Totals:	194.03	121.69	1.19	13.92	328.45 ✓
B	GIFTS					
2101	Accelerated Reader	0.00	0.00	0.00	0.00	0.00
2102	Rotary	0.00	0.00	0.00	0.00	0.00
2103	Indigent Funds	495.95	0.00	0.00	0.00	495.95
2104	VFW Assembly	0.00	0.00	0.00	0.00	0.00
2105	Class of 1949 /1948 reunion	0.00	0.00	0.00	0.00	0.00
2106	Family and Community Education	14.73	0.00	0.00	0.00	14.73
2107	Coins For Caring	204.19	0.00	0.00	0.00	204.19
2108	Library	0.00	0.00	0.00	0.00	0.00
2109	Music Donations	0.00	0.00	0.00	0.00	0.00
2110	Presbyterian Women	0.00	0.00	0.00	0.00	0.00
2111	Fourth Grade	0.00	0.00	0.00	0.00	0.00
2112	Art	0.00	0.00	0.00	0.00	0.00
2208	Lady Kiwanis	0.00	0.00	0.00	0.00	0.00
2210	Men's Kiwanis	200.00	0.00	0.00	0.00	200.00
	B Totals:	914.87	0.00	0.00	0.00	914.87

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	CLASSES							
	3100		Student Leadership	3,601.26	185.00	49.90	0.00	3,736.36
	3102		Music Club	267.36	125.00	79.17	0.00	313.19
	3103		Best Box Label Club	0.00	0.00	0.00	0.00	0.00
	3104		Box Tops	935.97	0.00	0.00	0.00	935.97
	3105		Eugene Ware Book Club	10.75	2,484.68	2,484.67	-11.98	-1.22
	3106		Field Trips	486.00	0.00	0.00	0.00	486.00
	3107		Snack Machine	0.00	0.00	0.00	0.00	0.00
	3109		Fifth Grade Transportation Club	3,476.50	2,930.00	0.00	0.00	6,406.50
	3110		Wellness	0.00	0.00	0.00	0.00	0.00
	3111		Other Funds	32.00	0.00	0.00	0.00	32.00
	3130		Tiger Pride Club	1,998.64	754.05	856.16	-13.92	1,882.61
	C	Totals:		10,808.48	6,478.73	3,469.90	-25.90	13,791.41
D	HIGH SCHOOL							
	4100		Activity Cards	40.00	0.00	0.00	0.00	40.00
	D	Totals:		40.00	0.00	0.00	0.00	40.00
	EWE	Totals:		11,957.38	6,600.42	3,471.09	-11.98	15,074.73
	Report Totals:			11,957.38	6,600.42	3,471.09	-11.98	15,074.73

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# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 11/13/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
FSMS	Fort Scott Middle School							
A	BOE ACCOUNTS							
	1100	Lost Library Books		0.00	32.05	0.00	0.00	32.05
	1101	Faxes		0.00	0.00	0.00	0.00	0.00
	1102	Copies		0.00	0.00	0.00	0.00	0.00
	1103	MS PE t-shirts		0.00	0.00	0.00	0.00	0.00
	1104	Textbook Rental		395.00	335.00	245.00	0.00	485.00
	1105	Lost Textbooks		0.00	0.00	0.00	0.00	0.00
	1106	Interest		4.48	4.81	4.48	0.00	4.81
	1107	Food Service		0.00	20.00	20.00	0.00	0.00
	1108	ASCC		0.00	0.00	0.00	0.00	0.00
	1109	Sales Tax		546.06	612.37	546.06	0.00	612.37
	1111	Restroom Vending Machines		0.00	0.00	0.00	0.00	0.00
	1113	Delinquent Fees		0.00	0.00	0.00	0.00	0.00
	1114	Athletics		2,746.30	1,827.13	2,435.00	-1.57	2,136.86
	1115	Agendas		10.96	10.96	10.96	0.00	10.96
	1116	FSMS Lab Fees		150.00	120.00	150.00	0.00	120.00
	3132	MS Activity Fee/Project Art		860.00	820.00	860.00	0.00	820.00
	A	Totals:		4,712.80	3,782.32	4,271.50	-1.57	4,222.05
B	GIFTS							
	2115	Intramural Sponsors		7.35	0.00	0.00	0.00	7.35
	2202	Indigent Student (lunch money)		226.74	0.00	68.85	0.00	157.89
	2203	Indigent Student (fees)		3.75	0.00	0.00	0.00	3.75
	B	Totals:		237.84	0.00	68.85	0.00	168.99
C	CLASSES							
	3101	Home Economics		0.92	0.00	0.00	0.00	0.92
	3112	Book Fair		610.53	100.00	300.00	-30.00	380.53
	3113	Technology		701.92	136.20	71.75	0.00	766.37
	3116	6th Grade school store		17.83	0.00	0.00	0.00	17.83
	3117	Tiger Day		91.28	64.90	118.36	0.00	37.82
	3123	Hoops for Heart		0.00	0.00	0.00	0.00	0.00
	3124	Academic Pep Rally		0.00	0.00	0.00	0.00	0.00
	3125	Cosmosphere Trip		3,158.59	0.00	0.00	-2,908.59	250.00
	3127	Student Incentive Program		0.00	0.00	0.00	0.00	0.00
	3128	Healthy Snacks		714.76	0.00	0.00	0.00	714.76
	3143	Recycling		3,757.80	0.00	300.00	0.00	3,457.80
	C	Totals:		9,053.63	301.10	790.11	-2,938.59	5,626.03
D	HIGH SCHOOL							
	4100	Activity Cards		0.00	0.00	0.00	0.00	0.00
	D	Totals:		0.00	0.00	0.00	0.00	0.00



# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.

From 10/01/2018 to 11/13/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E	CLUBS							
	120	FCA		2,806.17	0.00	47.76	0.00	2,758.41
	190	Pride		351.65	0.00	0.00	0.00	351.65
	E	Totals:		3,157.82	0.00	47.76	0.00	3,110.06
F	MUSIC, DRAMA, PUBLICATIONS							
	1000	Band Boosters		32.20	0.00	0.00	0.00	32.20
	1001	Orchestra Boosters		0.00	400.00	0.00	0.00	400.00
	1041	Football Boosters -MS		1,090.99	116.79	16.73	0.00	1,191.05
	F	Totals:		1,123.19	516.79	16.73	0.00	1,623.25
H	SUPPORT							
	2065	Concession Fund		16,416.53	2,244.80	1,549.82	2,508.59	19,620.10
	2116	Turkey Fund		780.08	0.00	0.00	0.00	780.08
	3108	Student Beverage		41.53	212.14	125.52	400.00	528.15
	3126	FSMS Wellness Committee		430.62	0.00	0.00	0.00	430.62
	3134	Paper/Pencil Sale		355.92	0.00	0.00	0.00	355.92
	3136	Special Activities		49.14	0.00	42.91	0.00	6.23
	3137	Memory Book		2,121.92	2,399.45	0.00	30.00	4,551.37
	H	Totals:		20,195.74	4,856.39	1,718.25	2,938.59	26,272.47
	FSMS	Totals:		38,481.02	9,456.60	6,913.20	-1.57	41,022.85
	Report Totals:			38,481.02	9,456.60	6,913.20	-1.57	41,022.85

## Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Site ID	Site Name						
Group ID	Group Name						
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance	
FSHS	Fort Scott High School						
A	BOE ACCOUNTS						
1103	MS PE t-shirts	0.00	12.00	0.00	0.00	12.00	✓
1108	ASCC	0.00	0.00	0.00	0.00	0.00	
1109	Sales Tax	1,786.37	1,758.46	1,786.37	0.00	1,758.46	✓
1116	FSMS Lab Fees	0.00	0.00	0.00	0.00	0.00	
2500	Athletics	21,650.07	11,082.09	3,356.59	-47.23	29,328.34	✓
2505	Book Rental	610.00	576.00	610.00	0.00	576.00	✓
2510	Personal Copies	0.00	0.00	0.00	0.00	0.00	
2515	Driver Ed	0.00	0.00	0.00	0.00	0.00	
2520	Interest	36.87	0.00	36.87	64.07	64.07	✓
3132	MS Activity Fee/Project Art	0.00	0.00	0.00	0.00	0.00	
	A Totals:	24,083.31	13,428.55	5,789.83	16.84	31,738.87	
C	CLASSES						
520	Class of 2023	0.00	0.00	0.00	0.00	0.00	
525	Class of 2022	0.00	0.00	0.00	0.00	0.00	
530	Class of 2021	183.31	0.00	0.00	0.00	183.31	
535	Class of 2020	4,083.50	884.45	0.00	0.00	4,967.95	
540	Class of 2019	2,963.60	1,499.91	1,190.07	7.63	3,281.07	
545	Class of 2018	0.00	0.00	0.00	0.00	0.00	
550	Class of 2017	0.00	0.00	0.00	0.00	0.00	
555	Class of 2016	0.00	0.00	0.00	0.00	0.00	
560	Class of 2015	0.00	0.00	0.00	0.00	0.00	
565	Class of 2014	0.00	0.00	0.00	0.00	0.00	
570	Class of 2010	0.00	0.00	0.00	0.00	0.00	
575	Class of 2011	0.00	0.00	0.00	0.00	0.00	
580	Class of 2012	0.00	0.00	0.00	0.00	0.00	
585	Class of 2013	0.00	0.00	0.00	0.00	0.00	
	C Totals:	7,230.41	2,384.36	1,190.07	7.63	8,432.33	

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Fri, 9 Nov 2018 at 09:14:19 AM

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 10/01/2018 to 10/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	MUSIC, DRAMA, PUBLICATIONS							
	1000		Band Boosters	1,370.69	527.50	240.84	0.00	1,657.35
	1005		Choir Fund	1,459.84	1,663.00	1,404.17	0.00	1,718.67
	1010		Orchestra Fund	1,398.43	0.00	0.00	0.00	1,398.43
	1015		Cheerleaders	8,222.79	180.00	1,307.09	0.00	7,095.70
	1020		Dance Team	3,468.93	60.00	247.00	0.00	3,281.93
	1025		Spirit Club	60.25	0.00	0.00	0.00	60.25
	1030		Drama Plays	15,502.33	0.00	1,255.21	0.00	14,247.12
	1035		Crimson	5,906.19	930.00	0.00	0.00	6,836.19
	1040		Tiger Times	877.11	0.00	60.00	0.00	817.11
	1045		Academic Team	574.53	350.00	314.21	0.00	610.32
	F		Totals:	38,841.09	3,710.50	4,828.52	0.00	37,723.07
H	SUPPORT							
	2000		Academic Achievement	1,873.71	1,153.21	46.00	0.00	2,980.92
	2005		Classes Past	4,712.71	0.00	0.00	0.00	4,712.71
	2010		Madison Memorial Scholarship Fund	1,016.57	0.00	0.00	0.00	1,016.57
	2011		Regan Memorial Scholarship Fund	3,110.35	0.00	0.00	0.00	3,110.35
	2015		Faculty Needs Fund	829.87	220.88	160.00	0.00	890.75
	2020		Alumni Assistance Fund	3,108.24	0.00	46.91	0.00	3,061.33
	2030		Scholarship Fund	14,835.14	25.00	0.00	0.00	14,860.14
	2035		Activities Fund	3,518.50	0.00	193.59	0.00	3,324.91
	2040		Learning Center	341.58	0.00	0.00	0.00	341.58
	2045		Daily Needs Fund	233.42	0.00	0.00	0.00	233.42
	2050		Student Pantry	2,529.09	0.00	0.00	0.00	2,529.09
	2055		Parking Fund	1,463.63	0.00	0.00	0.00	1,463.63
	2060		Contingency Fund	8,782.20	0.00	0.00	0.00	8,782.20
	2065		Concession Fund	2,317.07	12.72	1,958.94	2,289.39	2,660.24
	2070		Technology Fund	4,869.49	0.00	0.00	0.00	4,869.49
	2075		Student Agendas	153.66	0.00	0.00	0.00	153.66
	2080		General Fund	725.85	0.00	0.00	0.00	725.85
	2085		Alumni Gift Fund	0.00	0.00	0.00	0.00	0.00
	2206		Kiwanis Student Needs Fund	47.06	0.00	0.00	0.00	47.06
	2525		ID Card Fund	180.00	140.00	0.00	0.00	320.00
	2535		Baseball Travel	0.00	0.00	0.00	0.00	0.00
	2540		Photography	0.00	0.00	0.00	0.00	0.00
	2560		Cap & Gown Fund	893.85	0.00	0.00	0.00	893.85
	H		Totals:	55,541.99	1,551.81	2,405.44	2,289.39	56,977.75
	FSHS		Totals:	285,452.66	53,564.25	36,299.99	55.34	302,772.26
	Report Totals:			285,452.66	53,564.25	36,299.99	55.34	302,772.26

## **WINFIELD SCOTT LEADERSHIP CLUB PRESENTATION**

Students from the Winfield Scott Leadership Club and their sponsor, Linda Minor, gave a presentation on the various activities the club partakes in each year.

## **PUBLIC FORUM INFORMATION**

There were no comments in the public forum section.

## **AUDIT REPORT**

Terence Sercher, CPA, with Diehl, Banwart, Bolton CPAs presented the annual audit report for 2017-18.

## **KNEA REPORT**

Stephanie George, KNEA President, expressed appreciation for the new sidewalk at Winfield Scott and noted that surveys will be sent out to gather information for negotiations.

## **ADMINISTRATORS' REPORTS**

Building principals from each school presented building reports.

## **SUPERINTENDENT'S REPORT**

Superintendent Ted Hessong reported on meeting with Community Health Center of Southeast Kansas, athletic training, the Superintendent Forum he attended, and asked for discussion on the board goals and areas of focus.

## **ASSISTANT SUPERINTENDENT'S REPORT**

Nicki Traul, Assistant Superintendent, reported on the special education redesign process and presented on the district curriculum process.

## **BUSINESS MANAGER'S REPORT**

Gina Shelton, Business Manager, reported on the KSDE audit, open enrollment, sealed bid process for the disposal of the Data Center at 213 Scott, and gave a bond update.

## **CONSIDER EMERGENCY OPERATIONS PLAN**

It was moved by Mr. Wood, seconded by Mrs. Braun, and carried by unanimous vote that the board approve the Emergency Operations Plan (EOP).

## **CONSIDER WORKERS' COMPENSATION INSURANCE PROPOSAL**

It was moved by Mrs. Hudiburg, seconded by Mr. Wood, and carried by unanimous vote that the board approve the following insurance proposal from Accident Fund:

*AN INSURANCE PROPOSAL*

UNIFIED SCHOOL DISTRICT 234  
424 South Main  
Fort Scott, KS 66701

2019 PROPOSAL

RYAN INSURANCE LLC  
2308 S. BROADWAY  
P.O. BOX 106  
PITTSBURG KS 66762  
(620)231-3500

RAYMOND RYAN, PRESIDENT  
PAM MENDICKI, ACCOUNT MANAGER

# WORKERS COMPENSATION

Code	Classification Description	Remuneration
9101	School: All other employees	\$1,082,221
8868	School: Professional employees	\$11,024,598
9063	Institute	\$65,483
7380	Drivers, Chauffeurs and their helpers	\$286,032

Bodily Injury by Accident    \$500,000    Each Accident  
 Bodily Injury by Disease    \$500,000    Each Employee  
 Bodily Injury by Disease    \$500,000    Policy Limit

**\$89,649.00**

Experience Mod: 2015    .95  
                          2016    1.25  
                          2017    1.16  
                          2018    1.14  
                          2019    .81



PREMIUM SUMMARY
-----------------

*2018*

*2019*

Workers Comp	<i>\$89,154</i>	<i>\$59,320</i>
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## BOARD MEMBER COMMENTS

Board members made comments.

## EXECUTIVE SESSION – 7:10 P.M.

It was moved by Mr. Stewart, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board go into executive session to discuss the employment and evaluation of personnel for the 2018-19 school year pursuant to personnel matters of nonelected personnel under KOMA and that the board returns to open meeting at 7:30 p.m.

The executive session was required to protect the privacy rights of an identifiable individual.

The board invited Superintendent Ted Hessong and Assistant Superintendent Nicki Traul to attend the executive session.

Nicki Traul exits the executive session at 7:18 p.m.

## OPEN SESSION – 7:30 P.M.

## CONSIDER EMPLOYMENT

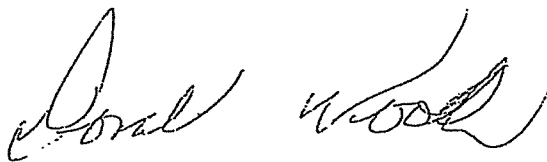
It was moved by Mrs. Hudiburg, seconded by Mrs. Braun, and carried by unanimous vote that the board approve the following employment items:

- A. Retirement of Don Woods, high school custodian, effective December 31, 2018

December 3, 2018

Effective 12/31/2018 I have chosen to end my employment with USD 234.

Donald L. Woods

A handwritten signature in black ink, appearing to read "Donald Woods", written over a faint dotted line.

B. Maternity leave of absence for Kelcy Schnaufer, preschool center teacher

Dear Board of Education:

I am writing you to inform you that I am expecting a baby February 26<sup>th</sup>, 2019. A copy of my physician's letter attesting to that determination is attached.

It is my intention to take 9 weeks of maternity leave following my delivery. I will notify the Board of the actual date of delivery once it has occurred. Should I deliver prior to my expected date I will start my maternity leave at that earlier date.

I plan to work until my due date, unless my doctor recommends that I use maternity leave prior to my delivery for any medical reasons. If that were to happen, I will notify the school.

Before I go on leave, I welcome the opportunity to train my replacement in any areas needed. I intend to leave my replacement a well prepared plan. Further, during my maternity leave, you may call me at 620-228-1899 if any questions arise that may not be resolved except by speaking to me.

My position here at Fort Scott Preschool Center is one that I value highly. I regret the loss of my skills you will incur while I am on maternity leave, and look forward to returning at full capacity after my leave.

Thank you for your understanding and accomadation.

Sincerely,

Mrs. Kelcy Schnaufer

- C. Termination of Jennifer Guss, 10-month, 8-hour Eugene Ware/Fort Scott Middle School custodian, effective December 3, 2018

## Unified School District 234

424 South Main  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-0800 Fax 620-223-2760

TED HESSONG  
Superintendent

NICKI TRAIL  
Assistant Superintendent



DATE: December 5, 2018

TO: Board of Education

FROM: Daniel Koppa, Facilities Director

I recommend the termination of Jennifer Guss, Eugene Ware four-hour custodian/Fort Scott Middle School four-hour custodian, effective December 3, 2018.

- D. Change in an 8-hour, 10-month Eugene Ware/Fort Scott Middle School custodian position to an 8-hour, 12-month Eugene Ware/Fort Scott Middle School custodian position

## Unified School District 234

424 South Main  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-0800 Fax 620-223-2760

TED HESSONG  
Superintendent



NICKI TRAU  
Assistant Superintendent

December 5, 2018

Re: 10-12 month contract recommendation

Dear Mr. Hessong,

I would like to recommend the Eugene Ware/Middle School 10-month custodian position be changed to a 12-month position. I have had six months of observation of the EW/MS 10-month custodian, and in that six months I have had three changes in personnel.

Sincerely,

Daniel T. Koppa  
Facilities Director

- E. Employment of Allen Davis as a Eugene Ware/Fort Scott Middle School 8-hour, 12-month custodian for the remainder of the 2018-19 school year
- F. Employment of David Watkins as a Fort Scott High School 8-hour, 12-month custodian for the remainder of the 2018-19 school year
- G. Resignation of Josh Regan as a high school assistant football coach for the 2018-19 school year

2415 Quail Rd  
Fort Scott, KS 66701

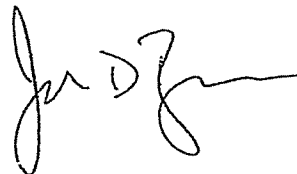
12/6/2018

USD 234 Board of Education and Administrators:

I would like to announce my resignation as assistant high school football coach at Fort Scott High School, effective immediately. It has been the honor of my life to serve this great program. I enjoyed every second of it. I have three young children and I desire to spend more time with my family and their activities, and that is the only reason for my decision. My family has made great sacrifices to allow me to coach football for the past eleven years, and now I need to put them first in order to be the best husband and father that I can be.

I would like to encourage you to strongly consider Bo Graham to be the next head football coach at FSHS. I have worked with Bo for eight years now. You will not find a better man or football coach. He loves this program more than anyone in the world. He is a brilliant football mind and has the passion and grit to commit 365 days a year to the job, which is necessary in today's ultra-competitive world of high school football. He has the utmost loyalty and support of the assistant staff and will carry on the great tradition that we are all so proud of.

Thank you so much for the opportunity I was given to serve my alma mater. It has been an incredible blessing. I look forward to watching our beloved program have success in the years to come. Go Tigers!!-



Josh Regan

H. Resignation of Allison Gorman as a high school assistant softball coach for the 2018-19 school year

12/8/2018

USD 234 Fort Scott Mail - Fwd: Softball



Connie Billionis <cbillionis@usd234.org>

---

Fwd: Softball

Jeff DeLaTorre <jdelatorre@usd234.org>

Fri, Dec 7, 2018 at 1:35 PM

To: Connie Billionis <cbillionis@usd234.org>, Ted Hessong <ted.hessong@usd234.org>

Just got this. Didn't know if you could squeeze it into the meeting Monday.

----- Forwarded message -----

From: Allison Gorman <allisongorman@usd234.org>

Date: Fri, Dec 7, 2018 at 1:27 PM

Subject: Softball

To: Jeff DeLaTorre <jdelatorre@usd234.org>

Jeff - I know I should have talked to you about this in person...I have had plenty of opportunities, but I have avoided the conversation. Would you accept my resignation as an assistant softball coach??? I know it is late in the year to ask, but I think the softball program is in good hands with Pommie, Danny and Gary. I hope this does not put you in a bind, and I am willing to help find a replacement before the start of the season if necessary. I am sure this isn't the email you want to receive on a Friday afternoon, but I figured I should get it in before the board meeting on Monday. Thank you -

--  
Allison Gorman  
Fort Scott Middle School

allisongorman@usd234.org  
620-223-3262

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 Softball Resignation.docx  
12K

**ADJOURN – 7:31 P.M.**

The board adjourned from the business meeting. Board members went to Liberty Theatre for a Christmas social hour with no further school business discussed.

**ATTEST:**

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Board President

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Board Clerk



01/07/2019 2:44 PM

Posted; Batch Description 11 Records Selected; Processing Month 12/2018 To 01/2019

User ID: DJM

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
89011	12/05/2018	X			LAHACIEN	La Hacienda	300.00
89012	12/11/2018	X			CROONERSLO	Crooner's Lounge	320.00
89013	12/12/2018	X			4STATESANI	4 State Sanitation, LLC	1,480.00
89014	12/12/2018	X			ALASTORE	American Library Association	92.00
89015	12/12/2018				ARKALITERA	Arkansas Literacy Association	1,000.00
89016	12/12/2018	X			BHPHOTO	B & H Photo-Video	1,585.57
89017	12/12/2018	X			BONNESPRIN	Bonner Springs High School	42.00
89018	12/12/2018	X			BUTCHBLOCK	Butcher Block	394.15
89019	12/12/2018	X			CITYUTIL	City Of Fort Scott Utilities	2,432.58
89020	12/12/2018	X			DYNACONT	Dynamic Control Systems	86.00
89021	12/12/2018	X			FELTCARS	Carson Felt	11.77
89022	12/12/2018				FSMS	Fort Scott Middle School	19.40
89023	12/12/2018	X			FTSCTIB	Fort Scott Tribune	61.00
89024	12/12/2018	X			GWFOODS	G & W Cash Saver	7.28
89025	12/12/2018	X			GILMBELL	Gilmore & Bell PC	1,000.00
89026	12/12/2018	X			GIRARDHS	Girard High School	50.00
89027	12/12/2018	X			HILAND	Hiland Dairy Company	10,385.35
89028	12/12/2018	X			JWSPORTS	J & W Sports	22.00
89029	12/12/2018	X			KSDRUG	Kansas Drug Testing	144.00
89030	12/12/2018	X			KANSTRUC	Kansas Truck Equipment Company	515.72
89031	12/12/2018	X			KIRKLAND	Kirkland Welding Supplies,inc	141.00
89032	12/12/2018				KMEA	KMEA	10.00
89033	12/12/2018				KMEAISW	KMEA ISW Registration	150.00
89034	12/12/2018	X			KMEASED	KMEA Southeast District	50.00
89035	12/12/2018	X			LOCKMOTO	Lockwood Motor Supply	190.61
89036	12/12/2018	X			MARRINC	Marrones Inc	247.50
89037	12/12/2018	X			MIDWBUS	Midwest Bus Sales, Inc	21.17
89038	12/12/2018	X			MIDWTRA	Midwest Transit Equipment	190.67
89039	12/12/2018	X			MODECOPY	Galen Bigelow Jr.	585.90
89040	12/12/2018				OBRIJIM	Jim O'Brien	6.00
89041	12/12/2018	X			PITNEBOW	Pitney Bowes	473.40
89042	12/12/2018	X			RREQUIP	R & R Equipment	7.50
89043	12/12/2018	X			REDBUD	Redbud Farms & Nurseries	20.00
89044	12/12/2018	X			REGANICH	Nichole Regan	34.54
89045	12/12/2018	X			RONSTIRE	Ron's Tire and Service	10.00
89046	12/12/2018	X			SCHOSPEC	School Specialty Supply	928.26
89047	12/12/2018	X			SEKEDSER	SEK Education Service Center	250.00
89048	12/12/2018				SOUTHEA	Southeast High School	20.00
89049	12/12/2018	X			STEVMIKH	Michelle Stevenson	18.00
89050	12/12/2018	X			SUMMTRU	Summit Truck Group	831.49
89051	12/12/2018	X			TBSELECT	TBS Electronics, Inc.	848.00
89052	12/12/2018	X			TRACSUPP	Tractor Supply Co.	1,358.88
89053	12/12/2018	X			USD234	USD 234	46.50
89054	12/12/2018	X			USD234S	USD 234 Stockroom	184.84
89055	12/12/2018	X			WESTENER	Westar Energy	29,332.52
89056	12/12/2018	X			WESTEPSYCH	Western Psychological Services	92.40
89057	12/12/2018	X			WITTRAND	Randi Witt	80.00
89058	12/12/2018	X			PRICECHOPP	PriceChopper	55.39
89059	12/14/2018	X			FIVECOR2	Five Corners LLC	244.50
89060	12/14/2018	X			FLOWLEA	Flowers By Leanna	38.50
89061	12/14/2018	X			GWFOODS	G & W Cash Saver	251.94
89062	12/14/2018	X			HEIDTRUE	Heidrick True Value	97.54
89063	12/14/2018	X			JWSPORTS	J & W Sports	1,188.95
89064	12/14/2018	X			JOESMIT	Joe Smith Company	167.86
89065	12/14/2018	X			KOMBFM	KOMB-FM	303.50
89066	12/14/2018	X			MODECOPY	Galen Bigelow Jr.	125.00
89067	12/14/2018	X			VERIWIRE	Verizon Wireless	95.34
89068	12/14/2018	X			VISA	Visa	508.75
89094	12/18/2018	X			ACCIDFUND	Accident Fund	59,320.00

01/07/2019 2:44 PM

Posted; Batch Description 11 Records Selected; Processing Month 12/2018 To 01/2019

User ID: DJM

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
89095	12/18/2018	X			ACTWORKKEY	ACT WorkKeys Curriculum	1,500.00
89096	12/18/2018	X			AMAZON	Amazon Credit	3,300.59
89097	12/18/2018	X	X	12/18/2018	BUTCHBLOCK	Butcher Block	500.00
89098	12/18/2018	X			CARDSERV	Card Services	2,874.22
89099	12/18/2018				CRISISGO	CrisisGo Inc.	4,425.00
89100	12/18/2018	X			DEPCO	Depco, Inc.	84.00
89101	12/18/2018				DREAMBOXLE	Dreambox Learning, Inc.	6,000.00
89102	12/18/2018	X			FIRSBOOK	First Book National Office	26.19
89103	12/18/2018	X			FIVECOR2	Five Corners LLC	6,488.86
89104	12/18/2018				FTSCNAZARE	Fort Scott Nazarene Church	125.00
89105	12/18/2018	X			GENEBIND	General Binding Corporation	411.16
89106	12/18/2018	X			GLOVECARO	Carol Glover	6.00
89107	12/18/2018				HANKSDARLA	Darla Hanks	10.00
89108	12/18/2018	X			JWSPORTS	J & W Sports	505.00
89109	12/18/2018	X			JWPEPP	J. W. Pepper & Sons Inc.	411.98
89110	12/18/2018	X			KCSTRINGS	K.C. Strings, Inc.	612.00
89111	12/18/2018	X			KSGASSE	Kansas Gas Service	2,714.80
89112	12/18/2018				KSPSUG	KSPSUG	125.00
89113	12/18/2018	X			LEARAZ	Learning A-Z	109.95
89114	12/18/2018	X			MACKIEDUCA	Mackin Educational Resources	163.50
89115	12/18/2018	X			METCAALVI	Alvin Metcalf	16.80
89116	12/18/2018	X			MFATHLET	M-F Athletic Company	817.90
89117	12/18/2018	X			MODECOPY	Galen Bigelow Jr.	107.01
89118	12/18/2018	X			NTHERM	nTherm, LLC	4,178.22
89119	12/18/2018	X			OBRIJIM	Jim O'Brien	5.56
89120	12/18/2018	X			PEARSON	Pearson	1,079.99
89121	12/18/2018	X			QUILCORP	Quill Corporation	81.87
89122	12/18/2018				ROGESONS	Ronald Rogers	4,259.00
89123	12/18/2018	X			SCHOSPEC	School Specialty Supply	117.51
89124	12/18/2018	X			TEACSYNE	Teacher Synergy, LLC	4.00
89125	12/18/2018	X			VERSASOLUT	Versare Solutions, LLC	417.00
89126	12/18/2018				WOODBASSW	Woodwind Brasswind	97.90
89127	12/20/2018	X			BUTCHBLOCK	Butcher Block	471.72
89128	12/20/2018	X			CITYFORT	City Of Fort Scott	59,598.51
89129	12/20/2018				KMEA2	KMEA	110.00
89130	12/20/2018				KSHSAA	KSHSAA	100.00
89131	12/20/2018	X			MARMFIRE	Marmic Fire And Safety Co.	773.00
89132	12/20/2018				QUILCORP	Quill Corporation	12.99
89133	12/20/2018	X			RELIPEST	Reliable Pest Control, Inc.	255.00
89134	12/20/2018	X			SCHOSPEC	School Specialty Supply	400.17
89135	12/20/2018	X			UNITPARC	United Parcel Service	15.07
89136	12/20/2018				WESTPSYCH	Western Psychological Services	419.32
89137	12/20/2018	X			WALMART	Wal-Mart Super Center	977.43
89138	12/31/2018				AMERFLOORM	American Floor Mats	272.90
89139	12/31/2018				BUNTHER	Theresa Buntain	13.08
89140	12/31/2018				CDWG	CDWG (r) Corporate Headqtrs.	95.76
89141	12/31/2018				COTTVIRG	Virginia Cotter	6.10
89142	12/31/2018				CRAIGRACHE	Rachel Craig	33.55
89143	12/31/2018				GWFOODS	G & W Cash Saver	630.53
89144	12/31/2018				GENENANC	Nancy Geneva	11.34
89145	12/31/2018				GRIMETAMM	Tammy Grimes	12.75
89146	12/31/2018				JOCKSNITCH	Jock's Nitch Sporting Goods	6,788.00
89147	12/31/2018				JOHNDEERE	John Deere Financial	43.03
89148	12/31/2018				KSDEBODY	KSDE	418.50
89149	12/31/2018				LEEBECK	Becky Lee	6.81
89150	12/31/2018				LOCKESUPP	Locke Supply Co.	675.56
89151	12/31/2018				MADIMARG	Marge Madison	45.78
89152	12/31/2018				MARSCHER	Cheryl Marsh	5.67
89153	12/31/2018				MERCYSYS	Mercy Health System of Kansas, Inc.	8,320.00

01/07/2019 2:44 PM

Posted; Batch Description 11 Records Selected; Processing Month 12/2018 To 01/2019

User ID: DJM

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

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89154	12/31/2018				MIXANGE	Angela Mix	6.00
89155	12/31/2018				MODECOPY	Galen Bigelow Jr.	1,150.00
89156	12/31/2018				PEARCLIN	Pearson Clinical Assessment	146.00
89157	12/31/2018				RACKKARE	Karen Rackley	4.91
89158	12/31/2018				REIDMERE	Meredith Reid	7.85
89159	12/31/2018				RTSMICRO	RTS Microsystems	7,156.56
89160	12/31/2018				SIGNWAREHO	SIGNWarehouse, Inc.	1,073.15
89161	12/31/2018				STEVMIKH	Michelle Stevenson	97.56
89162	12/31/2018				TRANE	Trane	2,370.03
89163	12/31/2018				WICHIEAST	Wichita East High School	60.00
89164	01/03/2019				BSNSPORT	BSN Sports	115.10
89165	01/03/2019				FTSCCHAM	Fort Scott Chamber Of Commere	100.00
89166	01/03/2019				JWSPORTS	J & W Sports	322.00
89167	01/03/2019				KOMBFM	KOMB-FM	100.00
89168	01/03/2019				WALMART	Wal-Mart Super Center	707.57
89169	01/07/2019				ALLSYSTE	All Systems Designed Solutions	140.00
89170	01/07/2019				BREAKOUT	Breakout, Inc.	800.00
89171	01/07/2019				CRAWKAN	Craw-Kan	1,628.29
89172	01/07/2019				FAFOODSALE	F & A Food Sales	15,708.04
89173	01/07/2019				FIVECOR2	Five Corners LLC	1,739.02
89174	01/07/2019				FLOWLEA	Flowers By Leanna	33.50
89175	01/07/2019				FTSCCHAM	Fort Scott Chamber Of Commere	200.00
89176	01/07/2019				FTSCLUMB	Fort Scott Lumber	867.42
89177	01/07/2019				FOURSTAT	Four States	2,153.36
89178	01/07/2019				GWFOODS	G & W Cash Saver	93.49
89179	01/07/2019				GRAHALACE	Lacey Graham	50.00
89180	01/07/2019				HEATOIL	Heathwood Oil Co	68.19
89181	01/07/2019				HEIDTRUE	Heidrick True Value	260.45
89182	01/07/2019				HILAND	Hiland Dairy Company	6,079.56
89183	01/07/2019				KSDRUG	Kansas Drug Testing	144.00
89184	01/07/2019				KIRKLAND	Kirkland Welding Supplies,inc	169.00
89185	01/07/2019				KMEAISW	KMEA ISW Registration	75.00
89186	01/07/2019				LOCKMOTO	Lockwood Motor Supply	943.63
89187	01/07/2019				MAYCOACE	Mayco Ace Hardware	161.49
89188	01/07/2019				NATISCRE	National Screening Bureau	114.50
89189	01/07/2019				NEXTECH	Nex-Tech	3,956.00
89190	01/07/2019				OREILLY	Oreilly Auto Parts	49.12
89191	01/07/2019				PHILL66	Phillips 66 Fleet Services	277.35
89192	01/07/2019				POPPDANE	Danette Popp	30.96
89193	01/07/2019				SEKEDSER	SEK Education Service Center	2,071.00
89194	01/07/2019				SHERWILL	Sherwin Williams	210.75
89195	01/07/2019				SPRIGROC	Springfield Grocer Company	3,318.17
89196	01/07/2019				TRANE	Trane	27,875.00
89197	01/07/2019				TUCKKELL	Kelley Tucker	11.88
89198	01/07/2019				USD234	USD 234	19.50
89199	01/07/2019				WESTENER	Westar Energy	14,427.91

Checking Account ID: 1

Void Total: 500.00 Total without Voids: 337,157.16

Check Type Total: Check

Void Total: 500.00 Total without Voids: 337,157.16

Payee Type Total: Vendor

Void Total: 500.00 Total without Voids: 337,157.16

Grand Total:

Void Total: 500.00 Total without Voids: 337,157.16

**FSRC - Bills & Claims – January 9, 2019**

<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>Early Bills</b>		
KOMB-FM/FMDO-AM	\$ 313.50	Buck Run 411 & Christmas in the Park
Flowers By Leana	\$ 38.50	Elsie Fly's Funeral
Heidricks True Value	\$ 97.54	Parks Maintenance
J & W Sports Shop	\$1188.95	B-Ball Shirts
Visa	\$ 508.75	Vehicle Maint. & Special Event
5 Corners Mini-Mart,LLC	\$ 244.50	Fuel for Vehicles
Joe Smith Company	\$ 167.86	Special Event
G & W Foods	\$ 251.94	Special Event
Modern Copy Systems	\$ 125.00	Monthly Contract
Verizon	\$ 95.34	Staff Cell Phones
<b>Monthly Bills</b>		
BSN Sports	\$ 115.10	Pickleball Nets
J & W Sports Shop	\$ 322.00	Athletic Supplies
KOMB-FM/KMDO-AM	\$ 100.00	Buck Run 411/Holiday Greetings
Fort Scott Area Chamber of Commerce	\$ 100.00	Annual Membership
Walmart Community/SYNCB	<u>\$ 707.57</u>	Office Supplies, Special Evnt, Parks Maint. & Concession Supplies
<b>Total Bills &amp; Claims</b>	<b>\$4376.55</b>	

**USD 234 Statement of Cash & Investments  
For The One Month Ending 11/30/18 for Fiscal Year 2018-2019**

**Bank Statement Reconciliation**

Self Funded Health Account UMB *****1627	\$ 1,777,036.41
Payroll Landmark **026	\$ 20,000.00
Bond Account	\$ 2,861,650.96
Bond Compliance	\$ 10,000.00
Dollar Maker Landmark ***2189	\$ 6,903,004.89

Total Cash in Bank as of 11/30/2018

\$ 11,571,692.26

Less Outstanding Checks AP & Payroll

\$ (28,052.34)

Total Cash in Bank after adjustments 11/30/2018

\$ 11,543,639.92

**Certificates of Deposit Investment (Fund 99)**

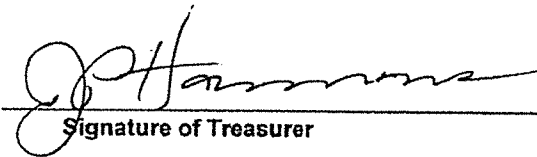
Landmark (Maturity 6/13/2019 - .45%)	\$ 5,634.34
LSA -Memorials (Bennett - \$59,740.66, Regan - \$9,259.91, Madison - \$3,788.38) (Maturity 4/12/2019 - .40%)	\$ 72,788.95
LSA - Mason Memorial (Maturity 8/10/19 - .49%)	\$ 3,970.00

Total Certificate of Deposits 11/30/2018

\$ 82,393.29

Total Cash in Bank and Certificate of Deposits 11/30/2018

\$ 11,626,033.21

  
\_\_\_\_\_  
Signature of Treasurer

on 12-7-2018  
Date

*do hereby certify that the above statement is correct.*

Cash Flow Report USD 234

Regular; Processing Month 11/2018

	Beginning Cash	Revenues	Expenses	Payables Change	Ending Cash	Encumbrances
06 GENERAL FUND	1,476,466.55	932,390.45	(856,561.59)	(21,244.50)	1,531,050.91	60,715.65
08 SUPPLEMENTAL	570,434.01	20,122.68	(107,046.94)	0.00	483,509.75	3,418.11
11 AT RISK 4YR OLD	88,509.70	3,291.00	(13,800.26)	0.00	78,000.44	592.43
13 AT RISK K-12	3,763.78	375,000.00	(374,450.22)	0.00	4,313.56	17,687.77
14 BILINGUAL EDUCATION	12,920.51	0.00	(1,416.91)	0.00	11,503.60	92.92
15 VIRTUAL EDUCATION	42,604.62	0.00	(853.04)	0.00	41,751.58	90.10
16 CAPITAL OUTLAY	865,300.96	8,551.46	(62,026.50)	0.00	811,825.92	4,990.66
18 DRIVER TRAINING	11,945.08	0.00	(86.72)	0.00	11,858.36	14.08
24 FOOD SERVICE	191,115.35	115,710.12	(88,582.34)	0.00	218,243.13	7,063.39
26 PROFESSIONAL DEVELOPMENT	11,719.43	0.00	0.00	0.00	11,719.43	0.00
28 PARENT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
29 JUMP START	5,682.52	0.00	0.00	0.00	5,682.52	0.00
30 SPECIAL EDUCATION	582,223.54	19,879.38	(245,818.29)	(2,754.00)	353,530.63	24,984.99
34 CAREER & POSTSECONDARY EDUCATION	167,787.87	0.00	(37,926.82)	0.00	129,861.05	5,813.97
35 GIFTS & GRANTS	196,190.08	35,741.30	(7,103.44)	0.00	224,827.94	9,817.22
51 KPERS	0.00	0.00	0.00	0.00	0.00	0.00
53 CONTINGENCY RESERVE	950,000.00	0.00	0.00	0.00	950,000.00	0.00
55 TEXTBOOK	357,122.03	1,419.75	(6,296.54)	0.00	352,245.24	155.00
61 BOND EXPENDITURES	2,198,023.36	4,334.20	(11,304.79)	0.00	2,191,052.77	25,900.00
62 BOND & INTEREST	2,455,139.56	21,608.48	0.00	0.00	2,476,748.04	0.00
81 ECBG	(1,036.49)	4,142.81	(4,048.39)	0.00	(942.07)	44.03
82 REVOLVING BENEFITS	121.88	1,039.23	(925.82)	0.00	235.29	0.00
84 RECREATION	38,984.22	6,972.10	(27,992.07)	0.00	17,964.25	0.00
85 SALES TAX	0.00	2,290.28	(2,274.50)	0.00	15.78	0.00
86 EMPLOYEE BENEFIT FUND	20,372.53	401.02	(2,780.08)	0.00	17,993.47	923.22
88 SELF FUNDED HEALTH	1,801,406.34	178,979.07	(203,349.00)	0.00	1,777,036.41	0.00
90 TITLE I-LOW INCOME	(102,377.87)	83,000.00	(47,721.03)	0.00	(67,098.90)	1,848.16
91 TITLE IVA-21ST CENTURY SCHOOLS	(900.00)	0.00	0.00	0.00	(900.00)	0.00
92 TITLE VIB-RURAL & LOW INCOME	0.00	0.00	0.00	0.00	0.00	0.00
94 TITLE IIA-TEACHER QUALITY	(6,766.73)	0.00	(2,298.43)	0.00	(9,065.16)	5,916.56
95 CARL PERKINS-SECONDARY PROGRAM IMPROV.	(2,930.73)	0.00	0.00	0.00	(2,930.73)	78.30
96 KS PRE-K PILOT	3,000.00	3,000.00	0.00	0.00	6,000.00	0.00
99 INVESTMENTS	(82,393.29)	0.00	0.00	0.00	(82,393.29)	0.00
Grand Total:	11,854,428.81	1,817,873.33	(2,104,663.72)	(23,998.50)	11,543,639.92	170,146.56

*Detail of Expenditures/Revenue/Investments for Bond Accounts*

<b>Account 2138146 (Compliance)</b>			
<i>Receipts</i>			
12/22/2014	Compliance Transfer	\$	10,000.00
<i>Expenditures</i>			
<i>Current Balance</i>			
		\$	10,000.00
<b>Account 2138145 (Cost of Issuance)</b>			
<i>Receipts</i>			
12/22/2014	Cost of Issuance Transfer	\$	103,130.00
<i>Expenditures</i>			
Previous	Balance Forward	\$	(100,039.16)
02/18/15	Transfer to Improvement Account	\$	(3,090.84)
<i>Current Balance</i>			
		\$	(0.00)
<b>Account 2138110 (Improvement Account)</b>			
<i>Receipts</i>			
		Market Value	Book Value
12/22/2014	Go Bond Series 2014 - CUSIP 60934N807	\$ 43,971,269.25	\$ 43,971,269.25
02/28/2015	Transfer from 2138145	\$ 3,090.84	\$ 3,090.84
<i>Expenditures</i>			
10/30/2018	Prior Balance	\$ (41,117,043.33)	\$ (41,117,043.33)
	Withdrawal	\$ -	\$ -
11/30/2018	Realized Gains/Unrealized Losses	\$ -	\$ -
11/30/2018	Interest	\$ 4,334.20	\$ 4,334.20
	Transfer to Bond & Int Fund	\$ -	\$ -
<i>Current Balance</i>			
		\$ 2,861,650.96	\$ 2,861,650.96
<b>Investment of Funds</b>			
		Market Value	Book Value
0%	Invested as of 11/30/18	\$ -	\$ -
100%	Money Market Funds	\$ 2,861,650.96	\$ 2,861,650.96
<i>Current Balance</i>			
		\$ 2,861,650.96	\$ 2,861,650.96
<i>Other Bond Project Expense</i>			
	Bond Expenses paid 11/30/18	\$	884,671.87
	Bond Reimbursements from Nabholz project	\$	(204,073.68)
	<i>To Draw from Security Bank</i>	\$	680,598.19
	All Account Balances	\$	2,191,052.77
	Cash Summary Balance	\$	2,191,052.77

## Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
WSE	Winfield Scott Elementary							
A	BOE ACCOUNTS							
		1100	Lost Library Books	0.00	0.00	0.00	0.00	0.00
		1101	Faxes	0.00	0.00	0.00	0.00	0.00
		1102	Copies	0.00	0.00	0.00	0.00	0.00
		1103	MS PE t-shirts	0.00	0.00	0.00	0.00	0.00
		1104	Textbook Rental	70.00	35.00	70.00	0.00	35.00
		1105	Lost Textbooks	0.00	0.00	0.00	0.00	0.00
		1106	Interest	1.32	1.33	1.32	0.00	1.33
		1107	Food Service	15.00	25.00	15.00	0.00	25.00
		1108	ASCC	1,562.56	2,339.63	2,223.56	0.00	1,678.63
		1109	Sales Tax	55.33	0.00	55.33	27.77	27.77
		1116	FSMS Lab Fees	0.00	0.00	0.00	0.00	0.00
		3132	MS Activity Fee/Project Art	0.00	0.00	0.00	0.00	0.00
			<b>A Totals:</b>	<b>1,704.21</b>	<b>2,400.96</b>	<b>2,365.21</b>	<b>27.77</b>	<b>1,767.73</b>
B	GIFTS							
		2101	Accelerated Reader	0.00	0.00	0.00	0.00	0.00
		2110	Presbyterian Women	0.00	0.00	0.00	0.00	0.00
		2113	Progressive Mother's	0.00	0.00	0.00	0.00	0.00
		2114	Bourbon County Medical Auxiliary	0.00	0.00	0.00	0.00	0.00
		2117	Wal-Mart	0.00	0.00	0.00	0.00	0.00
		2120	Target	154.82	0.00	0.00	0.00	154.82
		2200	Indigent Fund	399.60	0.00	0.00	0.00	399.60
		2207	Kiwanis	0.00	0.00	0.00	0.00	0.00
		2209	MacDonald's	0.00	0.00	0.00	0.00	0.00
		2211	Pioneer Kiwanis	0.00	0.00	0.00	0.00	0.00
			<b>B Totals:</b>	<b>554.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>554.42</b>
C	CLASSES							
		3102	Music Club	75.00	0.00	0.00	0.00	75.00
		3106	Field Trips	0.00	0.00	0.00	0.00	0.00
		3129	Leadership	5,466.58	314.68	1,000.92	-27.77	4,752.57
		3131	Physical Education Patrol Club	701.99	0.00	0.00	0.00	701.99
		3133	First Grade Best Choice and Recycle	0.00	0.00	0.00	0.00	0.00
		3135	Beverage Machine	0.00	0.00	0.00	0.00	0.00
		3138	Snacks	0.00	0.00	0.00	0.00	0.00
		3139	School Store	0.00	0.00	0.00	0.00	0.00
		3140	Kindergarten	0.00	0.00	0.00	0.00	0.00
		3141	Second	0.00	0.00	0.00	0.00	0.00
		3142	Cafeteria	0.00	0.00	0.00	0.00	0.00
		3145	Adult Leadership Club	5,757.67	0.00	2,019.25	0.00	3,738.42
		3146	Media Center	1,392.23	0.00	0.00	0.00	1,392.23
			<b>C Totals:</b>	<b>13,393.47</b>	<b>314.68</b>	<b>3,020.17</b>	<b>-27.77</b>	<b>10,660.21</b>



# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	HIGH SCHOOL							
	4100		Activity Cards	22.00	0.00	0.00	0.00	22.00
		D	Totals:	22.00	0.00	0.00	0.00	22.00
E	CLUBS							
	210		Student Council	47.92	0.00	0.00	0.00	47.92
		E	Totals:	47.92	0.00	0.00	0.00	47.92
		WSE	Totals:	15,722.02	2,715.64	5,385.38	0.00	13,052.28
		Report Totals:		15,722.02	2,715.64	5,385.38	0.00	13,052.28

*JS*

*Dej McGhee*

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
EWE	Eugene Ware Elementary							
A	BOE ACCOUNTS							
	1100	Lost Library Books		49.09	0.00	49.09	0.00	0.00
	1101	Faxes		0.00	0.00	0.00	0.00	0.00
	1102	Copies		0.00	0.00	0.00	0.00	0.00
	1103	MS PE t-shirts		0.00	0.00	0.00	0.00	0.00
	1104	Textbook Rental		248.75	0.00	248.75	0.00	0.00
	1105	Lost Textbooks		0.00	0.00	0.00	0.00	0.00
	1106	Interest		1.42	1.85	1.42	0.00	1.85
	1107	Food Service		0.00	0.00	0.00	0.00	0.00
	1108	ASCC		0.00	0.00	0.00	0.00	0.00
	1109	Sales Tax		29.19	23.35	29.19	0.00	23.35
	1116	FSMS Lab Fees		0.00	0.00	0.00	0.00	0.00
	3132	MS Activity Fee/Project Art		0.00	0.00	0.00	0.00	0.00
		A Totals:		328.45	25.20	328.45	0.00	25.20
B	GIFTS							
	2101	Accelerated Reader		0.00	0.00	0.00	0.00	0.00
	2102	Rotary		0.00	0.00	0.00	0.00	0.00
	2103	Indigent Funds		495.95	0.00	0.00	0.00	495.95
	2104	VFW Assembly		0.00	0.00	0.00	0.00	0.00
	2105	Class of 1949 /1948 reunion		0.00	0.00	0.00	0.00	0.00
	2106	Family and Comunity Education		14.73	0.00	0.00	0.00	14.73
	2107	Coins For Caring		204.19	0.00	0.00	0.00	204.19
	2108	Library		0.00	0.00	0.00	0.00	0.00
	2109	Music Donations		0.00	0.00	0.00	0.00	0.00
	2110	Presbyterian Women		0.00	0.00	0.00	0.00	0.00
	2111	Fourth Grade		0.00	0.00	0.00	0.00	0.00
	2112	Art		0.00	0.00	0.00	0.00	0.00
	2208	Lady Kiwanis		0.00	0.00	0.00	0.00	0.00
	2210	Men's Kiwanis		200.00	0.00	0.00	0.00	200.00
		B Totals:		914.87	0.00	0.00	0.00	914.87

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	CLASSES							
	3100		Student Leadership	3,736.36	0.00	327.80	0.00	3,408.56
	3102		Music Club	313.19	154.00	21.59	0.00	445.60
	3103		Best Box Label Club	0.00	0.00	0.00	0.00	0.00
	3104		Box Tops	935.97	0.00	0.00	0.00	935.97
	3105		Eugene Ware Book Club	-1.22	0.00	0.00	0.00	-1.22
	3106		Field Trips	486.00	0.00	0.00	0.00	486.00
	3107		Snack Machine	0.00	0.00	0.00	0.00	0.00
	3109		Fifth Grade Transportation Club	6,406.50	6,249.00	0.00	0.00	12,655.50
	3110		Wellness	0.00	0.00	0.00	0.00	0.00
	3111		Other Funds	32.00	1,110.00	1,110.00	0.00	32.00
	3130		Tiger Pride Club	1,882.61	443.32	23.50	0.00	2,302.43
		C	Totals:	13,791.41	7,956.32	1,482.89	0.00	20,264.84
D	HIGH SCHOOL							
	4100		Activity Cards	40.00	0.00	0.00	0.00	40.00
		D	Totals:	40.00	0.00	0.00	0.00	40.00
		EWE	Totals:	15,074.73	7,981.52	1,811.34	0.00	21,244.91
		Report Totals:		15,074.73	7,981.52	1,811.34	0.00	21,244.91

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID	Site Name					
Group ID	Group Name					
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>FSMS</b>	<b>Fort Scott Middle School</b>					
<b>A</b>	<b>BOE ACCOUNTS</b>					
1100	Lost Library Books	32.05	0.00	12.05	0.00	20.00
1101	Faxes	0.00	0.00	0.00	0.00	0.00
1102	Copies	0.00	0.00	0.00	0.00	0.00
1103	MS PE t-shirts	0.00	0.00	0.00	0.00	0.00
1104	Textbook Rental	380.00	140.00	230.00	0.00	290.00
1105	Lost Textbooks	0.00	0.00	0.00	0.00	0.00
1106	Interest	4.81	5.09	4.81	0.00	5.09
1107	Food Service	0.00	20.00	20.00	0.00	0.00
1108	ASCC	0.00	0.00	0.00	0.00	0.00
1109	Sales Tax	431.52	314.76	431.52	0.00	314.76
1111	Restroom Vending Machines	0.00	0.00	0.00	0.00	0.00
1113	Delinquent Fees	0.00	0.00	0.00	0.00	0.00
1114	Athletics	2,446.66	888.49	1,440.00	0.00	1,895.15
1115	Agendas	10.96	0.00	10.96	0.00	0.00
1116	FSMS Lab Fees	60.00	100.00	60.00	0.00	100.00
3132	MS Activity Fee/Project Art	560.00	485.00	560.00	0.00	485.00
	<b>A Totals:</b>	<b>3,926.00</b>	<b>1,953.34</b>	<b>2,769.34</b>	<b>0.00</b>	<b>3,110.00</b>
<b>B</b>	<b>GIFTS</b>					
2115	Intramural Sponsors	7.35	0.00	0.00	0.00	7.35
2202	Indigent Student (lunch money)	166.14	0.00	8.25	0.00	157.89
2203	Indigent Student (fees)	3.75	0.00	0.00	0.00	3.75
	<b>B Totals:</b>	<b>177.24</b>	<b>0.00</b>	<b>8.25</b>	<b>0.00</b>	<b>168.99</b>
<b>C</b>	<b>CLASSES</b>					
3101	Home Economics	0.92	0.00	0.00	0.00	0.92
3112	Book Fair	380.53	0.00	0.00	0.00	380.53
3113	Technology	718.84	118.37	153.23	0.00	683.98
3116	6th Grade school store	17.83	0.00	0.00	0.00	17.83
3117	Tiger Day	64.90	1.00	27.08	0.00	38.82
3123	Hoops for Heart	0.00	0.00	0.00	0.00	0.00
3124	Academic Pep Rally	0.00	0.00	0.00	0.00	0.00
3125	Cosmosphere Trip	250.00	0.00	0.00	0.00	250.00
3127	Student Incentive Program	0.00	0.00	0.00	0.00	0.00
3128	Healthy Snacks	714.76	0.00	0.00	0.00	714.76
3143	Recycling	3,457.80	0.00	0.00	0.00	3,457.80
	<b>C Totals:</b>	<b>5,605.58</b>	<b>119.37</b>	<b>180.31</b>	<b>0.00</b>	<b>5,544.64</b>
<b>D</b>	<b>HIGH SCHOOL</b>					
4100	Activity Cards	0.00	0.00	0.00	0.00	0.00
	<b>D Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
E	CLUBS							
		120	FCA	2,758.41	25.00	13.06	0.00	2,770.35
		190	Pride	351.65	0.00	0.00	0.00	351.65
	E	Totals:		3,110.06	25.00	13.06	0.00	3,122.00
F	MUSIC, DRAMA, PUBLICATIONS							
		1000	Band Boosters	32.20	0.00	0.00	0.00	32.20
		1001	Orchestra Boosters	0.00	2,600.00	455.00	0.00	2,145.00
		1041	Football Boosters -MS	1,191.05	58.50	0.00	0.00	1,249.55
	F	Totals:		1,223.25	2,658.50	455.00	0.00	3,426.75
H	SUPPORT							
		2065	Concession Fund	20,101.74	1,284.42	1,530.83	0.00	19,855.33
		2116	Turkey Fund	780.08	444.54	0.00	0.00	1,224.62
		3108	Student Beverage	502.88	25.27	0.00	0.00	528.15
		3126	FSMS Wellness Committee	430.62	0.00	0.00	0.00	430.62
		3134	Paper/Pencil Sale	355.92	0.00	0.00	0.00	355.92
		3136	Special Activities	6.23	0.00	0.00	0.00	6.23
		3137	Memory Book	3,577.88	973.49	0.00	0.00	4,551.37
	H	Totals:		25,755.35	2,727.72	1,530.83	0.00	26,952.24
	FSMS	Totals:		39,797.48	7,483.93	4,956.79	0.00	42,324.62
	Report Totals:			39,797.48	7,483.93	4,956.79	0.00	42,324.62

*Handwritten signature*

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID	Site Name						
Group ID	Group Name						
Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance	
FSHS	Fort Scott High School						
A	BOE ACCOUNTS						
1103	MS PE t-shirts	12.00	0.00	12.00	0.00	0.00	
1108	ASCC	0.00	0.00	0.00	0.00	0.00	
1109	Sales Tax	1,758.46	811.04	1,758.46	0.00	811.04	✓
1116	FSMS Lab Fees	0.00	0.00	0.00	0.00	0.00	
2500	Athletics	29,328.34	780.00	3,949.81	0.00	26,158.53	
2505	Book Rental	576.00	0.00	576.00	0.00	0.00	
2510	Personal Copies	0.00	0.00	0.00	0.00	0.00	
2515	Driver Ed	0.00	0.00	0.00	0.00	0.00	
2520	Interest	64.07	0.00	64.07	65.66	65.66	✓
3132	MS Activity Fee/Project Art	0.00	0.00	0.00	0.00	0.00	
A Totals:		31,738.87	1,591.04	6,360.34	65.66	27,035.23	
C	CLASSES						
520	Class of 2023	0.00	0.00	0.00	0.00	0.00	
525	Class of 2022	0.00	0.00	0.00	0.00	0.00	
530	Class of 2021	183.31	0.00	0.00	0.00	183.31	
535	Class of 2020	4,967.95	2,298.00	2,024.70	0.00	5,241.25	
540	Class of 2019	3,281.07	410.88	248.30	0.00	3,443.65	
545	Class of 2018	0.00	0.00	0.00	0.00	0.00	
550	Class of 2017	0.00	0.00	0.00	0.00	0.00	
555	Class of 2016	0.00	0.00	0.00	0.00	0.00	
560	Class of 2015	0.00	0.00	0.00	0.00	0.00	
565	Class of 2014	0.00	0.00	0.00	0.00	0.00	
570	Class of 2010	0.00	0.00	0.00	0.00	0.00	
575	Class of 2011	0.00	0.00	0.00	0.00	0.00	
580	Class of 2012	0.00	0.00	0.00	0.00	0.00	
585	Class of 2013	0.00	0.00	0.00	0.00	0.00	
C Totals:		8,432.33	2,708.88	2,273.00	0.00	8,868.21	

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	HIGH SCHOOL							
		1500	Boys Basketball	11,614.48	0.00	3,781.14	0.00	7,833.34
		1505	Baseball Team	2,424.34	300.00	0.00	0.00	2,724.34
		1510	Football Team	1,786.92	111.00	1,076.12	0.00	821.80
		1515	Boys Golf Team	2,776.18	0.00	0.00	0.00	2,776.18
		1520	Softball Team	9,194.82	0.00	301.80	0.00	8,893.02
		1525	Girls' Tennis Team	1,210.35	0.00	0.00	0.00	1,210.35
		1526	Boys' Tennis Team	585.72	0.00	0.00	0.00	585.72
		1530	Track Team	12,817.10	602.09	425.35	0.00	12,993.84
		1535	Volleyball Team	1,062.33	287.85	333.55	0.00	1,016.63
		1540	Wrestling Team	7,934.09	0.00	140.68	0.00	7,793.41
		1545	Weight Training	664.72	0.00	660.00	0.00	4.72
		1550	Girls Golf	2,711.11	40.00	243.29	0.00	2,507.82
		1555	Soccer Team	5,400.80	0.00	360.00	0.00	5,040.80
		1560	Girls Basketball	21,539.14	3,683.89	958.90	0.00	24,264.13
	D	Totals:		81,722.10	5,024.83	8,280.83	0.00	78,466.10
E	CLUBS							
		100	Art Club	108.29	3,277.00	0.00	0.00	3,385.29
		105	Strategic Games	456.52	0.00	0.00	0.00	456.52
		110	Drama Club	1,249.69	884.50	414.00	0.00	1,720.19
		115	FBLA	664.37	152.00	0.00	0.00	816.37
		120	FCA	929.64	25.00	0.00	0.00	954.64
		125	FEA	1,894.92	590.80	1,191.43	0.00	1,294.29
		130	Automotive Technology	1,076.02	1,534.99	731.19	0.00	1,879.82
		135	FFA	26,312.49	36,678.84	8,039.60	0.00	54,951.73
		140	FCCLA	1,086.03	0.00	0.00	0.00	1,086.03
		145	Global Cultural & Diversity Club	1,202.20	0.00	122.63	0.00	1,079.57
		150	Tiger Construction	10,311.99	0.00	0.00	0.00	10,311.99
		155	Honor Society	291.71	0.00	50.08	0.00	241.63
		160	Key Club	839.46	1,534.82	1,037.25	64.00	1,401.03
		165	J.Sinn Debate Fund	1,760.00	0.00	0.00	0.00	1,760.00
		170	Math/Physics Club	703.22	0.00	0.00	0.00	703.22
		175	M & F Gang	0.00	514.00	386.50	0.00	127.50
		180	NSDA	4,462.10	1,007.35	265.89	-100.00	5,103.56
		185	Thespians Club	3,468.28	1,180.00	311.72	0.00	4,336.56
		190	Pride	1,322.40	0.00	0.00	0.00	1,322.40
		195	Travel Club	21,638.19	0.00	0.00	0.00	21,638.19
		200	Science Club	420.42	0.00	0.00	0.00	420.42
		205	Quarterback Club	84.28	0.00	0.00	0.00	84.28
		210	Student Council	5,088.61	31.00	323.41	0.00	4,796.20
		215	Interact Club	807.31	155.00	150.00	0.00	812.31
		220	Middle School Athletics	0.00	0.00	0.00	0.00	0.00
	E	Totals:		86,178.14	47,565.30	13,023.70	-36.00	120,683.74

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 11/01/2018 to 11/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
F	MUSIC, DRAMA, PUBLICATIONS							
	1000		Band Boosters	1,657.35	1,942.31	1,294.96	-14.69	2,290.01
	1005		Choir Fund	1,718.67	537.73	440.39	-22.34	1,793.67
	1010		Orchestra Fund	1,398.43	165.33	40.88	41.67	1,564.55
	1015		Cheerleaders	7,095.70	1,290.00	3,406.24	100.00	5,079.46
	1020		Dance Team	3,281.93	90.00	917.80	65.00	2,519.13
	1025		Spirit Club	60.25	0.00	0.00	0.00	60.25
	1030		Drama Plays	14,247.12	3,941.04	1,452.87	-118.10	16,617.19
	1035		Crimson	6,836.19	895.00	25.00	0.00	7,706.19
	1040		Tiger Times	817.11	0.00	60.00	0.00	757.11
	1045		Academic Team	610.32	400.00	333.94	0.00	676.38
	F		Totals:	37,723.07	9,261.41	7,972.08	51.54	39,063.94
H	SUPPORT							
	2000		Academic Achievement	2,980.92	0.00	0.00	0.00	2,980.92
	2005		Classes Past	4,712.71	0.00	0.00	0.00	4,712.71
	2010		Madison Memorial Scholarship Fund	1,016.57	0.00	0.00	0.00	1,016.57
	2011		Regan Memorial Scholarship Fund	3,110.35	0.00	0.00	0.00	3,110.35
	2015		Faculty Needs Fund	890.75	89.30	97.60	0.00	882.45
	2020		Alumni Assistance Fund	3,061.33	0.00	0.00	0.00	3,061.33
	2030		Scholarship Fund	14,860.14	3,940.58	0.00	0.00	18,800.72
	2035		Activities Fund	3,324.91	0.00	375.53	0.00	2,949.38
	2040		Learning Center	341.58	0.00	0.00	0.00	341.58
	2045		Daily Needs Fund	233.42	0.00	0.00	0.00	233.42
	2050		Student Pantry	2,529.09	0.00	104.13	0.00	2,424.96
	2055		Parking Fund	1,463.63	0.00	0.00	0.00	1,463.63
	2060		Contingency Fund	8,782.20	0.00	90.53	0.00	8,691.67
	2065		Concession Fund	2,660.24	707.50	1,200.57	49.46	2,216.63
	2070		Technology Fund	4,869.49	0.00	0.00	0.00	4,869.49
	2075		Student Agendas	153.66	0.00	0.00	0.00	153.66
	2080		General Fund	725.85	1,500.00	93.88	0.00	2,131.97
	2085		Alumni Gift Fund	0.00	0.00	0.00	0.00	0.00
	2206		Kiwanis Student Needs Fund	47.06	0.00	0.00	0.00	47.06
	2525		ID Card Fund	320.00	0.00	0.00	0.00	320.00
	2535		Baseball Travel	0.00	0.00	0.00	0.00	0.00
	2540		Photography	0.00	71.30	0.00	0.00	71.30
	2560		Cap & Gown Fund	893.85	0.00	0.00	0.00	893.85
	H		Totals:	56,977.75	6,308.68	1,962.24	49.46	61,373.65
	FSHS		Totals:	302,772.26	72,460.14	39,872.19	130.66	335,490.87
			Report Totals:	302,772.26	72,460.14	39,872.19	130.66	335,490.87



# High School Gifts 2018-19

First Baptist Church (Pastor Norman Tillotson)	- Snacks and Teacher supplies
Rll Concrete (Mike Rogers)	-Concession cups and pop
Fort Scott Gun/Pawn (Shawn Goans)	-Popcorn and sacks
Sonic (John Horn)	-cups
Dr. Larry Seals	Boys Basketball - \$2000 Girls Basketball - \$2000 Drama Plays - \$1000
Mercy Clinic	Activities - \$1,335
Valu Merchandisers	School Supplies
La Hacienda	Soccer Team - \$500
Hack Memorial	Student Pantry - \$500
Family Dental	Water
Bourbon County Arts Council	Thespians - \$250

# Interoffice Memo

**Date:** 1/8/2019

**To:** Ted Hessong

**From:** Brian Weilert (ab)

**RE:** Monetary Donations to FSMS

As of this date, FSMS has received the following monetary donations during the 2018-19 school year:

Purpose	Donor
Project ART	8-8-18 FS Rotary \$100, 9-14-18 Kiwanis Pioneer Chapter \$200, 9-19-18 Bourbon County Arts Council \$500, 10-23-18 Ft.Scott Kiwanis Club(Special Project Account) \$500, 11-8-18 Chapter CA of PEO \$200, 11-26-18 Chapter FU PEO \$175
Intramural/Interscholastic Programs	
Indigent Student Funds	
PRIDE	
F.C.A.	9/10/18 CCC \$50(two \$25 checks), 1/8/19 CCC \$50(two \$25 checks)
Special Olympics	
Book Fair Account	
Special Education (S. Miller memorial)	
Miscellaneous	9/10/18 Mercy \$990 to Athletics Activity Acct., 9/14/18 Kiwanis Pioneer Chapter \$200 to AR Reading, 11/2/18 Fort Scott Area Community Foundation \$500 to Brittain("Empathy: Put Yourself in Their Shoes"grant) , 11/26/18 Dr.&Mrs.Ralph Hall \$500 to 7 <sup>th</sup> gr. Science Dept., 11/30/18 Briggs \$100 to Turkey Bball Fund, 12/17/18 BlueCrossBlueShield of KS \$989 to MS Healthy Habits for Life Grant, 1/8/19 Progressive Mothers Club \$50 to Special Activities

# Eugene Ware Gift List 2018-19

**Back packs with \$30.00 gift card to Wal-mart for new Students- Faith Church**

**Wal-Mart Gift Cards for teachers- Community Christian Church**

**Classroom supplies and Snacks- Baptist Church**

**Value Merchandising- School Supplies**

**Crisler Family – Cookies for office staff**

**Bob and Cassie Farmer- Two \$25.00 gift card to G&W**

**Winfield Scott**

**Gift List 2018-2019**

**First Quarter**

\$150 to Kindergarten.....Maven AG Partners, LLC  
\$10 Cash to Teachers.....Community Christian Church  
School Supplies and Goodies.....First Baptist Church  
School Supply Donations.....Valu Merchandisers

**Second Quarter**

Hats, gloves, underwear, and socks.....55+ Community Christian Church Group  
Gloves, pants, underwear, hats, and socks.....P.E.O

**ADA School Census**

**ADA**

The board may direct the superintendent to conduct a census of the following:

- The number of potential students living in the district under the age of 5 years;
- The number of potential students residing in the district between the ages of 5 and 21.

The census shall also obtain information related to the planning of transportation services and other information the superintendent considers necessary, such as, but not limited to, birthdates of potential students in those categories.

Approved:

KASB Recommendation 1/01; 4/07; 12/18

**BCAC    Special Meetings**

**BCAC**

Special meetings may be called at any time by the president of the board or by joint action of any three board members. Written notice, stating the time and place of any special meeting and the purpose for which the meeting has been called shall, unless waived, be given to each board member at least two calendar days in advance of the special meeting. No business other than that stated in the notice may be transacted at the special meeting.

Approved:

KASB Recommendation –1/01; 4/07; 12/18

CN **Public Records**

CN

(See BE, CNA, ECA, IDAE, II, HAI, JGGA, and JR et seq.)

The board designates the clerk as its Freedom of Information Officer. The Freedom of Information Officer shall have the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and other applicable laws. The board further assigns the clerk to handle requests for records and to serve as the custodian of the records. The custodian shall prominently display and distribute, or otherwise make available to the public, a brochure concerning record access in the form prescribed by the local Freedom of Information Officer.

**Types of Records**

A public record means any recorded information, regardless of form or characteristics, which is made, maintained, kept by, or in the possession of the district, including those exhibited at public board meetings.

**Central Office Records**

Records maintained by the superintendent shall include, but may not be limited to, the following: financial, personnel, and property (both real and personal) owned by the district.

**Building Records**

Records maintained by the building principals shall include, but may not be limited to, the following: activity funds, student records, and personnel records. (See JR et seq.)

**Public Access**

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent will establish procedures

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for making records available on normal business days when district offices are closed. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the Freedom of Information Officer shall settle the dispute.

Each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If the request is not acted on immediately, the custodian shall inform the requester, within the three-day window, when and where the open record will be made available.

Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copies. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian.



Revenue from copying open records will be deposited in the district's general fund.

Disposition

All district office records shall be kept for at least the minimum length of time required by law.

The clerk is designated as the official custodian of all board and district office records maintained by the district. Each building principal is designated as official custodian of all records maintained at the building level. In addition to those records required by law, the clerk shall be responsible for preparing and keeping other records necessary for the district's efficient operation.

District employees shall follow the guidelines found in the student records policies. (See IDAE and JR through JRD)

Approved:

KASB Recommendation – 6/00; 01/02; 4/07; 6/07; 12/16; 12/18

**EBBE    Emergency Drills**

**EBBE**

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

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility-impaired and other individuals who may need assistance from staff members to safely exit the building.

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

Each teacher shall explain relevant portions of the plan to students under his/her jurisdiction prior to a date established by the principal. Within one week thereafter, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal. However, at least one of the three tornado drills required by law shall be held prior to the tornado season beginning each April.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Approved:

KASB Recommendation—7/96; 4/07; 12/18

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint or to fail to investigate, or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or

implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not

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constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable, but do not constitute harassment, may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in

corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:

KASB Recommendation – 2/98; 8/98; 7/03; 6/04; 4/07; 6/15; 12/18

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint or to fail to investigate, or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities, or programs of the school;
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the



conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination from employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of racial or disability harassment may

result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:

KASB Recommendation – 8/98; 7/03; 4/07; 9/12; 6/15; 12/18

**GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF**

The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools including prevention techniques, de-escalation techniques, and positive-behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

**Definitions**

“Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

“Incident” means each occurrence of the use of an emergency safety intervention.

“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 law of this state or any Kansas municipality. This term includes a campus police officer.

“Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

“School resource officer” means a law enforcement officer or 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.

“School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

#### Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, *except*:
  - Protective or stabilizing devices required by law or used in

accordance with an order from a person appropriately licensed to issue the order for the device;

- Any device used by a certified law enforcement officer to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

#### Use of Emergency Safety Interventions

ESI 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 effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

#### ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's

diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

#### Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted.

#### Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and

building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

**Notification and Documentation**

The principal or designee shall notify the parent the same day as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) the events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) e-mail and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in



subparagraphs (A), (B), and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by e-mail. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety

intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI,
- Type of ESI,
- Length of time the ESI was used,
- School personnel who participated in or supervised the ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a Section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

**Reporting Data**

District administration shall report ESI data to the state department of education as required.

**Parent Right to Meeting on ESI Use**

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

For a student with a Section 504 plan, such student's Section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for

a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures

#### Local Dispute Resolution Process

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy

of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the thirtieth day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the state board of education

administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/13; 12/13; 6/15; 6/16; 6/18; 12/18

GAAF ESI DOCUMENTATION FORM

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

The purpose of this letter is to inform you that on \_\_\_\_\_, at \_\_\_\_\_ (a.m./p.m.)  
(date) (time)  
the need for the use of an Emergency Safety Intervention was required for \_\_\_\_\_.  
(name of student)

***K.S.A. 72-6152 provides that emergency safety intervention (hereafter "ESI") is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.***

Type of ESI used: Seclusion \_\_\_\_\_ Restraint \_\_\_\_\_  
Duration of seclusion/restraint: \_\_\_\_\_ (minutes) Location: \_\_\_\_\_

Name of staff member(s) who participated in or supervised the ESI:

\_\_\_\_\_  
\_\_\_\_\_

Did the student have an Individualized Education Program ("IEP"), Section 504 Plan, or a Behavior Intervention Plan at the time of the incident? \_\_\_\_\_ If so, specify which: \_\_\_\_\_  
\_\_\_\_\_

Description of events leading up to the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student behaviors necessitating the ESI:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps taken to transition the student back into the educational setting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GAAF ESI DOCUMENTATION FORM

Parents or guardians of the above-named student are invited and strongly encouraged to schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact the following staff member at the e-mail address and/or phone number listed below to schedule such a meeting or if you have any questions regarding this use of ESI.

(Staff Member Name)

(Staff Member Email Address)

(Staff Member Phone Number)

\_\_\_\_\_  
(Signature of person completing report)

\_\_\_\_\_  
(Date)

\*Parent(s)/guardian(s) notified of this incident on \_\_\_\_\_ by \_\_\_\_\_.

Please feel free to provide feedback or comments concerning this ESI use below and e-mail or deliver them to the staff member specified above.

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\*Original provided to Building Principal

\*Copy provided to (Parents/Guardians, Administrative Office)



**GACA Positions (See CD and GACB)**

**GACA**

New employment positions shall be authorized by the board. The superintendent or superintendent's designee shall prepare for board approval a comprehensive list of all new positions, together with their qualifications, duties, and responsibilities, for board consideration.

Approved:

KASB Recommendation - 2/98; 4/07; 12/18

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school-owned or operated property.

The following definitions apply to this policy:

“Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

Approved:

KASB Recommendation - 2/98; 4/07; 6/13; 6/16; 12/18

JCAC Interrogation and Investigations  
(See EBC, GAAD, JCABB, JCEC and JHCAA)

JCAC

Building administrators, school security officers, and/or others designated by the superintendent may conduct investigations and question students about violation of school rules, the student conduct code, and/or law. Unless otherwise provided herein, such investigators shall not be required to contact the student's parent, guardian, or representative prior to questioning and may request law enforcement, school resource officer(s), and/or school security officer(s) for assistance in conducting the investigations.

If there is reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent's designee, and/or school security officer with authorization of the superintendent or the superintendent's designee shall notify the appropriate law enforcement agency of criminal conduct as provided in law and/or board policy and may request further investigation of the alleged violation.

When a school resource officer or campus police officer initiates an investigation of a potential violation of criminal law by a student on the officer's own initiative and not at the bequest of a building administrator or the designee of the superintendent, such officer will notify the building administrator and will make a reasonable attempt to contact the student's parent, guardian, or representative prior to initiating questioning.

Coordination with Law Enforcement

School administrators and/or school security officers may meet periodically with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district.

**Notification of Investigations Conducted by Law Enforcement Officers**

When law enforcement officers initiate an investigation involving questioning of a student on a topic unrelated to a report of child abuse or neglect or to the identity of the student during school hours, the building administrator shall make a reasonable attempt to contact a parent, guardian, or representative of the student(s) prior to such questioning. Notification or attempted notification of a parent, guardian, or representative shall be documented by the administrator involved. If a student's parent, guardian, or representative is not present during such questioning of a student, the principal may be present unless otherwise specified in law or board policy.

**Child Abuse and Identity Investigations Conducted by Law Enforcement Officers**

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse or neglect or concerning the student's identity. For any investigations concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements of this policy.

**Law Enforcement Initiated Investigations at School**

In cases not involving the investigation of known or suspected child abuse or neglect or involving the student's identity, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency

demonstrated emergency situations. If a demonstrated emergency is found, the building administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the building administrator is not satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

**Taking Students Into Custody**

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers, or Department for Children and Families ("DCF") authorities pursuant to a child abuse investigation. Except as otherwise specified in this policy, a reasonable effort shall be made to notify the student's parent, guardian, or representative when students are removed from school for any reason. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, campus police officers, and/or law enforcement as a result of allegations of abuse or neglect. Except as provided above and/or as specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the

circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and, if necessary, to take students or other persons into custody.

Definition

For the purposes of this policy, “campus police officer” is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and county in which the school district is located.

For the purposes of this policy, students will not be deemed to be “taken into custody” when they are being questioned by a school resource officer, school security officer, and/or campus police officer about a violation of state law, county resolutions, city ordinances, board policy or regulation, and/or school rules on property owned, occupied, or operated by the school district or at the site of a function sponsored by the school district.

Approved:

KASB Recommendation – 7/96; 6/04; 4/07; 6/07; 10/12; 1/13; 6/18; 12/18

Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school-owned or operated property.

Student violations may result in parent/guardian notification, participation in tobacco education program, suspension and/or expulsion from school and/or extracurricular activities, community service, and/or notification of law enforcement.

The following definitions apply to this policy.

“Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

Approved:

KASB Recommendation – 7/96; 9/97; 4/07; 6/13; 6/16; 12/18

**JGEC   Sexual Harassment (See GAAC, GAAD, GAF, JDDC and KN)   JGEC**

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made,



explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt, corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district

compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be

balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved:

KASB Recommendation – 7/96; 8/98; 7/03; 4/07; 6/13; 6/15; 12/18

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment on the basis of race, color, national origin, or disability. Discrimination or harassment on the basis of race, color, or national origin (“racial harassment”) or on the basis of disability (“disability harassment”) shall not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial or disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to so harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Prohibited conduct under this policy includes racially or disability-motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities, or programs of the school;
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities, or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial or disability harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial or disability harassment or has witnessed an act of alleged racial or disability harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial or disability harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal shall discuss the

complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially or disability motivated.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of racial or disability harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting racial or disability harassment shall not reflect upon the student's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student, or termination of employment for an employee.

False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually, if applicable.

Approved:

KASB Recommendation—8/98; 7/03; 4/07; 6/09; 9/12; 6/15; 12/18

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school-sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

#### Emergency Care

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protection from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent or guardian of such minor, at the scene of an emergency or accident. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

#### Records

Appropriate records documenting student accidents shall be maintained.



**JGFG    Student Accidents and Health Emergencies**

**JGFG-2**

Approved:

KASB Recommendation - 4/07; 12/15; 12/18

**KCB Custodial and Non-Custodial Parent Rights**

**KCB**

The district recognizes that parents often share caregiving and custody of their children and that parents, if not otherwise prohibited by court order, should have equal access to information regarding their child's school records.

Any parent may obtain copies of school information such as report cards and progress reports upon request to a child's principal, unless otherwise prohibited by law or court order.

Approved:

KASB Recommendation – 6/14; 12/18

**ENROLLMENT COUNT**  
January 7, 2019

<b>Grade</b>	<b>Preschool Center</b>	<b>3-4 Year At-Risk</b>	<b>Winfield Scott</b>	<b>Eugene Ware</b>	<b>Middle School</b>	<b>High School</b>	<b>Grand Total</b>
Sp Ed	30	40					
K			126				
1			128				
2			130				
3				160			
4				136			
5				150			
6					150		
7					140		
8					143		
9						154	
10						143	
11						163	
12						131	
2018-19 Total Headcount	30	40	384	446	433	591	1,924
2017-18 Total Headcount	24	28	418	439	438	577	1,924
2018-19 FTE	15	20	384	446	433	591	1,889
2017-18 FTE	12	14	418	439	438	577	1,898

**EXTENDED TRIPS  
2019**

**High School:**

Nature of Trip:	International Thespian Festival
Destination:	Lincoln, NE
Date:	June 24-29, 2019
# of Students:	20
Grade:	9-12

**Middle School:**

Nature of Trip:	Future City Competition
Destination:	Manhattan, KS
Date:	Jan. 18-20, 2019
# of Students:	19
Grade:	6-8 (Gifted)

# Eugene Ware Elementary

900 East Third Street  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-3380 Fax 620-223-2760

Stephanie Witt  
Principal



January 8, 2019

USD 234 Board of Education,

I am requesting an adjustment to the paraprofessional work agreement of Melissa Russell. Currently, Melissa works 7.5 hours, 5 days a week. I recommend her hours be changed to reflect the following schedule for the remainder of the 2018/19 school year:

Monday: 4.75 hours  
Tuesday: 7.5 hours  
Wednesday: 0  
Thursday: 7.5 hours  
Friday: 4.75 hours

Total: 24.5 hours per week

Respectfully,

Stephanie Witt

# Unified School District 234

424 South Main  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-0800 Fax 620-223-2760

**TED HESSONG**  
Superintendent



**NICKI TRAU**  
Assistant Superintendent

DATE: January 8, 2019

TO: Board of Education

FROM: Ted Hessong, Superintendent of Schools

I would like to recommend the addition of a district athletic trainer position for the remainder of the 2018-19 school year. The necessity for this position has come with the elimination of our current agreement with Mercy for a district athletic trainer.

This would be a 12-month, 2,080 hour position as the trainer will assist students throughout the school year in addition to summer conditioning and camps.

T H

## Unified School District 234

424 South Main  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-0800 Fax 620-223-2760

**TED HESSONG**  
Superintendent



**NICKI TRAUL**  
Assistant Superintendent

DATE: January 8, 2018

TO: Board of Education

FROM: Ted Hessong, Superintendent

I recommend the employment of Mariela Rico as the district athletic trainer for the remainder of the 2018-19 school year.

T H

January 9, 2018

Mr. Ted Hessong  
Superintendent of Schools

Dear Mr. Hessong:

I would like to recommend the addition of an Assistant High School Wrestling Coach with the expectation of helping with the girls' wrestling team. I would like to recommend Kathi Hall for this position. Kathi is very energetic and super with kids, and is also knowledgeable of the sport of wrestling. She will be a great addition to the coaching staff especially with the growing popularity of girls' wrestling.

Thanks for your consideration.

Sincerely,

Jeff DeLaTorre  
Fort Scott High School Activities Director



January 9, 2019

Mr. Ted Hessong  
Superintendent of Schools

Dear Mr. Hessong:

I would like to recommend that the supplemental position of Junior Class Sponsor not be split between two people this year as is listed on the Supplemental Salary list. Instead, I would like to recommend that the entire salary be given to Bert Lewis for the 2018-2019 school year. She has been working in this position so far this year as the lone sponsor and we are going to continue that for the remainder of the school year.

Thanks for your consideration.

Sincerely,

Jeff DeLaTorre  
Fort Scott High School Activities Director

To whom it may concern:

I have made the decision to step down as the head volleyball coach for Fort Scott High School. I have thoroughly enjoyed the last seven years as a coach. I have spent many months considering this decision. This was not an on the whim decision. I truly laid out all possible solutions and decided this is what's best for myself and for the program. Thank you for the opportunity and the support that I have received from USD 234.

Respectfully,

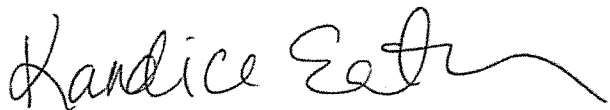
Jenna Campbell

2509 Kansas Rd  
Fort Scott, Ks 66701  
1/09/2019  
Mr. Allen  
USD #234  
424 S Main  
Fort Scott, Ks 66701

Dear Mr. Allen,

This letter is to notify you I've decided to resign from my role as a Special Education van driver. Please accept this letter as my official notice. My agreement request a two week notice, my last day here will be on January 25, 2019. Thank you for the opportunities you have given me during my time here and if there is anything I can do to make the transition easier, please let me know.

Yours Sincerely,

A handwritten signature in black ink that reads "Kandice Eaton". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kandice Eaton

To: USD 234 School Board

From: Taylor McDermed

Date: November 19, 2018

Subject: Maternity Leave

Dear USD 234 School Board,

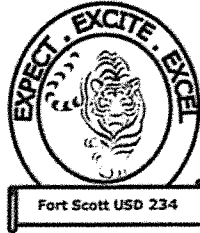
This is a notice of maternity leave effective February 20<sup>th</sup> or upon the baby's arrival. I will assume my position as Paraprofessional at Eugene Ware Elementary when Dr. Seals deems me fit to return to work. Thank you for your time.

Taylor McDermed

# Eugene Ware Elementary

900 East Third Street  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-3380 Fax 620-223-2760

Stephanie Witt  
Principal



January 14, 2019

USD 234 Board of Education,

As of January 14, 2019, Alison Milburn has been terminated as an employee of USD 234 in the position of paraprofessional at Eugene Ware.

Respectfully,

Stephanie Witt