

**MINUTES OF THE BOARD OF EDUCATION MEETING  
JUNE 11, 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, Jordan Witt, Michelle Hudiburg, Gary Billionis

ABSENT: Janet Braun, David Stewart

ALSO PRESENT: Superintendent Bob Beckham, Clerk Gina Shelton, Joy McGhee, Shawn Thomas, Nicki Traul, Brian Weilert, Stephanie Witt

OTHERS PRESENT: Joe Allen, Connie Billionis, Joe Foulk, Brenda Hill, Daniel Koppa, Jason Silvers

**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 Mrs. Hudiburg, seconded by Mr. Billionis, and carried by unanimous vote that the board approve the official agenda.

**APPROVE CONSENT AGENDA**

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

- A. Minutes
- B. Bills and Claims
- C. Payroll – May 18, 2018 - \$1,239,239.43
- D. Financial Report
- E. Bond Proceeds Reconciliation
- F. Activity Fund Accounts
- G. Gifts

**USD 234 Statement of Cash & Investments  
For The One Month Ending 04/30/18 for Fiscal Year 2017-2018**

**Bank Statement Reconciliation**

Self Funded Health Account UMB *****1627	\$ 1,659,924.39
Payroll Landmark **026	\$ 20,000.00
Bond Account	\$ 2,836,198.34
Bond Compliance	\$ 10,000.00
Dollar Maker Landmark ***2189	\$ 8,006,566.92

Total Cash in Bank as of 04/30/2018 \$ 12,532,689.65

Less Outstanding Checks AP & Payroll \$ (25,333.20)


Total Cash in Bank after adjustments 04/30/2018 \$ 12,507,356.45

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

Landmark (Maturity 6/13/2019 - .45%)	\$ 5,634.34
LSA -Memorials (Maturity 4/12/2019 - .40%)	\$ 77,248.53

Total Certificate of Deposits 04/30/2018 \$ 82,882.87

Total Cash in Bank and Certificate of Deposits 04/30/2018 \$ 12,590,239.32


on 5-8-2018  
 \_\_\_\_\_  
 Signature of Treasurer Date

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

Cash Flow Report USD 234  
 Regular; Processing Month 04/2018

Fund Number	Beginning Cash	Revenues	Expenses	Payables Change	Ending Cash	Page
06	2,437,469.83	1,036,196.64	(706,361.18)	0.00	2,767,305.29	Encumbr
08	673,355.55	0.00	(457,687.16)	0.00	215,668.39	97,200
11	71,603.61	0.00	(6,175.43)	0.00	65,428.18	2,144
13	910.39	375,000.00	(350,734.75)	0.00	25,175.64	1,650
14	6,849.87	0.00	(1,357.43)	0.00	5,492.44	12,310
15	23,882.94	0.00	(591.13)	0.00	23,291.81	83
16	821,298.47	21,103.25	(66,737.61)	(231.49)	775,432.62	90
18	12,934.10	672.00	(83.97)	0.00	13,522.13	48,905
22	20,710.95	0.00	(2,736.16)	0.00	17,974.79	62
24	242,214.48	79,186.52	(69,903.72)	0.00	251,497.28	403
26	14,213.54	0.00	(560.91)	0.00	13,652.63	9,805
29	29,619.00	3,291.00	0.00	0.00	32,910.00	C
30	197,675.41	218,300.71	(219,528.78)	0.00	196,447.34	C
34	24,538.03	10,000.00	(32,547.94)	0.00	1,990.09	19,543
35	202,113.39	23,681.05	(22,840.85)	243.50	203,197.09	9,813
51	0.00	378,136.76	(378,136.76)	0.00	0.00	40,097
53	903,824.06	0.00	0.00	0.00	903,824.06	C
55	271,093.25	4,009.43	(3,854.44)	0.00	271,248.24	774
61	2,564,482.04	2,788.00	(20,716.27)	(137,710.03)	2,408,843.74	52,585
63	2,745,776.02	0.00	0.00	0.00	2,745,776.02	0
82	3,586.24	3,371.92	(3,762.03)	0.00	3,196.13	291
84	1,003.36	486.16	(1,303.72)	0.00	185.80	0
85	59,652.99	26,454.00	(15,951.36)	0.00	70,155.63	0
86	0.00	939.68	(920.73)	0.00	18.95	0
88	24,809.20	0.00	(2,311.24)	0.00	22,497.96	325
90	1,764,439.98	172,693.11	(277,208.70)	0.00	1,659,924.39	0
91	(46,623.81)	0.00	(45,902.98)	0.00	(92,526.79)	3,532
92	(155.00)	0.00	0.00	0.00	(155.00)	0
93	0.00	0.00	0.00	0.00	0.00	0
94	0.00	0.00	0.00	-0.00	0.00	0
95	(7,079.95)	0.00	(3,439.62)	0.00	(10,519.57)	1,605
99	(738.64)	0.00	(477.32)	0.00	(1,215.96)	17
99	(89,129.51)	6,246.64	0.00	0.00	(82,882.87)	C
Grand Total:	12,974,329.79	2,362,556.87	(2,691,832.19)	(137,698.02)	12,507,356.45	301,252

*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
	03/31/2018 Prior Balance	\$ 3,211.01	\$ 3,211.01
<i>Expenditures</i>			
	03/31/2018 Prior Balance	\$ (41,141,069.92)	\$ (41,141,069.92)
	Withdrawal	\$ -	\$ -
	04/30/2018 Realized Gains/Unrealized Losses	\$ -	\$ -
	04/30/2018 Interest	\$ 2,788.00	\$ 2,788.00
	Transfer to Bond & Int Fund	\$ -	\$ -
<i>Current Balance</i>		\$ 2,836,198.34	\$ 2,836,198.34
<b>Investment of Funds</b>			
		Market Value	Book Value
0%	Invested as of 04/30/2018	\$ -	\$ -
100%	Money Market Funds	\$ 2,846,198.34	\$ 2,846,198.34
<i>Current Balance</i>		\$ 2,846,198.34	\$ 2,846,198.34
<i>Other Bond Project Expense</i>			
	Bond Expenses paid 04/30/18	\$	651,428.28
	Bond Reimbursements from Nabholz project	\$	(204,073.68)
	<i>To Draw from Security Bank</i>	\$	447,354.60
	All Account Balances	\$	2,408,843.74
	Cash Summary Balance	\$	2,408,843.74

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
87492	05/15/2018	X			AMAZON	Amazon Credit	3,775.92
87493	05/15/2018	X			CANEVALL	Caney Valley High School	465.00
87494	05/15/2018	X			CARDSERV	Card Services	4,351.27
87495	05/15/2018	X			CITYUTIL	City Of Fort Scott Utilities	514.61
87496	05/15/2018	X			ENVIRENERG	Environmental Energy, Inc.	35.00
87497	05/15/2018	X			FSHS	Fort Scott High School	25.00
87498	05/15/2018	X			FRONHIGH	Frontenac High School	210.00
87499	05/15/2018	X			GLOVECARO	Carol Glover	6.00
87500	05/15/2018	X			HALLALLE	Allen Hall	12.00
87501	05/15/2018	X			HEATOIL	Heathwood Oil Co	181.82
87502	05/15/2018	X			HENRKRAF	Henry Kraft, Inc.	112.82
87503	05/15/2018	X			HOLLMIL	Hollis & Miller Architects	4,100.85
87504	05/15/2018	X			KSGASSE	Kansas Gas Service	1,673.67
87505	05/15/2018	X			KITSNATA	Natalie Kitsmiller	11.45
87506	05/15/2018				LEWIROBE	Roberta Lewis	14.25
87507	05/15/2018	X			MARTIJARA	Jara Martin	12.00
87508	05/15/2018	X			MERCYSYS	Mercy Health System of Kansas, Inc.	5,508.00
87509	05/15/2018	X			MIDWBUS	Midwest Bus Sales, Inc	429.96
87510	05/15/2018	X			MIDWTRA	Midwest Transit Equipment	333.90
87511	05/15/2018	X			MODECOPY	Galen Bigelow Jr.	596.68
87512	05/15/2018	X			MYSTERSCIE	Mystery Science	499.00
87513	05/15/2018				NOLIMITSRE	No Limits Rehabilitation Inc.	5,655.00
87514	05/15/2018	X			NTHERM	nTherm, LLC	1,542.54
87515	05/15/2018				PLEASHS	Pleasanton High School	312.00
87516	05/15/2018				RAYSTROP	Robert S. McElwain	50.00
87517	05/15/2018	X			SCHOACTI	Scholastic Action Magazine	104.39
87518	05/15/2018	X			SCHOSTORON	Scholastic Store Online	100.84
87519	05/15/2018				SCHOSPEC	School Specialty Supply	7,965.32
87520	05/15/2018	X			SHERWILL	Sherwin Williams	75.86
87521	05/15/2018	X			SOUTHEA	Southeast High School	195.00
87522	05/15/2018	X			SUMMTRU	Summit Truck Group	3,180.27
87523	05/15/2018	X			TEACSYNE	Teacher Synergy, LLC	866.99
87524	05/15/2018	X			USD234	USD 234	40.00
87525	05/15/2018	X			USD234S	USD 234 Stockroom	2,382.30
87526	05/15/2018	X			YOAKBOBB	Bobbie Yoakam	3,082.00
87542	05/17/2018	X			ATHCOLLC	Athco LLC	990.00
87543	05/17/2018	X			BSNSPORT	BSN Sports	120.51
87544	05/17/2018	X			EWBC	Eric Bailey	900.00
87545	05/17/2018	X			FASTENAL	Fastenal	23.63
87546	05/17/2018	X			FIVECOR2	Five Corners LLC	352.07
87547	05/17/2018	X			HEIDTRUE	Heidrick True Value	108.29
87548	05/17/2018	X			JWSPORTS	J & W Sports	323.95
87549	05/17/2018	X			JOESMIT	Joe Smith Company	451.93
87550	05/17/2018	X			KKAUTOP	K & K Auto Parts Inc.	25.45
87551	05/17/2018				KSBABE	Kansas Babe Ruth Leagues	140.00
87552	05/17/2018	X			KOMBFM	KOMB-FM	50.00
87553	05/17/2018	X			MODECOPY	Galen Bigelow Jr.	125.00
87554	05/17/2018	X			PIONMANU	Pioneer Manufacturing, Co.	342.50
87555	05/17/2018	X			SHERWILL	Sherwin Williams	112.24
87556	05/17/2018	X			VERIWIRE	Verizon Wireless	95.30
87557	05/17/2018	X			VISA	Visa	537.26
87558	05/18/2018				ALLESHELLY	Shelly Allen	8.80
87559	05/18/2018	X			BOHLKERRI	Kerri Bohlken	6.00
87560	05/18/2018	X			CHILPLU	Children's Plus Inc.	3,589.72
87561	05/18/2018	X			CITYUTIL	City Of Fort Scott Utilities	240.23
87562	05/18/2018	X			COOKKARLA	Karla Cook	6.70
87563	05/18/2018	X			COTTVIRG	Virginia Cotter	4.80
87564	05/18/2018	X			DWYESTACY	Stacy Dwyer	10.70

Payee Type: Vendor	Check Type: Check	Checking Account ID: 1					
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
87565	05/18/2018	X			FIVECOR2	Five Corners LLC	5,650.21
87566	05/18/2018				FSCCPRIN	Fort Scott Community College	661.87
87567	05/18/2018	X			FTSCTRIB	Fort Scott Tribune	61.00
87568	05/18/2018	X			FREESTYL	Freestyle Photographic Supplies	1,753.58
87569	05/18/2018				GENENANC	Nancy Geneva	8.72
87570	05/18/2018	X			GRIMETAMM	Tammy Grimes	9.30
87571	05/18/2018				HANSKIM	Kim Hanson	25.00
87572	05/18/2018				HARPJANET	Janet Harper	19.30
87573	05/18/2018	X			CHRISANGE	Angela Helton Christy	2.29
87574	05/18/2018	X			HILLBREN	Brenda Hill	16.30
87575	05/18/2018				KITSNATA	Natalie Kitsmiller	6.00
87576	05/18/2018	X			KSHSAA	KSHSAA	48.00
87577	05/18/2018	X			MCGEEBARBA	Barbara McGee	15.10
87578	05/18/2018	X			MEADJENICE	Jenice Mead	6.80
87579	05/18/2018				MILLBECKY	Becky Miller	15.70
87580	05/18/2018	X			MOYEDEBBIE	Debbie Moyer	13.90
87581	05/18/2018	X			NELSKELLY	Kelly Nelson	36.85
87582	05/18/2018	X			ODYSSEYWAR	Odysseyware	40,000.00
87583	05/18/2018	X			PAXTPATTER	Paxton Patterson	745.20
87584	05/18/2018				PERRYAMY	Amy Perry	13.00
87585	05/18/2018	X			PHILLCHRIS	Christy Phillips	26.60
87586	05/18/2018				POYNKAM	Kam Poyner	4.75
87587	05/18/2018	X			RACYSTAC	Stacy Racy	6.00
87588	05/18/2018	X			REGASUSA	Susan Regan	5.15
87589	05/18/2018	X			RIDERERIKA	Erika Rider	16.20
87590	05/18/2018	X			RUSSDEBO	Deborah Russell	13.85
87591	05/18/2018	X			SMITHAMY	Amy Smith	25.00
87592	05/18/2018	X			SPRAGCRYST	Crystal Sprague	7.50
87593	05/18/2018				STENHOUSE	Stenhouse Publishers	82.00
87594	05/18/2018	X			THORPCAROL	Carolyn Thorpe	36.10
87595	05/18/2018				THURS JANIC	Janice Thurston	13.20
87596	05/18/2018				TUCKKELL	Kelley Tucker	24.09
87597	05/18/2018	X			ULINE	Uline	6,432.41
87598	05/18/2018	X			WRIGHBUFFI	Buffie Wright	30.80
87599	05/18/2018				YAPMOISABE	Isabel YapMoreno	59.20
87600	05/18/2018				YOAKBOBB	Bobbie Yoakam	1,132.75
87601	05/22/2018				BROWDJ	Danny J Brown	70.00
87602	05/22/2018	X			CASHTIM	Tim Cashero	80.00
87603	05/22/2018	X			COLEBEN	Benjamin Cole	70.00
87604	05/22/2018				FSHSDRAM	FSHS Drama Dept	120.00
87605	05/22/2018	X			MATKBRAD	Bradley Matkin	70.00
87606	05/24/2018	X			ATT5019	A T & T	390.59
87607	05/24/2018	X			CITYUTIL	City Of Fort Scott Utilities	2,144.61
87608	05/24/2018				COUNECONOM	Council for Economic Education	101.95
87609	05/24/2018				DELAJEFF	Jeff DeLaTorre	7.37
87610	05/24/2018				FSHS	Fort Scott High School	100.00
87611	05/24/2018				GENEBIND	General Binding Corporation	187.00
87612	05/24/2018	X			GUSTLARS	Gustave A Larson Company	130.68
87613	05/24/2018				KEMMANGI	Angie Kemmerer	16.00
87614	05/24/2018	X			KLASKENN	Ken Klassen	22.64
87615	05/24/2018				MARSCHER	Cheryl Marsh	3.92
87616	05/24/2018	X			MARSGREA	Marsha's Great Plains Deli	66.00
87617	05/24/2018				NOLIMITSRE	No Limits Rehabilitation Inc.	2,436.00
87618	05/24/2018	X			POPPDANE	Danette Popp	22.46
87619	05/24/2018	X			RELIPEST	Reliable Pest Control, Inc.	255.00
87620	05/24/2018	X			REYNLAW	The Reynolds Law Firm. P.A.	105.00
87621	05/24/2018				SCHOOOUTFI	School Outfitters	1,605.72
87622	05/24/2018				SEKAOCCA	Sekan Occasion & Printing Company	350.00

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
87623	05/24/2018	X			WALMART	Wal-Mart Super Center	2,327.44
87624	05/24/2018	X			CASHTIM	Tim Cashero	80.00
87625	05/24/2018	X			MATKBRAD	Bradley Matkin	70.00
87626	05/29/2018	X			ALLENRAYM	Raymond Allen	140.00
87627	05/29/2018				MATKBRAD	Bradley Matkin	140.00
87628	05/31/2018				BSNSPORT	BSN Sports	619.68
87629	05/31/2018				BUNTHER	Theresa Buntain	9.16
87630	05/31/2018				CITYFIRE	City of Fort Scott	95.00
87631	05/31/2018				CITYUTIL	City Of Fort Scott Utilities	31.52
87632	05/31/2018				DJGLASS	Daniel Bowman	99.40
87633	05/31/2018				DUROTIRE	Irvin Durossette	262.00
87634	05/31/2018				JOHNDEERE	John Deere Financial	28.44
87635	05/31/2018				KIDZSTUFF	Kidz Stuff LLC	469.53
87636	05/31/2018				KSHSAA	KSHSAA	750.00
87637	05/31/2018				MINEALISA	Alisa Miner	6.10
87638	05/31/2018				MITCHELL	Mitchell 1	1,099.00
87639	05/31/2018				MODECOPY	Galen Bigelow Jr.	1,150.00
87640	05/31/2018				SECURBENEF	Security Benefit Group of Companies	1,788.97
87641	05/31/2018				STEMMICH	Michelle Stevenson	137.00
87642	05/31/2018				THERAPFUNS	Therapy Fun Store	67.75
87643	05/31/2018				TRANE	Trane	1,182.03
87644	05/31/2018				BROWDJ	Danny J Brown	70.00
87645	05/31/2018				COLEBEN	Benjamin Cole	70.00
87646	05/31/2018				BSNSPORT	BSN Sports	56.22
87647	05/31/2018				FSHSBASEBA	FSHS Baseball Boosters	174.00
87648	05/31/2018				HENRKRAF	Henry Kraft, Inc.	461.36
87649	05/31/2018				JOESMIT	Joe Smith Company	627.99
87650	05/31/2018				WALMART	Wal-Mart Super Center	463.97
87651	05/31/2018				WESTENER	Westar Energy	190.75
87652	05/31/2018				WLSPRAY	Wayne Leatherman	301.00
87653	06/05/2018				ALIGSERV	Alignment Services	330.00
87654	06/05/2018				AMERELE2	American Electric	1,042.46
87655	06/05/2018				CAROBIOI	Carolina Biological Supply Co	336.00
87656	06/05/2018				CATRTAMM	Tammy Catron	12.00
87657	06/05/2018				CDWG	CDWG (r) Corporate Headqtrs.	6,878.61
87658	06/05/2018				FTSCLUMB	Fort Scott Lumber	26.81
87659	06/05/2018				FOURSTAT	Four States	5,354.77
87660	06/05/2018				GWFOODS	G & W Cash Saver	22.86
87661	06/05/2018				HEIDTRUE	Heidrick True Value	437.08
87662	06/05/2018				HILLJANE	Jane Hill	12.00
87663	06/05/2018				KERMP	KERMP	5,915.00
87664	06/05/2018				KIRKLAND	Kirkland Welding Supplies,inc	504.74
87665	06/05/2018				LOCKMOTO	Lockwood Motor Supply	195.61
87666	06/05/2018				MARSCHER	Cheryl Marsh	6.00
87667	06/05/2018				MAYCOACE	Mayco Ace Hardware	540.49
87668	06/05/2018				NATISCRE	National Screening Bureau	29.50
87669	06/05/2018				OREILLY	Oreilly Auto Parts	77.94
87670	06/05/2018				PEARSON	Pearson	8,006.15
87671	06/05/2018				PHILL66	Phillips 66 Fleet Services	504.63
87672	06/05/2018				PHILJESS	Jessica Phillips	12.00
87673	06/05/2018				RENALEAR	Renaissance Learning	3,806.55
87674	06/05/2018				RUDDICKSIN	Ruddick's Inc.	287.76
87675	06/05/2018				SCHORICK	Rick Scholes	13.25
87676	06/05/2018				SCHOOOUTFI	School Outfitters	159.00
87677	06/05/2018				SEKEDSER	SEK Education Service Center	315.00
87678	06/05/2018				STEMMICH	Michelle Stevenson	125.90
87679	06/05/2018				THOMCONCRE	Thomas Concrete & Construction LLC	2,250.00
87680	06/05/2018				USFOODS	US Foods, Inc.	1,345.23

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
87681	06/05/2018				WWNORTONCO	W.W. Norton and Company	1,897.35
87682	06/05/2018				WASHESPE	Washer Specialties	93.77
87683	06/05/2018				WESTINTERA	West Interactive Services Corp.	990.00
87684	06/05/2018				WESTENER	Westar Energy	32,300.41
87685	06/05/2018				WILSRAMO	Ramona Wilson	12.00
87686	06/05/2018				YOUNBILL	Billie Young	12.00
87687	06/05/2018				ZINGREANDA	Zingre and Associates, P.A.	495.00
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 209,681.63
Check Type Total: Check					Void Total:	0.00	Total without Voids: 209,681.63
Payee Type Total: Vendor					Void Total:	0.00	Total without Voids: 209,681.63
Grand Total:					Void Total:	0.00	Total without Voids: 209,681.63



**FSRC - Bills & Claims – June 6, 2018**

<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>Early Bills</b>		
5 Corners Mini Mart, LLC	\$ 352.07	Fuel for Vehicles
Heidrick's True Value	\$ 108.29	Parks Maintenance
KOMB-FM/KMDO-AM	\$ 50.00	Buck Run 411
EWBC	\$ 900.00	Parks Maintenance
Verizon	\$ 95.30	Staff Cell Phones
Joe Smith Company	\$ 451.93	Concession Supplies
Modern Copy Systems	\$ 125.00	Monthly Contract
Pioneer Athletics	\$ 342.50	Marking Paint
J & W Sports Shop	\$ 323.95	T-Shirts
Athco, L.L.C.	\$ 990.00	Repairs to scoreboards
BSN Sports	\$ 120.51	Athletic Supplies
K & K Auto Parts, Inc.	\$ 25.45	Vehicle Parts
Sherwin Williams	\$ 112.24	Paint Benches
Fastenal Company	\$ 23.63	Cable Ties
Kansas Babe Ruth Leagues	\$ 140.00	State Dues
Visa	\$ 537.26	Board Lunch, Special Act. & Truck Maintenance
FSHS Drama Camp	\$ 120.00	3 @ \$40.00
Ben Cole	\$ 70.00	H.S. League Umpire
Brad Matkin	\$ 280.00	Babe Ruth Umpire
Tim Cashero	\$ 160.00	Babe Ruth Umpire
Danny Brown	\$ 70.00	H.S. League Umpire
Raymond Allen	\$ 140.00	Babe Ruth Umpire
<b>Monthly Bills</b>		
Joe Smith Company	\$ 627.99	Concession Supplies
Shelby Defebaugh – FSHS Baseball	\$ 174.00	Concession Supplies
Westar Energy	\$ 190.75	Service @ Cullor
BSN Sports, LLC	\$ 56.22	Athletic Supplies
WL Spraying & Landscaping	\$ 301.00	Parks Maintenance
Henry Kraft	\$ 461.36	Concession Supplies
Walmart Community/SYNCB	\$ 463.97	Office & Concession Supplies & Special Event
<b>Total Bills &amp; Claims</b>	<b>\$7813.42</b>	

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>WSE Winfield Scott Elementary</b>								
<b>A BOE ACCOUNTS</b>								
	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		Phone Calls	0.00	0.00	0.00	0.00	0.00
	1104		Textbook Rental	145.00	525.00	145.00	0.00	525.00
	1105		Lost Textbooks	15.00	0.00	15.00	0.00	0.00
	1106		Interest	1.37	1.19	1.37	0.00	1.19
	1107		Food Service	0.00	0.00	0.00	0.00	0.00
	1108		ASCC	2,075.15	1,953.43	2,075.15	0.00	1,953.43
	1109		Sales Tax	0.00	0.00	0.00	0.00	0.00
		<b>A</b>	<b>Totals:</b>	2,236.52	2,479.62	2,236.52	0.00	2,479.62
<b>B GIFTS</b>								
	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 Auxillary	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	382.60	0.00	0.00	0.00	382.60
	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</b>	<b>Totals:</b>	537.42	0.00	0.00	0.00	537.42
<b>C CLASSES</b>								
	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	2,955.16	438.59	158.74	0.00	3,235.01
	3131		Physical Education Patrol Club	683.80	1,186.03	1,085.00	0.00	784.83
	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	-111.08	0.00	0.00	0.00	-111.08
	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	3,379.66	226.00	474.66	0.00	3,131.00
	3146		Media Center	1,264.73	24.96	0.00	0.00	1,289.69
		<b>C</b>	<b>Totals:</b>	8,247.27	1,875.58	1,718.40	0.00	8,404.45
<b>D HIGH SCHOOL</b>								
	4100		Activity Cards	2.00	0.00	0.00	0.00	2.00



\* will take care of in May

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
		D	Totals:	2.00	0.00	0.00	0.00	2.00
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:	11,071.13	4,355.20	3,954.92	0.00	11,471.41
			Report Totals:	11,071.13	4,355.20	3,954.92	0.00	11,471.41

*AD*


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 SIGNATURE DATE

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

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	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	Phone Calls		0.00	0.00	0.00	0.00	0.00
	1104	Textbook Rental		38.75	140.00	140.00	0.00	38.75
	1105	Lost Textbooks		0.00	0.00	0.00	0.00	0.00
	1106	Interest		2.20	1.92	2.20	0.00	1.92
	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	31.28	0.00	0.00	31.28
		A	Totals:	90.04	173.20	142.20	0.00	121.04
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
	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:	418.92	0.00	0.00	0.00	418.92
C	CLASSES							
	3100	Student Leadership		4,001.26	0.00	0.00	0.00	4,001.26
	3102	Music Club		345.00	204.91	412.55	0.00	137.36
	3103	Best Box Label Club		740.82	0.00	0.00	0.00	740.82
	3104	Box Tops		278.80	432.00	0.00	0.00	710.80
	3105	Eugene Ware Book Club		10.75	0.00	0.00	0.00	10.75
	3106	Field Trips		486.00	0.00	0.00	0.00	486.00
	3107	Snack Machine		-314.91	0.00	0.00	314.91	0.00
	3109	Fifth Grade Transportation Club		11,636.61	1,216.75	8,968.86	0.00	3,884.50
	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		2,017.52	558.01	208.00	-314.91	2,052.62
		C	Totals:	19,233.85	2,411.67	9,589.41	0.00	12,056.11
D	HIGH SCHOOL							
	4100	Activity Cards		40.00	0.00	0.00	0.00	40.00

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
D	Totals:	40.00	0.00	0.00	0.00	40.00
EWE	Totals:	19,782.81	2,584.87	9,731.61	0.00	12,636.07
Report Totals:		19,782.81	2,584.87	9,731.61	0.00	12,636.07



# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
<b>FSMS Fort Scott Middle School</b>						
<b>A BOE ACCOUNTS</b>						
1100	Lost Library Books	10.05	0.00	0.00	0.00	10.05
1101	Faxes	0.00	0.00	0.00	0.00	0.00
1102	Copies	2.74	0.00	2.74	0.00	0.00
1103	Phone Calls	0.00	0.00	0.00	0.00	0.00
1104	Textbook Rental	292.00	0.00	142.00	0.00	150.00
1105	Lost Textbooks	0.00	0.00	0.00	0.00	0.00
1106	Interest	4.80	4.59	4.80	0.00	4.59
1107	Food Service	0.00	0.00	0.00	0.00	0.00
1109	Sales Tax	12.70	19.47	12.70	0.00	19.47
1111	Restroom Vending Machines	0.00	0.00	0.00	0.00	0.00
1112	Activity Cards	0.00	0.00	0.00	0.00	0.00
1113	Delinquent Fees	12.00	0.00	12.00	0.00	0.00
1114	Athletics	1,875.46	0.00	0.00	0.00	1,875.46
1115	Agendas	0.00	5.48	0.00	0.00	5.48
1116	FSMS Lab Fees	80.00	0.00	80.00	0.00	0.00
3132	Project Art	80.00	0.00	80.00	0.00	0.00
<b>A Totals:</b>		<b>2,369.75</b>	<b>29.54</b>	<b>334.24</b>	<b>0.00</b>	<b>2,065.05</b>
<b>B GIFTS</b>						
2115	Intramural Sponsors	0.00	0.00	-7.35	0.00	7.35
2202	Indigent Student (lunch money)	235.89	0.00	0.00	0.00	235.89
2203	Indigent Student (fees)	3.75	0.00	0.00	0.00	3.75
<b>B Totals:</b>		<b>239.64</b>	<b>0.00</b>	<b>-7.35</b>	<b>0.00</b>	<b>246.99</b>
<b>C CLASSES</b>						
3101	Home Economics	0.92	0.00	0.00	0.00	0.92
3112	Book Fair	798.37	0.00	102.48	0.00	695.89
3113	Technology	226.67	45.70	240.51	0.00	31.86
3116	6th Grade school store	148.93	0.00	61.87	0.00	87.06
3117	Tiger Day	91.28	0.00	0.00	0.00	91.28
3123	Hoops for Heart	0.00	870.38	870.38	0.00	0.00
3124	Academic Pep Rally	0.00	0.00	0.00	0.00	0.00
3125	Cosmosphere Trip	4,952.82	100.00	790.00	0.00	4,262.82
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	2,132.70	0.00	0.00	0.00	2,132.70
<b>C Totals:</b>		<b>9,066.45</b>	<b>1,016.08</b>	<b>2,065.24</b>	<b>0.00</b>	<b>8,017.29</b>
<b>D 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>
<b>E CLUBS</b>						
120	FCA	2,736.74	25.00	0.00	0.00	2,761.74

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
190	Pride			351.65	0.00	0.00	0.00	351.65
E Totals:				3,088.39	25.00	0.00	0.00	3,113.39
F	MUSIC, DRAMA, PUBLICATIONS							
1000	Band Boosters			32.20	0.00	0.00	0.00	32.20
1041	Football Boosters -MS			1,910.97	0.00	0.00	0.00	1,910.97
F Totals:				1,943.17	0.00	0.00	0.00	1,943.17
H	SUPPORT							
2065	Concession Fund			15,837.81	0.00	0.00	0.00	15,837.81
2116	Turkey Fund			780.08	0.00	0.00	0.00	780.08
3108	Student Beverage			173.62	0.00	141.91	51.86	83.57
3126	FSMS Wellness Committee			529.40	0.00	98.78	0.00	430.62
3134	Paper/Pencil Sale			436.27	0.00	0.00	0.00	436.27
3136	Special Activities			348.37	155.85	203.99	-51.86	248.37
3137	Memory Book			2,053.41	0.00	755.07	0.00	1,298.34
H Totals:				20,158.96	155.85	1,199.75	0.00	19,115.06
FSMS Totals:				36,866.36	1,226.47	3,591.88	0.00	34,500.95
Report Totals:				36,866.36	1,226.47	3,591.88	0.00	34,500.95

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# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>FSHS Fort Scott High School</b>								
<b>A BOE ACCOUNTS</b>								
	1109		Sales Tax	908.03	1,120.13	908.03	0.00	1,120.13
	2500		Athletics	29,022.13	3,330.32	7,147.99	0.00	25,204.46
	2505		Book Rental	340.00	516.00	340.00	0.00	516.00
	2510		Personal Copies	0.00	0.00	0.00	0.00	0.00
	2515		Driver Ed	672.00	2,650.00	782.00	0.00	2,540.00
	2520		Interest	38.94	38.51	38.94	0.00	38.51
		<b>A</b>	<b>Totals:</b>	30,981.10	7,654.96	9,216.96	0.00	29,419.10
<b>C CLASSES</b>								
	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	225.00	0.00	0.00	0.00	225.00
	540		Class of 2019	4,261.08	1,356.00	2,044.15	0.00	3,572.93
	545		Class of 2018	3,946.81	0.00	0.00	0.00	3,946.81
	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
		<b>C</b>	<b>Totals:</b>	8,616.20	1,356.00	2,044.15	0.00	7,928.05
<b>D HIGH SCHOOL</b>								
	1500		Boys Basketball	8,457.45	0.00	452.00	0.00	8,005.45
	1505		Baseball Team	2,475.53	0.00	2,355.27	0.00	120.26
	1510		Football Team	3,574.06	0.00	200.00	0.00	3,374.06
	1515		Boys Golf Team	3,535.67	0.00	450.25	0.00	3,085.42
	1520		Softball Team	11,907.53	0.00	6,755.00	0.00	5,152.53
	1525		Tennis Team	1,419.93	0.00	0.00	0.00	1,419.93
	1530		Track Team	11,885.52	573.89	276.29	0.00	12,183.12
	1535		Volleyball Team	913.15	0.00	0.00	0.00	913.15
	1540		Wrestling Team	1,723.59	0.00	0.00	0.00	1,723.59
	1545		Weight Training	722.80	0.00	0.00	0.00	722.80
	1550		Girls Golf	2,705.74	0.00	606.35	0.00	2,099.39
	1555		Soccer Team	3,645.05	0.00	0.00	0.00	3,645.05
	1560		Girls Basketball	16,218.59	0.00	499.00	0.00	15,719.59
		<b>D</b>	<b>Totals:</b>	69,184.61	573.89	11,594.16	0.00	58,164.34
<b>E CLUBS</b>								
	100		Art Club	587.65	0.00	181.56	0.00	406.09
	105		Strategic Games	456.52	0.00	0.00	0.00	456.52



# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
110	Drama Club			2,352.36	0.00	2,300.00	0.00	52.36
115	FBLA			790.77	0.00	100.00	0.00	690.77
120	FCA			711.87	175.00	0.00	0.00	886.87
125	FEA			518.60	100.00	45.00	0.00	573.60
130	Automotive Technology			1,560.54	907.00	908.27	0.00	1,559.27
135	FFA			33,519.72	5,175.75	7,307.82	0.00	31,387.65
140	FCCLA			766.03	0.00	0.00	0.00	766.03
145	Global Cultural & Diversity Club			1,189.09	18.00	100.00	0.00	1,107.09
150	Tiger Construction			10,021.99	0.00	0.00	0.00	10,021.99
155	Honor Society			325.40	5.00	93.69	0.00	236.71
160	Key Club			452.88	691.63	820.80	0.00	323.71
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			26.33	0.00	0.00	0.00	26.33
180	NSDA			7,440.80	1,362.49	790.58	0.00	8,012.71
185	Thespians Club			10,763.45	6,434.10	14,742.00	-222.32	2,233.23
190	Pride			1,314.45	0.00	109.32	0.00	1,205.13
195	Travel Club			16,386.81	3,948.82	0.00	0.00	20,335.63
200	Science Club			237.75	0.00	0.00	0.00	237.75
205	Quarterback Club			84.28	0.00	0.00	0.00	84.28
210	Student Council			3,729.65	0.00	260.88	0.00	3,468.77
215	Interact Club			403.12	0.00	0.00	0.00	403.12
220	Middle School Athletics			0.00	0.00	0.00	0.00	0.00
E Totals:				96,103.28	18,817.79	27,759.92	-222.32	86,938.83
F	MUSIC, DRAMA, PUBLICATIONS							
1000	Band Boosters			1,971.43	217.99	457.86	0.00	1,731.56
1005	Choir Fund			2,399.26	0.00	436.50	0.00	1,962.76
1010	Orchestra Fund			1,405.24	55.00	61.81	0.00	1,398.43
1015	Cheerleaders			4,256.45	14,671.57	1,160.00	-212.97	17,555.05
1020	Dance Team			2,577.39	2,146.76	874.06	0.00	3,850.09
1025	Spirit Club			192.45	0.00	0.00	0.00	192.45
1030	Drama Plays			17,139.28	0.00	0.00	0.00	17,139.28
1035	Crimson			5,154.34	38.50	0.00	0.00	5,192.84
1040	Tiger Times			1,183.61	0.00	60.00	0.00	1,123.61
1045	Academic Team			195.33	0.00	82.50	0.00	112.83
F Totals:				36,474.78	17,129.82	3,132.73	-212.97	50,258.90

# Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.  
From 04/01/2018 to 04/30/2018.

Site ID Group ID	Site Name Group Name Activity ID    Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H	SUPPORT					
	2000    Academic Achievement	5,408.71	1,397.00	1,932.00	0.00	4,873.71
	2005    Classes Past	3,195.18	0.00	0.00	0.00	3,195.18
	2010    Madison Memorial Scholarship Fund	16.57	3,500.00	0.00	0.00	3,516.57
	2011    Regan Memorial Scholarship Fund	910.35	3,300.00	0.00	0.00	4,210.35
	2015    Faculty Needs Fund	1,071.94	0.00	76.47	0.00	995.47
	2020    Alumni Assistance Fund	3,108.24	0.00	0.00	0.00	3,108.24
	2030    Scholarship Fund	23,623.34	0.00	0.00	0.00	23,623.34
	2035    Activities Fund	3,384.09	0.00	598.35	0.00	2,785.74
	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	2,605.81	0.00	0.00	0.00	2,605.81
	2055    Parking Fund	1,463.63	0.00	0.00	0.00	1,463.63
	2060    Contingency Fund	5,557.46	0.00	560.00	0.00	4,997.46
	2065    Concession Fund	3,241.47	0.00	272.42	385.79	3,354.84
	2070    Technology Fund	5,042.31	0.00	0.00	0.00	5,042.31
	2075    Student Agendas	153.66	0.00	0.00	0.00	153.66
	2080    General Fund	1,249.90	1,461.00	1,611.00	0.00	1,099.90
	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	255.00	120.00	0.00	0.00	375.00
	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:	61,803.57	9,778.00	5,050.24	385.79	66,917.12
FSHS	Totals:	303,163.54	55,310.46	58,798.16	-49.50	299,626.34
Report Totals:		303,163.54	55,310.46	58,798.16	-49.50	299,626.34

# High School Gifts 2017-18

Fort Scott Compassionate Ministries (Reverend Allen Schellack)	- School Supplies
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
La Hacienda	Soccer Team - \$500
Hack Memorial	Student Pantry - \$500
Family Dental	Water
Bourbon County Arts Council	Thespians - \$250

# Interoffice Memo

**Date:** 5/25/18

**To:** Bob Beckham

**From:** Brian Weilert (ab)

**RE:** Monetary Donations to FSMS

As of this date, FSMS has received the following monetary donations during the 2017-18 school year:

Purpose	Donor
Project ART	Kiwanis Pioneer Chapter 9/1/17 \$200, Bourbon County Arts Council 9/20/17 \$500, Chapter CA of PEO 9/28/17 \$200, Fort Scott Kiwanis Club Special Project Account 10/10/17 \$500, Chapter FU PEO 1/18/18 \$175
Intramural/Interscholastic Programs	Tom W. Davis Memorial Endowed Fund 8/3/17 \$373 for intramurals
Indigent Student Funds	Scott with Nabholz 8/30/17 \$50
PRIDE	
F.C.A.	CCC 6/7/17 \$25, CCC 7/7/17 \$25, CCC 8/7/17 \$25, CCC 9/8/17 \$25, CCC 10/11/17 \$68.69, CCC 11/8/17 \$25, CCC 12-11-17 \$25, CCC 1-10-18 \$25, CCC 2-9-18 \$25, CCC 3-9-18 \$25, CCC 4-6-18 \$25, CCC 5-9-18 \$25
Special Olympics	Gilbert Ernest Gregory 2-1-18 \$20, Cheney Witt Chapel 2-1-18 \$100, Accent Dental 2-1-18 \$25, Findley Body Repair 2-5-18 \$25, H&H Agency 2-6-18 \$25, Mercy(Reta Baker) 2-9-18 \$100, LaHacienda(Santana's LLC) 2-9-18 \$100, Stewart-Tucker Realty, LLC 2-9-18 \$50, Community Christian Church Mission 3-6-18 \$100, Seth Tucker 4-2-18 \$100, Torrie Singmaster 4-2-18 \$50, Peerless 4-5-18 \$100
Book Fair Account	
Special Education (S. Miller memorial)	3/28/18 Jan Elliott \$93.15, 4-12-18 Don Miller \$500
Miscellaneous	8/28/17 VIPs \$250 to MS Wellness Committee, 9/12/17 Mercy \$960, 9/28/17 Kiwanis Pioneer Chapter \$200 to AR Reading, 12/8/17 Progressive Mothers Club \$50 to Special Activities, 12/18/17 BlueCross BlueShield \$999.35 to Healthy Habit for Life, FSMS Dodgeball party proceeds to Tom W. Davis Memorial Fund 5/16/17 \$311

Eugene Ware  
Gift List 2017-2018

**\$10.00 Donation - Mercy**

**\$4.73 Donation – Red Robin Donations (Kula Foundation)**

**School Supplies – CCC**

**School Supplies- Fort Scott Compassionate Ministries Outreach Center**

**Eye Glass Repair Kit-Wal-Mart Eye Center**

**School Supplies- Methodist Church**

**Snacks, pencils, pens, post it, Hand Sanitizer- First Baptist Church**

**Donuts- Nabholz**

**Drinks from Sonic- Crisler Family**

**School Supplies- Community Christian Church**

**Pens and Highlighters- Sheryl Hulsebus**

**Clothing- Lutheran Church**

**Hot Chocolate for office staff- Janet Crisler**

**\$50.00 -Progressive Mothers Club**

**\$50.00 -Thursday Night Live FCE**

**Shoes, Clothes and Backpacks (many)-** Kyle and Gretchen Martin parents of students in the building.

**Time** -Frank Halsey and Gary Palmer (showed students and parents around bike trails and gave general information on FAVE NITE)

**Puberty Supplies-** Valu- Merchandising and Brandon Peck

**Tooth Brushes and Presentation** – Dr. Patterson’s Office and Nicole Goldston

**Gum** (for all the staff) -Fort Scott Nazarene Church for teacher appreciation week.

**Sonic Coupon** – John Horn and Sonic for teacher appreciation week

**Deli tray-** for staff from PTO for teacher appreciation week

Winfield Scott

Gift List 2017-2018

First Quarter

Boys and Girls Underwear.....Joyce Cowen  
School Supplies.....First United Methodist Church/Jean Tucker 223-4317  
Snack Items and Classroom Teacher Supplies.....First Baptist Church – 123 Scott St.  
Eye Repair Kit.....Walmart to Nurse Stacy  
\$50.00 to every teacher.....Elementary PTO  
Mums for the Courtyard.....Brad and Joyce Cowen  
\$250 for Ready, Set Read and Blooming Readers.....Pioneer Kiwanis  
Girls Underwear.....Trinity Lutheran Church  
School Supplies.....Kassidy Johnson

Second Quarter

Boys Underwear and Girls Pants.....Trinity Lutheran Church  
\$50.00 for clothes/lunch money/school supplies.....Progressive Mothers Club  
Hats,Sweatpants,leggings,underwear.....55+ and Jerry Witt Sunday School Class at CCC  
Classroom Teachers received \$20 cash.....Community Christian Church  
\$50 for children in need.....Thursday Night Live FEC

Third Quarter

DQ coupons for Reading Programs.....Dairy Queen  
Cinnamon Rolls and School Supplies.....First Baptist Church

Fourth Quarter

Gum Packets given to staff.....Nazarene church

## **PUBLIC FORUM INFORMATION**

There were no comments in the public forum section.

## **SITE COUNCIL REPORTS**

Principals from each building presented year-end site council reports.

## **SUPERINTENDENT'S REPORT**

Superintendent Bob Beckham reported on the second negotiations meeting. In addition, he reported on the upcoming warranty walk and the generosity of the community with gifts to the district schools.

## **CURRICULUM DIRECTOR'S REPORT**

Nicki Traul, Curriculum Director, reported on Odysseyware training and the MAP data reports that will be presented at the July board meeting. She also discussed curriculum documents that will be on the website prior to the beginning of school.

## **BUSINESS MANAGER'S REPORT**

Gina Shelton, Business Manager, introduced Daniel Koppa, Facilities Director. She also reported that online school enrollment will open July 15.

## **LAST DAY ENROLLMENT COUNT REPORT**

Board members reviewed the last day enrollment count.



**ENROLLMENT COUNT**  
**May 15, 2018**

Grade	Preschool Center	4-yr. old At-Risk	Winfield Scott	Eugene Ware	Middle School	High School	Grand Total
K	27	31	128				
1			125				
2			159				
3				139			
4				149			
5				139			
6					139		
7					143		
8					151		
9						136	
10						171	
11						137	
12						129	
<hr/>							
2017-18 Total Headcount	27	31	412	427	433	573	1,903
<hr/>							
2016-17 Total Headcount	21	27	422	413	430	568	1,881
<hr/>							
2017-18 FTE	16	15.5	412	427	433	563.5	1,867
<hr/>							
2016-17 FTE	14	13.5	367.5	413	430	562	1,800

Virtual Students - 5

**CONSIDER BOARD POLICY CHANGES AND ADDITIONS**

It was moved by Mrs. Hudiburg, seconded by Mr. Billionis, and carried by unanimous vote that the board approve the following board policy changes and additions:

The board shall take action by way of motions. No motion may be acted upon until it has been seconded by a board member. The vote on all motions shall be by "yes" and "no" and will be taken by a show of hands or other public voting method. Following each vote, the president shall announce the motion carried or failed by a vote of \_\_\_ affirmative votes to \_\_\_ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining any vote.

Any abstaining vote shall be counted as a "no" vote. (See KSA 72-1138)

Any member may declare a conflict of interest in a particular issue and shall leave the meeting room until discussion and voting on the matter is concluded. The minutes shall note that a particular member has declared a conflict of interest and left. The minutes shall also record the time the member left the meeting and when the member returned to the board meeting.

Approved:

KASB Recommendation – 1/01; 4/07; 6/18

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the district on a short-term, intermediate, and long-range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent.

Recommendations

Recommendations of the superintendent and professional staff concerning the district's budget allocations will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in August.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before the August board meeting each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms, and information.

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing

internal controls. The superintendent shall review the accounting system with the board.

Approved:

KASB Recommendation - 7/03; 4/07; 6/07; 6/09; 6/15; 6/18

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

#### Reporting Fraud

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall generally have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate. If the superintendent is the subject of the report of fraud, impropriety, or irregularity, the board shall retain control over the investigation or may designate its legal counsel or another investigator to act on behalf of the board in investigating the matter and reporting any findings back to the board.

#### Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership, or by others on its behalf. Reports may include, but not be limited to, financial improprieties, accounting, or audit matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members

who make good faith complaints, reports, or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make badfaith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the superintendent unless otherwise provided above. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board or its legal counsel. The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Approved:

KASB Recommendation - 6/18



(Sample Procedure)

**Procurement – Federal Programs**

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations concerning the use of federal funds and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations, and board policy to aid in making purchases with federal funds. (2 CFR 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; K.S.A. 72-1151; board policies DFAB, DFAC, DJE, DJEB, DJED, DJEE, DJEF, DJEG, DJEJ, DJFA, and DJFAB)

2017 Procurement Thresholds		
Kansas Bid Threshold	\$20,000	For construction, reconstruction or remodeling or for the purchase of materials, goods or wares
Federal Micro-Purchase Threshold	\$3,500	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)
Federal Simplified Acquisition Threshold	\$150,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1)

\*Please review this Procurement attachment annually and update amounts accordingly

**Responsibility for Purchasing**

The board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid, requirements in the following board policies and their accompanying administrative regulations and/or procedures:

- DFAB: Standard of Conduct for Federally Funded Contracts
- DFAC: Federal Fiscal Compliance
- DJE: Purchasing
- DJEB: Quality Control
- DJED: Bids and Quotations Requirements
- DJEE: Local Purchasing
- DJEF: Requisitions
- DJEG: Purchase Orders and Contracts
- DJEJ: Payment Procedures
- DJFA: Purchasing Authority
- DJFAB: Administrative Leeway

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## (Sample Procedure)

Purchase Methods

When a request for expenses for construction, reconstruction, or remodeling or for the purchase of materials, goods, or wares has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy DJED must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Business Manager under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use purchase orders for purchase requests in accordance with the applicable purchase method.

The district shall use paper and electronic purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the business office.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the purchasing agent.

Purchase orders and requisitions shall contain information including, but not necessarily limited to:

1. Description of the services to be performed or goods to be purchased;
2. Location of where services will be performed or goods will be delivered;
3. Appropriate dates of service or delivery;

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Public Records policy (CN) and Federal Fiscal Compliance policy (DFAC).

Contracts shall be reviewed by the Business Manager prior to submission to the board for approval.

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Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

### Micro-Purchases Not Requiring Quotes or Bidding

For purposes of this procedure, **micro-purchase** means a purchase of supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,500. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$3,500.(48 CFR Subpart 2.1)

**Note:** The micro-purchase maximum for federal purposes is lower than the amount below which the Policy DJED allows purchase for nonfederal purposes to be made without using formal competitive bidding.

The micro-purchase method is used to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices, and other terms. The Business Manager will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** means that sound business practices were followed, and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

### Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing materials, goods, or wares or for completing construction, reconstruction, or remodeling that cost more than the amount qualifying as a micro-

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## (Sample Procedure)

purchase and do not cost \$20,000 or more, or in the case of services other than construction, reconstruction or remodeling, where the total cost does not exceed the \$150,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for construction, reconstruction or remodeling costing \$20,000 or more or for the purchase of materials, goods or wares costing \$20,000 or more because the board policy and Kansas law requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for construction, reconstruction or remodeling or for the purchase of materials, goods or wares is \$20,000. (K.S.A. 72-1151)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

Because state law does not require competitive bidding for the purchase of services other than for construction, reconstruction or remodeling with a cost in excess of \$20,000, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (\$150,000).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$150,000.]

### Formal Competitive Bidding

#### Publicly Solicited Sealed Competitive Bids:

For construction, reconstruction, or remodeling or for the purchase of materials, goods or wares, sealed competitive bids are publicly solicited and awarded to the lowest responsible bidder as provided in Policy DJED when the total cost is estimated to be \$20,000 or more.

**Note:** The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the policy and state law requires competitive bidding. Therefore, the lower base amount specified by Policy DJED will be used for purchases of equipment or supplies, or for obtaining services for construction, reconstruction or remodeling costing \$20,000 or more.

State law does not require bidding for the purchase of services other than for construction, reconstruction or remodeling regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$150,000.

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The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than \$150,000. (48 CFR Subpart 2.1)

For procurement of services costing at or over the \$150,000 federal threshold other than for construction, reconstruction or remodeling, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

### Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than for construction, reconstruction or remodeling, for which competitive bidding is required if the cost will be a base amount of \$20,000 or more.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, reconstruction or remodeling costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy DJED for the acquisition of services other than for construction, reconstruction or remodeling, and can be used if the total cost will be less than \$150,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated, and the most qualified competitor is selected,

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(Sample Procedure)

subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, board policy and administrative regulations or procedures regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
5. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified is selected, subject to negotiation of fair and reasonable compensation, are allowed. The method where price is not used as a selection factor can only be used in procurement of A/E professional services and cannot be used to purchase other services through A/E firms.

Competitive proposals shall be evaluated by the Business Manager based on factors including but not limited to:

1. Cost.

Experience of contractor.

Availability.

Personnel qualifications.

Financial stability.

Minority business, women's business enterprise, or labor surplus area firm status.

Project management expertise.

(Sample Procedure)

-- Understanding of district needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Business Manager.

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Manager must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Manager will enact established business practices which may include evaluation of similar prior procurements and a review process.

Negotiated Profit

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the Business Manager.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.

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2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An emergency exists whenever the time required for the board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the district office.

All noncompetitive proposals will ultimately be approved by the board. The district may utilize legal advice regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$150,000.

### Purchase Cards

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs.

### Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.

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## (Sample Procedure)

4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

**Minority Businesses, Women’s Business Enterprises, Labor Surplus Area Firms**

The district must take necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women’s business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women’s business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

**Geographical Preferences Prohibited**

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals for purchases made with federal funds, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its

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(Sample Procedure)

application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

[See Food Service Program Notes below for permissibility of geographic preferences and “Buy American” practices in purchasing certain food products]

**Prequalified Lists**

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

**Solicitation Language**

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

**Avoiding Acquisition of Unnecessary or Duplicative Items**

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure to Policy DFAC: Allowability of Costs – Federal Programs.

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(Sample Procedure)

### Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act.

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements, and standards of the Uniform Grant Guidance as outlined in this procedure.

### Use of Federal Excess and Surplus Property

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

### Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Manager will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

### Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

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(Sample Procedure)

Maintenance of records of procurement will be governed by board Policies CN and DFAC.

### Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### Settlements of Issues Arising Out of Procurements

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, board policy and administrative regulations and procedures, and the advice of the board's legal counsel.

### Food Service Program Notes:

#### Exemption from Bidding for Perishable Food Items -

Kansas law exempts purchases of food and foodstuffs necessary for the implementation or operation of any child nutrition program from bidding requirements. Bidding for such items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$150,000). Small purchase procedures may be used for purchases below \$150,000, or micro-purchase procedures for purchases below \$3,500. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.

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## (Sample Procedure)

Geographic Preferences -

The district is permitted to apply a geographic preference when procuring unprocessed, locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term domestic commodity or product means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

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(Sample Procedure)

(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Kansas State Department of Education, Division of Child Nutrition and Wellness, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Kansas State Department of Education, Division of Child Nutrition and Wellness, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

Approved:

KASB Recommendation – 6/17; 6/18

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**DE Fraud Prevention and Investigation**

**DE**

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

**Reporting Fraud**

An employee who suspects fraud, impropriety, or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. If the superintendent is the subject of the complaint, reports shall be made to the board president or the board's legal counsel. The superintendent shall generally have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies, as appropriate. If the superintendent is the subject of the report of fraud, impropriety, or irregularity, the board shall retain control over the investigation or may designate its legal counsel or another investigator to act on behalf of the board in investigating the matter and reporting any findings back to the board.

**Whistleblowers**

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership, or by others on its behalf. Reports may include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports, or inquiries under this policy or for

**DE Fraud Prevention and Investigation**

**DE-**

participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false or vexatious complaints, reports, or inquiries, or who otherwise abuse this policy.

Companies, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the companies reports or inquiries. They should be directed to the superintendent, unless otherwise provided above. If the superintendent is implicated in the complaint, report, or inquiry, it should be directed to the board or its legal counsel. The district will conduct a prompt review or investigation. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Approved: 6/18

KASB Recommendation – 6/18



The investment of school district monies shall be the responsibility of the superintendent and business manager.

Any monies not immediately required for the purposes for which the monies were collected or received may be invested as provided by current statute.

Posting Securities

All investments of district monies shall be secured to 100% of the amount of district monies by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

All banks and savings and loan associations with main or branch offices located within the county or adjoining counties of the district shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of monies for investment shall be as follows:

The business manager or another person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment.

Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at a rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer shall be accepted. No funds will be invested for maturities of more than two years.

Any monies not otherwise invested in eligible banks and savings and loans located in the district due to their inability, for whatever reason to accept the funds, shall be invested in secured deposits in banks or savings and loans which have offices located in counties in which a part of the school district is located or in adjoining counties.

Any monies not invested in banks and savings and loans in the district or located in counties in which a part of the school district is located may be invested in the municipal investment pool fund or United States Treasury bills or notes as authorized by Kansas law.

Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the superintendent.

The business manager shall record the following information: the date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified; the bid, carried to five decimal places (.11111); the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the district, any otherwise eligible bank or savings and loan association shall have on file in the office of the district treasurer a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The superintendent shall report monthly to the board on the district's investments.

Approved:

KASB recommendation 6/06; 4/07; 6/18

DIC Inventories

DIC

An accounting will be made annually for all district-owned personal property.

An inventory record system shall be developed by the superintendent. All inventory records shall be annually updated showing deletions and additions, the estimated value, original cost (where available), date of purchase, serial numbers (where available), and location and condition of each piece of district-owned personal property.

Each building principal shall take an annual inventory of district-owned personal property under the direction of the superintendent. Inventory forms shall be developed by the superintendent. One copy of each inventory taken in an attendance center shall be filed in that building, and one copy shall be filed in the central office with the clerk.

Approved:

KASB Recommendation - 4/07; 6/18

The board may establish petty cash accounts by resolution. All petty cash funds will be audited annually at the same time as the general fund budget. The board shall also receive monthly reports of the expenditures from and reimbursements to each petty cash account.

Approved:

KASB Recommendation – 4/07; 6/18

DJB PETTY CASH ACCOUNTS

[RESOLUTION TO ESTABLISH PETTY CASH FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 234, Bourbon County, Kansas, has determined that the creation of a petty cash fund is an efficient method to pay expenses for school district purposes in emergencies:

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 234, Bourbon County, Kansas that a petty cash fund designated as the \_\_\_\_\_ Building Petty Cash Fund is created for the purpose of receiving and expending funds for needed district expenditures in an emergency. The fund shall be up to the amount of \$500.

The fund shall be administered by the Business Manager. The Business Manager shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures and balance at the end of each month and at the end of each school year. An itemized receipt shall be maintained for each expenditure. Any person authorized to administer a petty cash fund shall be bonded by the school district.

Upon proper report to the board, the petty cash fund shall be replenished by payment from the appropriate fund of the school district.

The petty cash fund shall not be loaned or advanced against the salary of any employee.

Funds in the petty cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1136 and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 234, Bourbon County, Kansas, the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

[NOTE: A separate resolution must be adopted for each petty cash fund.]

The board reserves the right to establish the specifications for and quality of goods or services purchased by the district.

Specifications

It is the responsibility of the originator of a purchase request to see that all specifications requested are complete.

Standardization

Whenever possible, standard lists of supplies and equipment shall be developed in all budget areas.

Quantity Purchasing

Quantity purchasing is encouraged.

Approved:

KASB Recommendation - 4/07; 6/18

All purchases requiring competitive bids shall be made in accordance with current statutes.

The purchasing agent shall develop and maintain lists of potential suppliers. Bid lists shall be used to notify potential bidders.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon request.

All bids and supporting documentation shall be retained in the district office with the clerk for a period of three years after bids have been opened.

Bid Specifications

All bid specifications shall be written by the district's purchasing agent and shall include required characteristics and quality standards. Specifications shall include, when necessary: required performance, surety, bid, and statutory bond information; compliance with preferential bid law; financial statements; the board's right to reject any or all bids; compliance with all federal, state, and local laws, ordinances, and regulations; the date, time, and place for the opening of bids; and other items as the board directs.

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications, all bids shall be returned unopened, and the project shall be rebid using corrected and/or amended specifications.



Procedure

All bids must be submitted to the clerk in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated date and time. All bidders and other interested persons may be present when the bids are opened.

Bids may be opened by the purchasing agent or other person designated by the board, and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

All bids shall be awarded to the lowest responsible bidder. The board remains the sole judge of whether a bidder is "responsible." Criteria that may be used to judge whether the bidder is responsible by way of illustration and not limitation, are: financial standing, reputation, experience, prior working relationship with the district, resources, facilities, judgment, and efficiency.

The board may investigate whether the bidder is responsible by using information at hand to form an intelligent judgment, such as, but not necessarily limited to, the district's architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a non-judgmental error has been made.

Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

The board reserves the right to reject any and all bids and to ask for new bids. This reservation shall be specified in the publication or notification of bid letting.

The board reserves the right to waive any informalities in or reject any parts of a bid.

Multi-State Purchasing Pools

The board may participate in multi-state purchasing pools.

Approved:

KASB Recommendation – 7/03; 4/07; 6/18

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

All requisitions shall be submitted to the purchasing agent by the designated deadline. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

The school or district entity shall not be used to order or purchase supplies, goods, or wares for the personal use of employees. Use of the "school entity" in this manner would include, but may not be limited to, the use of the school or district's name, letterhead, purchase order, fund, credit card, and/or check.

Approved:

KASB Recommendation - 4/07; 6/16; 6/18

DK STUDENT ACTIVITY FUND MANAGEMENT

[RESOLUTION TO ESTABLISH ACTIVITY FUND]

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 234, Bourbon County, Kansas, has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 234, Bourbon County, Kansas, that an activity fund designated as the 56 fund is created for the purpose of receiving and expending funds for student activities, including athletics, music, forensics, dramatics and other board approved student extra-curricular activities.

The fund shall be administered by the Business Manager. The Business Manager shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-1132, and the provisions of K.S.A. 12-105b shall not apply.

ADOPTED by the Board of Education of Unified School District 234, Bourbon County, Kansas, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[NOTE: A separate resolution must be adopted for each activity fund.]

DP Collection Procedures (See EE and JS)

DP

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to three times in not less than ten day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within ten days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk within ten days after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes, the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district, or the matter may be handled through the Kansas SetOff Program.

Insufficient Funds Checks

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

DP Collection Procedures

DP-2

Once the person is notified of the first returned check via U.S. First Class Mail, if restitution is made within five working days from the notification being mailed, there will be no charge for a returned check. If after a second notification is sent, restitution is not made within an additional five working days, a fee of \$10.00 may be charged.

- All future payments to the district or individual schools would then need to be in the form of cash, cashier's check, or credit/debit card payment.
- If restitution is not made after mailing the final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.

Approved:

KASB Recommendation – 12/16; 6/18

- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<b>Report to Local Law Enforcement</b>
<b>USD 234</b>

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.

Signed: \_\_\_\_\_  
Administrator or other school employee.

cc: Superintendent of Schools, USD 234 Student/s file

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- Sample Form -

*Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.*

**Report to Staff Member USD 234**

Pursuant to K.S.A. 72-6143, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the pupil to all employees who are involved or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

**School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 234 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.**

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

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GAAE BULLYING BY ADULTS

- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff handbooks.

<b>Report to Local Law Enforcement</b>  <b>USD 234</b>
--

Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes:

Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.
--

Signed: \_\_\_\_\_  
Administrator or other school employee

c/o Superintendent, USD 234; c/employee's file

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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. Such documentation must 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 30<sup>th</sup> 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

Except as may be specified in the negotiated agreement concerning staff members covered thereby, all plans for self-improvement involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

Approved:

KASB Recommendation - 2/98; 4/07; 6/18

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. Also see the negotiated agreement.

A licensed employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed.

If the licensed employee terminates employment in the district without complying with board policy, the board may petition the Kansas State Board of Education to have the teacher's license suspended.

Exit Interviews

Exit interviews may be conducted after an employee resigns.

Approved:

KASB Recommendation – 2/98; 6/06; 4/07; 6/18

In accordance with the provisions of federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-3404) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all federal and Kansas statutes, rules, and regulations.

Approved:

KASB Recommended – 6/14; 6/18



JBE TRUANCY

(From KASB Forms Book)

PARENT CONSENT AND WAIVER FOR CHILD 16 OR OLDER TO BE EXEMPT FROM COMPULSORY ATTENDANCE REQUIREMENTS.

I, (Name of Parent(s) or Person Acting As Parent), understand that pursuant to Kansas law, (Name of Student) is required to attend school until he/she receives a high school diploma or general educational development (GED) credential or reaches the age of 18; whichever occurs first.

Pursuant to K.S.A. 72-3120, as amended, Unified School District No. 234 encourages (Name of Student) to remain in school or to pursue an education alternative.

The academic skills listed below have not been achieved by (Name of Student) :

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

Based on (Source of Information) the difference in future earning power between a high school graduate and a high school drop out is \_\_\_\_\_.

Name of Student is encouraged to attend one of the following area alternative education programs in order to aid Name of Student in obtaining a high school diploma, a general education development credential, or other certification of completion, such as a career technical education industry certification:

*(List any programs that may be available. Contact information for accredited private schools, virtual schools, and virtual programs can be found at <http://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Adult-Diploma-Completion/Information-For-Alternative-and-Adult-Learners>. The statutory language suggests an "alternative learning plan" could also include extended learning opportunities such as independent study, private instruction, performing groups, internships, community service, apprenticeships, and online coursework.)*

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

I (we), the undersigned, hereby give written consent to allow Name of Student, who is [16] [17] years of age, to be exempt from the Kansas compulsory attendance requirement and state we have attended the final counseling session conducted by USD No. 234 in which the above information was presented to us.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent(s) or Person Acting as Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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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 behest 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 shall/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 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

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JDD REPORT TO STAFF OF EXPULSION OR CONVICTION

- Sample Form -

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

Report to Staff Member USD 234

Pursuant to K.S.A. 72-6143, administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and, if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged or convicted for an activity listed above.

School District staff are required by both Federal Law and K.S.A. 72-6311 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 234 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

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# JDD SUSPENSION AND EXPULSION PROCEDURES

## Sample Form

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

### Report to Staff Member USD 234

Pursuant to K.S.A. 72-89b03, administrative, professional, or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the student to the superintendent. The superintendent shall investigate the matter, and if it is determined the student has been involved in the following, the superintendent shall provide information and the identity of the pupil to all employees who are involved, or likely to be directly involved, in teaching or providing related services to pupil:

1. Any student who has been expelled for conduct which endangers the safety of others;
2. Any student who has been expelled for commission of felony-type offenses;
3. Any student who has been expelled for possession of a weapon;
4. Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony-theft offense involving no direct threat to human life;
5. Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

You are notified that \_\_\_\_\_, within the past 365 days, has been expelled, adjudged, or convicted for an activity listed above.

School district staff are required by both federal law and K.S.A. 72-6214 to protect the right of privacy of any student under the age of 18 and the student's family regarding personally identifiable records, files, data, and information directly related to the student and his/her family. I acknowledge this responsibility and agree that I will disclose the above information only to other USD 234 employees and officials. Violation of these privacy rights could include sanctions up to and including termination.

Signed: \_\_\_\_\_  
School employee who receives the report

Signed: \_\_\_\_\_  
Administrator or school employee making report

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. Unless otherwise specified in this policy, the possession, use, sale, distribution, and/or being under the influence of illicit drugs, controlled substances, and/or alcohol by students at school, on or in school property, or at school-sponsored activities or events is prohibited.

Possession, use, and/or being under the influence of a controlled substance by a student for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such student from a person licensed by the state to dispense, prescribe, or administer controlled substances;
2. In the case of use or possession, approved and administered, if administered at all, in accordance with board policy JGFGB and/or board policy JGFGBA; and
3. Used, if at all, in accordance with label directions.

#### Student Conduct

As a condition of continued enrollment in the district, students shall abide by the terms of this policy.

Students shall not manufacture, sell, distribute, dispense, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages at school, on or in school district property, or at any school activity,



program, or event. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to district sanctions, including the possibility of expulsion.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved:

KASB Recommendation – 7/96; 9/97; 7/02; 4/07; 6/08; 6/12; 12/13; 6/18

- Sample Form -

Retype to suit local needs, remove from policy book, and file with the clerk and principals. Form could also be included in staff or student handbooks.

<p><b>Report to Local Law Enforcement</b></p> <p><b>USD 234</b></p>
---

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved in felonies, misdemeanors and weapons}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

<p>School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.</p>
---

Signed: \_\_\_\_\_  
 Administrator or other school employee.

cc: Superintendent of Schools, USD 234 Student/s file

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JDDC REPORT TO LOCAL LAW ENFORCEMENT (BULLYING)

- Sample Form -

Retype to suit local needs, remove from policy book and file with the clerk and principals. Form could also be included in staff or student handbooks.

<b>Report to Local Law Enforcement</b>  <b>USD 234</b>
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Pursuant to Kansas law, the administrator or other school employee whose signature appears below is reporting the following crimes. Briefly describe each incident and the person/s involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	School/Location	Student/s or Person/s Involved	Brief Description of bullying incident/s.
1.			
2.			

School Districts are required by Federal Law and K.S.A. 72-6311 to protect the privacy rights of students under the age of 18.
--

Signed: \_\_\_\_\_  
Administrator or other school employee

c/superintendent, USD 234; c/student's file/employee's file as allowed by applicable negotiated language

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## **CONSIDER LEA ASSURANCES AGREEMENT**

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board approve the LEA Assurances Agreement.

# KANSAS STATE DEPARTMENT OF EDUCATION

## Local Education Agency (LEA) Application for The Individuals with Disabilities Education Act (IDEA) Part B Funds

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### LEA ASSURANCES

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#### Section I. General Grant Assurances for Federal Funds

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**Throughout the period of the grant award, the LEA will comply with all requirements of:**

The Individuals with Disabilities Education Act (IDEA) as Amended by the Individuals with Disabilities Education Act Amendments of 2004 (PL 108-446) and its implementing regulations;

The Kansas Special Education for Exceptional Children Act and the Kansas State Board of Education's administrative regulations on special education;

The LEA will make a good faith effort, on a continuing basis, to maintain a drug-free workplace, in accordance with the measures in 34 CFR Part 84, Subpart B and the Drug-Free Workplace Act of 1988;

The Education Department General Administrative Regulations (EDGAR) 34 CFR 76 requirements that are not inconsistent with IDEA, including:

34 CFR §76.500(a) Federal statutes and regulations on nondiscrimination.

(a) A State and a subgrantee shall comply with the following statutes and regulations:

Subject	Statute	Regulation
Discrimination on the basis of race, color, or national origin	Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000d through 2000d-4)	34 CFR part 100.
Discrimination on the basis of sex	Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683)	34 CFR part 106.
Discrimination on the basis of handicap	Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)	34 CFR part 104.
Discrimination on the basis of age	The Age Discrimination Act (42 U.S.C. 6101 <i>et seq.</i> )	34 CFR part 110.

(b) A State or subgrantee that is a covered entity as defined in §108.3 of this title shall comply with the nondiscrimination requirements of the Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 CFR part 108.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

[45 FR 22497, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 71 FR 15002, Mar. 24, 2006]

34 CFR §76.650 Private schools; purpose of §§76.651-76.662.

(a) Under some programs, the authorizing statute requires that a State and its subgrantees provide for participation by students enrolled in private schools. Sections 76.651-76.662 apply to those programs and provide rules for that participation. These sections do not affect the authority of the State or a subgrantee to enter into a contract with a private party.

(b) If any other rules for participation of students enrolled in private schools apply under a particular program, they are in the authorizing statute or implementing regulations for that program.

(Authority: 20 U.S.C. 1221e-3 and 3474)

Note: Some program statutes authorize the Secretary—under certain circumstances—to provide benefits directly to private school students. These “bypass” provisions—where they apply—are implemented in the individual program regulations.

34 CFR §76.700 Compliance with statutes, regulations, State plan, and applications.

A State and a subgrantee shall comply with the State plan and applicable statutes, regulations, and approved applications, and shall use Federal funds in accordance with those statutes, regulations, plan, and applications.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

34 CFR §76.701 The State or subgrantee administers or supervises each project.

A State or a subgrantee shall directly administer or supervise the administration of each project.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

34 CFR §76.702 Fiscal control and fund accounting procedures.

A State and a subgrantee shall use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

34 CFR §76.709 Funds may be obligated during a “carryover period.”

(a) If a State or a subgrantee does not obligate all of its grant or subgrant funds by the end of the fiscal year for which Congress appropriated the funds, it may obligate the remaining funds during a carryover period of one additional fiscal year.

(b) The State shall return to the Federal Government any carryover funds not obligated by the end of the carryover period by the State and its subgrantees.

Note: This section is based on a provision in the General Education Provisions Act (GEPA). Section 427 of the Department of Education Organization Act (DEOA), 20 U.S.C. 3487, provides that except to the extent inconsistent with the DEOA, the GEPA “shall apply to functions transferred by this Act to the extent applicable on the day preceding the effective date of this Act.” Although standardized nomenclature is used in this section to reflect the creation of the Department of Education, there is no intent to extend the coverage of the GEPA beyond that authorized under section 427 or other applicable law.

(Authority: U.S.C. 1221e-3, 1225(b), and 3474)

[45 FR 22517, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 45 FR 86296, Dec. 30, 1980. Redesignated at 60 FR 41295, Aug. 11, 1995]

34 CFR §76.722 Subgrantee reporting requirements.

A State may require a subgrantee to submit reports in a manner and format that assists the State in complying with the requirements under 34 CFR 76.720 and in carrying out other responsibilities under the program.

(Authority: 20 U.S.C. 1221e-3, 1231a, and 3474)  
[72 FR 3703, Jan. 25, 2007]

34 CFR §76.730 Records related to grant funds.

A State and a subgrantee shall keep records that fully show:

- (a) The amount of funds under the grant or subgrant;
- (b) How the State or subgrantee uses the funds;
- (c) The total cost of the project;
- (d) The share of that cost provided from other sources; and
- (e) Other records to facilitate an effective audit.

(Approved by the Office of Management and Budget under control number 1880-0513)

(Authority: 20 U.S.C. 1232f)

[45 FR 22517, Apr. 3, 1980. Redesignated at 45 FR 77368, Nov. 21, 1980, as amended at 53 FR 49143, Dec. 6, 1988]

34 CFR §76.731 Records related to compliance.

A State and a subgrantee shall keep records to show its compliance with program requirements.

(Authority: 20 U.S.C. 1221e-3, 3474, and 6511(a))

The Uniform Grant Guidance, 2 CFR §200 all applicable subrecipient requirements, notably including but not limited to:

2 CFR Subpart D – Post Federal Award Requirements

- §200.302 Financial management.
- §200.303 Internal controls.
- §200.305 Payment.
- §200.313 Equipment.
- §200.314 Supplies.
- §200.318 General procurement standards.
- §200.320 Methods of procurement to be followed;

2 CFR 200 Subpart E: Cost Principles:

- §200.403 Factors affecting allowability of costs.
- §200.404 Reasonable costs.
- §200.405 Allocable costs.
- §200.413 Direct costs.
- §200.415 Required certifications.
- §200.430 Compensation—personal services.

The Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' Responsibilities and makes the following certification by signing this application:

The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for such failure.

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## Section II. IDEA Part B Grant Assurances

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**An LEA is eligible for assistance under Part B of the Act for a fiscal year if the agency submits a plan that provides assurances to the SEA that the LEA meets each of the conditions in §§300.201 through 300.213.**

(Authority: 20 U.S.C. 1413(a))

### **34 CFR §300.201 Consistency with State policies.**

The LEA, in providing for the education of children with disabilities within its jurisdiction, must have in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §§300.101 through 300.163, and §§300.165 through 300.174.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(1))

### **34 CFR §300.202 Use of amounts.**

(a) *General.* Amounts provided to the LEA under Part B of the Act—

- (1) Must be expended in accordance with the applicable provisions of this part;
- (2) Must be used only to pay the excess costs of providing special education and related services to children with disabilities, consistent with paragraph (b) of this section; and
- (3) Must be used to supplement State, local, and other Federal funds and not to supplant those funds.

(b) *Excess cost requirement—(1) General.* (i) The excess cost requirement prevents an LEA from using funds provided under Part B of the Act to pay for all of the costs directly attributable to the education of a child with a disability, subject to paragraph (b)(1)(ii) of this section.

(ii) The excess cost requirement does not prevent an LEA from using Part B funds to pay for all of the costs directly attributable to the education of a child with a disability in any of the ages 3, 4, 5, 18, 19, 20, or 21, if no local or State funds are available for nondisabled children



of these ages. However, the LEA must comply with the nonsupplanting and other requirements of this part in providing the education and services for these children.

(2)(i) An LEA meets the excess cost requirement if it has spent at least a minimum average amount for the education of its children with disabilities before funds under Part B of the Act are used.

(ii) The amount described in paragraph (b)(2)(i) of this section is determined in accordance with the definition of *excess costs* in §300.16. That amount may not include capital outlay or debt service.

(3) If two or more LEAs jointly establish eligibility in accordance with §300.223, the minimum average amount is the average of the combined minimum average amounts determined in accordance with the definition of excess costs in §300.16 in those agencies for elementary or secondary school students, as the case may be.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(2)(A))

### **34 CFR §300.203 Maintenance of effort.**

(a) *Eligibility standard.* (1) For purposes of establishing the LEA's eligibility for an award for a fiscal year, the SEA must determine that the LEA budgets, for the education of children with disabilities, at least the same amount, from at least one of the following sources, as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available:

- (i) Local funds only;
- (ii) The combination of State and local funds;
- (iii) Local funds only on a per capita basis; or
- (iv) The combination of State and local funds on a per capita basis.

(2) When determining the amount of funds that the LEA must budget to meet the requirement in paragraph (a)(1) of this section, the LEA may take into consideration, to the extent the information is available, the exceptions and adjustment provided in §§300.204 and 300.205 that the LEA:

(i) Took in the intervening year or years between the most recent fiscal year for which information is available and the fiscal year for which the LEA is budgeting; and

(ii) Reasonably expects to take in the fiscal year for which the LEA is budgeting.

(3) Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to account to the Federal government directly or through the SEA may not be considered in determining whether an LEA meets the standard in paragraph (a)(1) of this section.

(b) *Compliance standard.* (1) Except as provided in §§300.204 and 300.205, funds provided to an LEA under Part B of the Act must not be used to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of those expenditures for the preceding fiscal year.

(2) An LEA meets this standard if it does not reduce the level of expenditures for the education of children with disabilities made by the LEA from at least one of the following sources below the level of those expenditures from the same source for the preceding fiscal year, except as provided in §§300.204 and 300.205:

- (i) Local funds only;
- (ii) The combination of State and local funds;
- (iii) Local funds only on a per capita basis; or

(iv) The combination of State and local funds on a per capita basis.

(3) Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to account to the Federal government directly or through the SEA may not be considered in determining whether an LEA meets the standard in paragraphs (b)(1) and (2) of this section.

(c) *Subsequent years.* (1) If, in the fiscal year beginning on July 1, 2013 or July 1, 2014, an LEA fails to meet the requirements of §300.203 in effect at that time, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required in the absence of that failure, not the LEA's reduced level of expenditures.

(2) If, in any fiscal year beginning on or after July 1, 2015, an LEA fails to meet the requirement of paragraph (b)(2)(i) or (iii) of this section and the LEA is relying on local funds only, or local funds only on a per capita basis, to meet the requirements of paragraph (a) or (b) of this section, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required under paragraph (b)(2)(i) or (iii) in the absence of that failure, not the LEA's reduced level of expenditures.

(3) If, in any fiscal year beginning on or after July 1, 2015, an LEA fails to meet the requirement of paragraph (b)(2)(ii) or (iv) of this section and the LEA is relying on the combination of State and local funds, or the combination of State and local funds on a per capita basis, to meet the requirements of paragraph (a) or (b) of this section, the level of expenditures required of the LEA for the fiscal year subsequent to the year of the failure is the amount that would have been required under paragraph (b)(2)(ii) or (iv) in the absence of that failure, not the LEA's reduced level of expenditures.

(d) *Consequence of failure to maintain effort.* If an LEA fails to maintain its level of expenditures for the education of children with disabilities in accordance with paragraph (b) of this section, the SEA is liable in a recovery action under section 452 of the General Education Provisions Act (20 U.S.C. 1234a) to return to the Department, using non-Federal funds, an amount equal to the amount by which the LEA failed to maintain its level of expenditures in accordance with paragraph (b) of this section in that fiscal year, or the amount of the LEA's Part B subgrant in that fiscal year, whichever is lower.

(Approved by the Office of Management and Budget under control number 1820-0600)

(Authority: 20 U.S.C. 1413(a)(2)(A), Pub. L. 113-76, 128 Stat. 5, 394 (2014), Pub. L. 113-235, 128 Stat. 2130, 2499 (2014)) [80 FR 23666, Apr. 28, 2015]

Note: An LEA may apply the exceptions in §300.204 and the adjustment in §300.205 to meet both the eligibility and compliance standards. When determining the amount of funds that an LEA must budget to meet the eligibility standard, the LEA may take into consideration, to the extent the information is available, the exceptions and adjustment that the LEA: (i) took in the intervening year or years between the most recent fiscal year for which information is available and the fiscal year for which the LEA is budgeting; and (ii) reasonably expects to take in the fiscal year for which the LEA is budgeting. (From OSEP Memo 15-10, Issuance of Guidance on the Final Local Educational Agency (LEA) Maintenance of Effort (MOE) Regulations under Part B of the Individuals with Disabilities Education Act (IDEA), July 27, 2015.)

### **34 CFR §300.204 Exception to maintenance of effort.**

Notwithstanding the restriction in §300.203(b), an LEA may reduce the level of expenditures by the LEA under Part B of the Act below the level of those expenditures for the preceding fiscal year if the reduction is attributable to any of the following:

(a) The voluntary departure, by retirement or otherwise, or departure for just cause, of special education or related services personnel.

(b) A decrease in the enrollment of children with disabilities.

(c) The termination of the obligation of the agency, consistent with this part, to provide a program of special education to a particular child with a disability that is an exceptionally costly program, as determined by the SEA, because the child—

(1) Has left the jurisdiction of the agency;

(2) Has reached the age at which the obligation of the agency to provide FAPE to the child has terminated; or

(3) No longer needs the program of special education.

(d) The termination of costly expenditures for long-term purchases, such as the acquisition of equipment or the construction of school facilities.

(e) The assumption of cost by the high cost fund operated by the SEA under §300.704(c).

(Approved by the Office of Management and Budget under control number 1820-0600)

(Authority: 20 U.S.C. 1413(a)(2)(B))

[71 FR 46753, Aug. 14, 2006, as amended at 80 FR 23667, Apr. 28, 2015]

### **34 CFR §300.205 Adjustment to local fiscal efforts in certain fiscal years.**

(a) *Amounts in excess.* Notwithstanding §300.202(a)(2) and (b) and §300.203(b), and except as provided in paragraph (d) of this section and §300.230(e)(2), for any fiscal year for which the allocation received by an LEA under §300.705 exceeds the amount the LEA received for the previous fiscal year, the LEA may reduce the level of expenditures otherwise required by §300.203(b) by not more than 50 percent of the amount of that excess.

(b) *Use of amounts to carry out activities under ESEA.* If an LEA exercises the authority under paragraph (a) of this section, the LEA must use an amount of local funds equal to the reduction in expenditures under paragraph (a) of this section to carry out activities that could be supported with funds under the ESEA regardless of whether the LEA is using funds under the ESEA for those activities.

(c) *State prohibition.* Notwithstanding paragraph (a) of this section, if an SEA determines that an LEA is unable to establish and maintain programs of FAPE that meet the requirements of section 613(a) of the Act and this part or the SEA has taken action against the LEA under section 616 of the Act and subpart F of these regulations, the SEA must prohibit the LEA from reducing the level of expenditures under paragraph (a) of this section for that fiscal year.

(d) *Special rule.* The amount of funds expended by an LEA for early intervening services under §300.226 shall count toward the maximum amount of expenditures that the LEA may reduce under paragraph (a) of this section.

(Approved by the Office of Management and Budget under control number 1820-0600)

(Authority: 20 U.S.C. 1413(a)(2)(C))

[71 FR 46753, Aug. 14, 2006, as amended at 80 FR 23667, Apr. 28, 2015]

### **34 CFR §300.206 Schoolwide programs under title I of the ESEA.**

(a) *General.* Notwithstanding the provisions of §§300.202 and 300.203 or any other provision of Part B of the Act, an LEA may use funds received under Part B of the Act for any fiscal year to carry out a schoolwide program under section 1114 of the ESEA, except that the amount used in any schoolwide program may not exceed—

(1)(i) The amount received by the LEA under Part B of the Act for that fiscal year; divided by

(ii) The number of children with disabilities in the jurisdiction of the LEA; and multiplied by

(2) The number of children with disabilities participating in the schoolwide program.

(b) *Funding conditions.* The funds described in paragraph (a) of this section are subject to the following conditions:

(1) The funds must be considered as Federal Part B funds for purposes of the calculations required by §300.202(a)(2) and (a)(3).

(2) The funds may be used without regard to the requirements of §300.202(a)(1).

(c) *Meeting other Part B requirements.* Except as provided in paragraph (b) of this section, all other requirements of Part B of the Act must be met by an LEA using Part B funds in accordance with paragraph (a) of this section, including ensuring that children with disabilities in schoolwide program schools—

(1) Receive services in accordance with a properly developed IEP; and

(2) Are afforded all of the rights and services guaranteed to children with disabilities under the Act.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(2)(D))

### **34 CFR §300.207 Personnel development.**

The LEA must ensure that all personnel necessary to carry out Part B of the Act are appropriately and adequately prepared, subject to the requirements of §300.156 (related to personnel qualifications) and section 2102(b) of the ESEA.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(3))  
[71 FR 46753, Aug. 14, 2006, as amended at 82 FR 29761, June 30, 2017]

### **34 CFR §300.208 Permissive use of funds.**

(a) *Uses.* Notwithstanding §§300.202, 300.203(b), and 300.162(b), funds provided to an LEA under Part B of the Act may be used for the following activities:

(1) *Services and aids that also benefit nondisabled children.* For the costs of special education and related services, and supplementary aids and services, provided in a regular class or other education-related setting to a child with a disability in accordance with the IEP of the child, even if one or more nondisabled children benefit from these services.

(2) *Early intervening services.* To develop and implement coordinated, early intervening educational services in accordance with §300.226.

(3) *High cost special education and related services.* To establish and implement cost or risk sharing funds, consortia, or cooperatives for the LEA itself, or for LEAs working in a consortium of which the LEA is a part, to pay for high cost special education and related services.

(b) *Administrative case management.* An LEA may use funds received under Part B of the Act to purchase appropriate technology for recordkeeping, data collection, and related case management activities of teachers and related services personnel providing services described in the IEP of children with disabilities that is needed for the implementation of those case management activities.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(4))  
[71 FR 46753, Aug. 14, 2006, as amended at 80 FR 23667, Apr. 28, 2015]

### **34 CFR §300.209 Treatment of charter schools and their students.**

(a) *Rights of children with disabilities.* Children with disabilities who attend public charter schools and their parents retain all rights under this part.

(b) *Charter schools that are public schools of the LEA.* (1) In carrying out Part B of the Act and these regulations with respect to charter schools that are public schools of the LEA, the LEA must—

(i) Serve children with disabilities attending those charter schools in the same manner as the LEA serves children with disabilities in its other schools, including providing supplementary and related services on site at the charter school to the same extent to which the LEA has a policy or practice of providing such services on the site to its other public schools; and

(ii) Provide funds under Part B of the Act to those charter schools—

(A) On the same basis as the LEA provides funds to the LEA's other public schools, including proportional distribution based on relative enrollment of children with disabilities; and

(B) At the same time as the LEA distributes other Federal funds to the LEA's other public schools, consistent with the State's charter school law.

(2) If the public charter school is a school of an LEA that receives funding under §300.705 and includes other public schools—

(i) The LEA is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity; and

(ii) The LEA must meet the requirements of paragraph (b)(1) of this section.

(c) *Public charter schools that are LEAs.* If the public charter school is an LEA, consistent with §300.28, that receives funding under §300.705, that charter school is responsible for ensuring that the requirements of this part are met, unless State law assigns that responsibility to some other entity.

(d) *Public charter schools that are not an LEA or a school that is part of an LEA.* (1) If the public charter school is not an LEA receiving funding under §300.705, or a school that is part of an LEA receiving funding under §300.705, the SEA is responsible for ensuring that the requirements of this part are met.

(2) Paragraph (d)(1) of this section does not preclude a State from assigning initial responsibility for ensuring the requirements of this part are met to another entity. However, the SEA must maintain the ultimate responsibility for ensuring compliance with this part, consistent with §300.149.

(Approved by the Office of Management and Budget under control number 1820-0600) (Authority: 20 U.S.C. 1413(a)(5))

### **34 CFR §300.210 Purchase of instructional materials.**

(a) *General.* Not later than December 3, 2006, an LEA that chooses to coordinate with the National Instructional Materials Access Center (NIMAC), when purchasing print instructional materials, must acquire those instructional materials in the same manner, and subject to the same conditions as an SEA under §300.172.

(b) *Rights of LEA.* (1) Nothing in this section shall be construed to require an LEA to coordinate with the NIMAC.

(2) If an LEA chooses not to coordinate with the NIMAC, the LEA must provide an assurance to the SEA that the LEA will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.

(3) Nothing in this section relieves an LEA of its responsibility to ensure that children with disabilities who need instructional materials in accessible formats but are not included under the definition of blind or other persons with print disabilities in §300.172(e)(1)(i) or who need materials that cannot be produced from NIMAS files, receive those instructional materials in a timely manner.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(6))

Note: Kansas has defined 'timely manner' as; the responsible public agency has taken all reasonable steps to ensure that needed instructional materials, including instructional materials that cannot be produced from NIMAS files, are provided in accessible formats to blind or other children with print disabilities at the same time as nondisabled children receive instructional materials. The definition for timely manner applies to all children with disabilities that need instructional materials provided in an accessible format regardless of the eligibility requirements of NIMAS.

### **34 CFR §300.211 Information for SEA.**

The LEA must provide the SEA with information necessary to enable the SEA to carry out its duties under Part B of the Act, including, with respect to §§300.157 and 300.160, information relating to the performance of children with disabilities participating in programs carried out under Part B of the Act.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(7))

### **34 CFR §300.212 Public information.**

The LEA must make available to parents of children with disabilities and to the general public all documents relating to the eligibility of the agency under Part B of the Act.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(8))

### **34 CFR §300.213 Records regarding migratory children with disabilities.**

The LEA must cooperate in the Secretary's efforts under section 1308 of the ESEA to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding those children.

(Approved by the Office of Management and Budget under control number 1820-0600)  
(Authority: 20 U.S.C. 1413(a)(9))

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## **Section III. National Instructional Materials Accessibility Center (NIMAC) Opt-in/Opt-Out Assurance**

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A Local Education Area (LEA) has a choice to coordinate with the National Instructional Materials Access Center (NIMAC) or to implement the standard without coordinating with the National Instructional Materials Access Center (NIMAC). 34 CFR §300.210

*Please select the appropriate box to indicate the LEAs choice to opt-in or out of the NIMAC to implement the NIMAS Standard:*

OPT-IN The LEA coordinates with the National Instructional Materials Access Center and, as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, enters into a written contract with the publisher of the print instructional materials to:

- (a) Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Materials Center (NIMAC), electronic files containing the contents of the print instructional materials using the NIMAS standard

Or

- (b) Purchase instructional materials from the publisher that are produced in, or may be rendered in, specialized formats.

OPT-OUT The LEA has chosen not to coordinate with the National Instructional Materials Access Center but assures that it will provide instructional materials to blind persons or other persons with print disabilities in a timely manner.

## CERTIFICATION

**HEREBY CERTIFY** that the applicant has read and understands the General and IDEA grant assurances and will comply with such assurances.

Name of Local Board Official:

--

Board Approved Date:

--

**CONSIDER CONTRACT FOR PROVISION OF EDUCATION SERVICES BASES**

It was moved by Mrs. Hudiburg, seconded by Mr. Billionis, and carried by unanimous vote that the board approve the following Contract for Education Services BASES:



**CONTRACT FOR PROVISION OF EDUCATIONAL SERVICES  
BASES (Behavior and Social Emotional Supports)  
Formerly- Project STAY**

THIS CONTRACT, entered into on July 1, 2018, pursuant to K.S.A. 72-967(a)(3), by and between Fort Scott USD 234, Bourbon County, Kansas, hereinafter referred to as "First Party," and Southeast Kansas Education Service Center, Interlocal #609, Crawford County, Kansas, hereinafter referred to as "Second Party."

In consideration of the premises and of the mutual agreements set forth herein; the parties do hereby agree as follows:

- 1) Pursuant to the request of First Party, Second Party agrees to provide the special education services outlined below for the benefit of exceptional students within the jurisdiction of First Party:
  - e. Behavioral/Education consultation services
  - f. Professional development
- 2) Such services shall be provided by Second Party for the 2018-19 school year or such part thereof as shall be mutually agreed upon in writing by the parties and shall not exceed one (1) year. Second Party agrees to maintain and provide such services in accordance with the standards and criteria set by the Kansas State Board of Education in accordance with the State Plan under the Act.
- 3) First Party agrees to pay Second Party by September 30, 2018 for one (1) unit of membership service equal to 12 days for \$13,000.00.
- 4) In the event that a hearing with respect to students in the above mentioned programs is required under K.S.A. 72-972 *et seq.* First Party agrees to pay Second Party for any and all costs incurred by it with respect to such hearing or any appeals connected therewith.
- 5) This contract is for a period beginning July 1, 2018 and ending June 30, 2019. If either party gives notice to the other of its intent to not renew, such notice is to be provided in writing to the other party prior to April 1, of the renewal year.
- 6) The Second Party shall provide the First Party a usage report reflecting remaining time of the purchased contract days by December 1, 2018.
- 8) The Second Party shall claim entitlement for the special education and related services staff employed by the Second Party on the Special Education Personnel Report and all other state personnel reporting. Categorical aid travel reimbursement will be retained by Second Party.

THIS CONTRACT includes contractual provisions as outlined in State of Kansas form DA-146a. The contractual provisions are hereby a part of this contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the day, month and year first above written.

Fort Scott USD 234  
Bourbon County, Kansas

Southeast Kansas Education Service Center,  
Interlocal #609  
Crawford County, Kansas

By \_\_\_\_\_  
(Board President)

By \_\_\_\_\_  
(Board President)

Date \_\_\_\_\_

Date \_\_\_\_\_

## **CONSIDER CHANGES TO THE 2018-19 CALENDAR**

It was moved by Mr. Witt, seconded by Mr. Billionis, and carried by unanimous vote that the board approve changes to the 2018-19 calendar, pending negotiations, as follows:

**2018-19 CALENDAR**  
**UNIFIED SCHOOL DISTRICT 234 – FORT SCOTT, KANSAS**

JULY 2018				
M	T	W	T	F
2	3	(4)	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
(20)	(21 <sub>a</sub> )	(22)	23 <sub>b</sub>	24
27	28	29	30	31

SEPTEMBER 2018				
M	T	W	T	F
(3)	4	5	6	7
10	11	12	13	14
17	18	(19)	20 <sub>c</sub>	21
24	25	26	27	28

OCTOBER 2018				
M	T	W	T	F
1	2	(3)	4	5
8	9	10	11	12
15	16	17	18*	(19 <sub>e</sub> )
22 <sub>d</sub>	23 <sub>d</sub>	24	25	(26)
29	30	31		

NOVEMBER 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19 <sub>c</sub>	20	(21)	(22)	(23)
26	27	28	29	30

DECEMBER 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19*	(20 <sub>c</sub> )	(21)
(24)	(25)	(26)	(27)	(28)
31				

Enrollment  
 August 1 – 7:00 a.m. to 6:00 p.m.

School Quarters End	Student Contact Days
Oct. 18	40
Dec. 19	39
Mar. 7	41
May 16	42

No School

Work Day	Aug. 20
Inservice Days	Aug. 21-22
Labor Day	Sept. 3
Plan/Inservice Day	Oct. 19
No School	Oct. 26
Thanksgiving	Nov. 21-23
Plan/Inservice Day	Dec. 20
Christmas Vacation	Dec. 21-Jan. 4
Inservice Day	Jan. 11
No School	Jan. 21
Inservice Day	Feb. 18
Plan/Inservice Day	Mar. 8
No School	Mar. 15
Spring Break	Mar. 18-22
Good Friday	Apr. 19
Plan/Inservice Day	May 10
Work Day (half day)	May 20

Early Release Days-Sept. 19, Oct. 3,  
 Feb. 6, Apr. 24

- a. Evening open house-Aug. 21
- b. First day of school - full day-Aug. 23
- c. Progress reports computed
- d. Parent-teacher conferences in evening
- e. Plan day/Inservice
- f. Last day if 3<sup>rd</sup> snow day not used
- g. Last day – full day

— School not in session

( ) Administrative offices closed

□ Inservice days – No School

○ Work Day

△ Early Release (2 hours)

\* End of quarterly school period

JANUARY 2019				
M	T	W	T	F
	(1)	(2)	3	4
7	8	9	10	(11)
14	15	16	17	18
(21)	22	23	24	25
28	29	30	31	

FEBRUARY 2019				
M	T	W	T	F
				1
4	5 <sub>c</sub>	(6)	7	8
11	12	13	14	15
(18)	19	20	21	22
25	26	27	28	

MARCH 2019				
M	T	W	T	F
				1
4	5	6	7*	(8 <sub>c</sub> )
11 <sub>d</sub>	12 <sub>d</sub>	13	14	15
(18)	19	20	21	22
25	26	27	28	29

APRIL 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 <sub>c</sub>	16	17	18	19
22	23	(24)	25	26
29	30			

MAY 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	(10 <sub>e</sub> )
13	14	15	16 <sub>f</sub>	17* <sub>g</sub>
(20)	21	22	23	24
(27)	28	29	30	31

JUNE 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Certified staff duty days – 173.5  
 Student contact days – 162  
 Early Release/Collaborative Time – 4 hrs.  
 Inservice Days – 8  
 Teacher Work Days – 2 -107-

**CONSIDER FUNDRAISERS AND EXTENDED TRIP REQUESTS**

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board approve the following fundraisers and extended trip requests:

**FUNDRAISING PROJECT APPLICATIONS  
2018-19**

**High School:**

Sponsoring Group: **Art Club**  
Project Description: Citrus Fruit/Popcorn sales  
Date: Oct/18  
Est. Profit: \$1,000

Use of funds: Classroom supplies

Sponsoring Group: **Auto**  
Project Description: T-shirt sales  
Date: Fall/18  
Est. Profit: \$100-\$200

Project Description: Water bottle sales  
Date: Fall/18  
Est. Profit: ?

Use of funds: Trips to KC & Pitt State

Sponsoring Group: **Band**  
Project Description: District music auditions concessions  
Date: 11/3/18  
Est. Profit: \$1,000

Project Description: Bake sale at spring concert  
Date: 5/2/19  
Est. Profit: \$300-500

Project Description: Basketball concessions  
Date: 1/25/19  
Est. Profit: ?

Project Description: Pancake Feed/Solo Showcase  
Date: 3/19  
Est. Profit: ?

Use of Funds: General expenses, equipment

Sponsoring Group: **Boys' Basketball**  
Project Description: Booster Club Youth Tournament  
Date: 1/19  
Est. Profit: \$2,000

Use of Funds: Equipment, gear

Sponsoring Group: **Girls' Basketball**  
Project Description: Price Chopper/Food Sale (hot dogs)  
Date: 5/31-6/2/18  
Est. Profit: \$500

Project Description: Football concessions  
Date: TBA  
Est. Profit: ?

Use of Funds: D-man shooting aid, shooting shirts, freshmen team sweatpants

Sponsoring Group: **Cheerleaders**  
Project Description: Selling water, face paint and uniforms at Good Ol' Days  
Date: 6/1-2/18  
Est. Profit: \$600

Project Description: Selling flowers for parents to buy for Tiger Kids  
Date: Winter & Spring  
Est. Profit: \$300

Use of Funds: Help support cheerleaders going to Shrine Bowl, camp, and state competition

Sponsoring Group: **Class of 2019**  
Project Description: Chili Feed  
Date: 9/18  
Est. Profit: \$2,000

Use of Funds: Senior trip & t-shirts

Sponsoring Group: **Class of 2020**  
Project Description: Potato Feed  
Date: 1/19  
Est. Profit: \$1,000

Project Description: Magazine/Gift Sales  
Date: 9/18  
Est. Profit: \$5,000

Use of Funds: Prom

Sponsoring Group: **Concert Choir**  
Project Description: Cookie sales

Date: 10/18  
Est. Profit: \$1,000

Project Description: Classic Christmas Performance  
Date: 12/16/18  
Est. Profit: \$1,200

Use of Funds: Music, clinicians, travel, Greenbush ropes course, no-tardy parties, uniforms

Sponsoring Group: **Drama Festival Fringe Trip - Scotland**  
Project Description: Corporate sponsorship for advertising  
Date: 8/18  
Est. Profit: \$6,000

Project Description: Hat Day  
Date: 9/18  
Est. Profit: \$100

Project Description: Disney Princess Tea Party  
Date: 9/18  
Est. Profit: \$500

Project Description: Hog chance  
Date: 10/18  
Est. Profit: \$100

Project Description: Button sales  
Date: 11/18  
Est. Profit: \$100

Project Description: Pasta Feed (before a game)  
Date: 1/19  
Est. Profit: \$500

Project Description: Bingo Night/Game Night  
Date: 2/19  
Est. Profit: \$150

Project Description: Pancake Feed (before Thespian rummage sale)  
Date: 3/19  
Est. Profit: \$300

Project Description: Murder Mystery Dinner Theatre  
Date: 4/19  
Est. Profit: \$2,000

Project Description: Festival play performance and concessions  
Date: 5/19  
Est. Profit: \$2,000

Project Description: Shoe drive through Funds2org  
Date: All year  
Est. Profit: ?

Use of Funds: American HS Theatre Festival travel funds (Edinburgh, Scotland)

Sponsoring Group: **Dance Team**  
Project Description: Calendars  
Date: 6-8/18  
Est. Profit: \$1,000-\$2,000

Project Description: Rada Knives  
Date: 4-5/19  
Est. Profit: \$1,200

Project Description: Thirty-One Bags  
Date: 4-5/19  
Est. Profit: \$1,000

Project Description: Old-Fashioned Candy Company  
Date: 4-5/19  
Est. Profit: \$1,400

Project Description: Middle School Dance  
Date: School year  
Est. Profit: \$500-\$1,000

Use of Funds: Summer camp, clothing for camp and to complete uniforms (pants, shoes, undergarments), Williard and Illinois trips, Pink-out shirts, poms, hairbows, Christmas party, homecoming candidate flowers, miscellaneous expenses (applied to individual balances)

Sponsoring Group: **Debate/Forensics**  
Project Description: Concessions  
Date: ?  
Est. Profit: \$1,500

Project Description: Sucker sales  
Date: 9-11/18  
Est. Profit: \$800



Use of funds: Nationals

Sponsoring Group: **ED Rising**  
Project Description: Candy Bar sales  
Date: 11/18  
Est. Profit: \$400

Project Description: Krispy Kreme sales  
Date: 2/19  
Est. Profit: \$300

Use of Funds: Teacher Appreciation, Ed Rising Conference

Sponsoring Group: **FBLA**  
Project Description: Concessions  
Date: Fall/18  
Est. Profit: ?

Use of Funds: Travel for state conference, registration, student meals, group activity

Sponsoring Group: **FFA**  
Project Description: Bale feeders  
Date: All year  
Est. Profit: \$1,500

Project Description: Blue & Gold sales  
Date: 10-11/18  
Est. Profit: \$8,000

Project Description: Stadium cleanup  
Date: Football season/18  
Est. Profit: \$400

Project Description: Miscellaneous shop projects for community  
Date: All year  
Est. Profit: \$1,000

Use of Funds: Fund FFA fun and work activities, parent/member banquet, etc.

Sponsoring Group: **Football**  
Project Description: Good Ol' Days Trash  
Date: 6/18  
Est. Profit: \$2,000

Project Description: Tiger Value cards

Date: 7/18  
Est. Profit: \$6,000  
Use of Funds: Purchase necessary equipment (helmets, shoulder pads, video equipment, sleds, pads, etc.)

Sponsoring Group: **Global Culture & Diversity**  
Project Description: Middle School Dance  
Date: 2019  
Est. Profit: \$700

Project Description: Bake Sale  
Date: 2018-19  
Est. Profit: \$400

Project Description: Car detailing  
Date: 2018  
Est. Profit: \$500

Use of Funds: Cover gratuities for foreign travel, scholarship to college-bound student

Sponsoring Group: **Key Club**  
Project Description: Krispy Kreme  
Date: 10/18 & 2/19  
Est. Profit: \$800

Project Description: Sucker Sales  
Date: 10/18  
Est. Profit: \$300

Project Description: Valentine flowers  
Date: 2/19  
Est. Profit: \$0

Project Description: Hat Day  
Date: 11/18  
Est. Profit: \$100

Use of funds: Charity projects, operating expenses, and state convention

Sponsoring Group: **National Honor Society**  
Project Description: Read-a-Thon  
Date: 11-12/18  
Est. Profit: \$1,000

Use of Funds: Graduation cords, induction supplies, service projects

Sponsoring Group: **PRIDE**  
Project Description: Concessions  
Date: Fall-Winter/18  
Est. Profit: \$1,000

Use of funds: Funds to beautify the high school campus, participate in community service, social functions

Sponsoring Group: **Scholars Bowl**  
Project Description: Lanyard Sales  
Date: 10/18  
Est. Profit: \$400

Use of funds: T-shirts

Sponsoring Group: **Student Council**  
Project Description: Hat Day  
Date: 10/18  
Est. Profit: \$300

Project Description: Wreaths Across America  
Date: 12/18  
Est. Profit: \$0

Project Description: Duct Tape a Teacher  
Date: 9/18  
Est. Profit: \$400

Project Description: Care to Share  
Date: ?  
Est. Profit: \$0

Project Description: Middle School Dance  
Date: ?  
Est. Profit: \$500

Use of funds: Donations

Sponsoring Group: **Thespians**  
Project Description: Subway card sales  
Date: 8-9/18  
Est. Profit: ?

Project Description: Face painting and 50/50 chances at football games  
Date: 9-11/18

Est. Profit: \$200

Project Description: Halloween MS Dance  
Date: 10/18  
Est. Profit: ?

Project Description: Annoying music over intercom – set a goal/donations from students/faculty – Homecoming week  
Date: 10/18  
Est. Profit: \$100

Project Description: Football concession stand  
Date: 9-11/18  
Est. Profit: \$1,000

Project Description: Candy sales  
Date: 11/18  
Est. Profit: ?

Project Description: Musical concessions  
Date: 11/6-8-10/18  
Est. Profit: \$200

Project Description: Children’s Community Christmas Show  
Date: 12/7-8/18  
Est. Profit: \$2,000

Project Description: Christmas Show concessions  
Date: 12/7-8/18  
Est. Profit: \$200

Project Description: Pizza Hut discount card sales  
Date: 1/19  
Est. Profit: ?

Project Description: Basketball concessions  
Date: 1-2/19  
Est. Profit: \$1,000

Project Description: Crush cans and roses for Valentine’s Day  
Date: 2/19  
Est. Profit: ?

Project Description: Spring play and concessions  
Date: 2/19  
Est. Profit: \$1,000

Project Description: Penny War – Each grade has a container (silver coins negative, pennies and bills positive, early release or other approved reward)  
 Date: 3/19  
 Est. Profit: ?

Project Description: Talent Show & Concessions  
 Date: 3/19  
 Est. Profit: \$1,000

Project Description: Rummage Sale  
 Date: 3/19  
 Est. Profit: \$1,000

Project Description: Christmas decorations in neighbor's yards (\$15 to relocate, \$20 to remove, \$30 for insurance)  
 Date: 5/19  
 Est. Profit: \$150

Project Description: Tiger Drama Camp  
 Date: 6/18  
 Est. Profit: ?

Project Description: Alumni/business ads in show programs and projected  
 Date: 11-12/18 & 2/19  
 Est. Profit: ?

Project Description: Collect box tops  
 Date: All year  
 Est. Profit: \$50

Project Description: FSHS Thespian window clings  
 Date: All year  
 Est. Profit: ?

Use of Funds: State Thespian Festival, productions, field trips, community service, social functions, theatre supplies

Sponsoring Group: **Track**  
 Project Description: Mum sales  
 Date: Fall/18  
 Est. Profit: \$1,000

Use of Funds: Track equipment, warmups, uniform replacements

Sponsoring Group: **Volleyball**  
 Project Description: Cooke dough sales

Date: 6/18  
Est. Profit: \$1,000

Project Description: Team t-shirts  
Date: 8/18  
Est. Profit: \$250

Project Description: Buck Run camp  
Date: 7/18  
Est. Profit: \$300

Project Description: Butcher Block coupon books  
Date: 6-7/18  
Est. Profit: \$1,800

Project Description: Redbud potted plant sale  
Date: 4/5-19  
Est. Profit: \$50

Use of Funds: Shoes, kneepads, team shirts

#### **Middle School:**

Sponsoring Group: **Football**  
Project Description: Candy bar sales  
Date: 8/18  
Est. Profit: \$700

Use of Funds: Equipment, supplies

Sponsoring Group: **Library**  
Project Description: Scholastic Book Fair  
Date: Oct/18  
Est. Profit: \$500

Use of Funds: Purchase books for library, AR party

#### **Winfield Scott:**

Sponsoring Group: **Adult Leadership Club**  
Project Description: Box Tops  
Date: 9/18  
Est. Profit: \$1,500

Project Description: Pop Machine  
Date: All year  
Est. Profit: \$100

Project Description: T-shirt sales  
Date: 9/18  
Est. Profit: \$900

Use of Funds: Field trips, class rotations, P/T Conference and Site Council meals  
Sponsoring Group: **Leadership Club**  
Project Description: School store  
Date: All year  
Est. Profit: \$500

Project Description: Walk-a-Thon  
Date: 5/19  
Est. Profit: \$500

Use of Funds: New employee gifts, American Education Week, Adopt-a-Child, Read Across America author/speaker, Walk-a-Thon prizes, Teacher Appreciation Week

Sponsoring Group: **PEP – Physical Education Patrol**  
Project Description: Aluminum can recycle  
Date: All year  
Est. Profit: \$300-\$500

Project Description: Jump Rope for Heart  
Date:  
Est. Profit: No profit/gift certificate

Use of Funds: Skating and other PE events, equipment, Jump Rope for Heart is a community service event

Sponsoring Group: **Media Center**  
Project Description: Book Fair  
Date: 3/19  
Est. Profit: ?

Use of Funds: Media Center materials (furniture, equipment, etc.)

### **Eugene Ware:**

Sponsoring Group: **Best Box Labels Club for 3<sup>rd</sup> Grade**  
**Best Box Labels Club for 4<sup>th</sup> Grade**

**Best Box Labels Club for 5<sup>th</sup> Grade**

Project Description: Best Choice UPC labels  
Date: All year  
Est. Profit: \$500 for each grade

Use of Funds: Reading award activities, field trips, etc.

Sponsoring Group: **Leadership Club**  
Project Description: T-shirt sales  
Date: 9/18  
Est. Profit: \$500

Project Description: Pennies for Patients  
Date: 9/18  
Est. Profit: \$400 (donation)

Project Description: Valentine deliveries  
Date: 2/19  
Est. Profit: \$50  
Use of Funds: Teacher Appreciation, student contest prizes, school PRIDE projects

Sponsoring Group: **Library**  
Project Description: Scholastic Book Fair  
Date: Oct/18  
Est. Profit: \$1,000

Use of Funds: Purchase materials for library

Sponsoring Group: **Tiger Pride Club**  
Project Description: School store, pop machine, snack closet  
Date: All year  
Est. Profit: \$5,000

Use of Funds: Parent/Teacher conference meals, staff supplies, music program flowers, school store supplies, building needs



**EXTENDED TRIPS  
2018-19**

**High School:**

Nature of Trip: American High School Theatre Festival  
Destination: Edinburgh, Scotland  
Date: August, 2019  
# of Students: 10-15  
Grade: 9-12

Nature of Trip: Cheer Camp  
Destination: Salina  
Date: June 11-14, 2018  
# of Students: 24  
Grade: 9-12

Nature of Trip: Dance Camp  
Destination: Salina  
Date: June 11-14, 2018  
# of Students: 16  
Grade: 9-12

Nature of Trip: Dance Competition (Watching)  
Destination: Marion, IL  
Date: 1/19  
# of Students: 16  
Grade: 9-12

Nature of Trip: FBLA State Leadership Conference  
Destination: Topeka  
Date: March 25-26, 2019  
# of Students: 14  
Grade: 9-12

Nature of Trip: FFA National Convention  
Destination: Indianapolis, IN  
Date: Oct. 24-27, 2018  
# of Students: 11  
Grade: 9-12

Nature of Trip: FFA State Contests  
Destination: Manhattan  
Date: May 5-7, 2019  
# of Students: 12-14  
Grade: 9-12

Nature of Trip: FFA State Convention  
Destination: Manhattan  
Date: May 29-31, 2019  
# of Students: 9  
Grade: 10-12

Nature of Trip: Global Culture & Diversity  
Destination: England/France  
Date: March 16-24, 2019  
# of Students: 12-18  
Grade: 9-12

Nature of Trip: Key Club State Convention  
Destination: TBD  
Date: TBD  
# of Students: 6-8  
Grade: 9-12

Nature of Trip: National Forensics Tournament  
Destination: Dallas, TX  
Date: June 15-21, 2019  
# of Students: TBD  
Grade: TBD

Nature of Trip: Senior Trip  
Destination: TBD  
Date: May/19  
# of Students: TBD  
Grade: 12

Nature of Trip: State Thespians Competition Workshop/Performance  
Destination: Wichita  
Date: 1/19  
# of Students: 25  
Grade: 9-12

Nature of Trip: Yearbook Workshop  
Destination: Warensburg, MO  
Date: July 18-20, 2018  
# of Students: 2  
Grade: 12

**Middle School:**

Nature of Trip: Washington, D.C. Trip  
Destination: Washington, D.C.  
Date: March 11-15, 2019  
# of Students: 20-30  
Grade: 8

**Eugene Ware:**

Nature of Trip: 5<sup>th</sup> Grade Transportation Seminar  
Destination: St. Louis  
Date: March 18-21, 2019  
# of Students: 25  
Grade: 5

**CONSIDER AMENDING AGENDA**

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board amend the agenda to consider approval of the middle school handbook as a separate agenda item.

**CONSIDER PARENT/STUDENT HANDBOOKS AND EMPLOYEE HANDBOOK FOR 2018-19**

It was moved by Mrs. Hudiburg, seconded by Mr. Witt, and carried by unanimous vote that the board approve the parent/student handbooks and employee handbook for the 2018-19 school year.

**CONSIDER MIDDLE SCHOOL PARENT/STUDENT HANDBOOK FOR 2018-19**

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board approve the middle school parent/student handbook for 2018-19.

**CONSIDER 2018-19 SITE COUNCIL MEMBERS AND MEETING DATES:**

It was moved by Mr. Witt, seconded by Mr. Billionis, and carried by unanimous vote that the board approve the site council members and meeting dates for the 2018-19 school year.

**Fort Scott High School Site Council Members 2018-19**

Tara Allen	1/2
Malinda Bailey	2/2
Pam Guilfoyle	2/2
Kara Martin	2/2
Cetra Horton	2/2
Dale Johnson	1/1
TBD	Student Representative
TBD	Student Representative
Shawn Thomas	Principal
Jeff DeLaTorre	Assistant Principal
Doug Altic	Counselor
Rhonda Pinkerton	Recorder

**Site Council Meeting Dates:**

- September 26th - 5:30 PM
- December 5th - 5:30 PM
- February 6th - 5:30 PM
- April 10th - 5:30 PM

**FORT SCOTT MIDDLE SCHOOL SITE COUNCIL  
2018 – 2019**

<u>Name/Address</u>	<u>Home/Cell Phone</u>	<u>Work Phone</u>	<u>Email</u>	<u>Term</u>
Brian Weilert (Principal) 1394 Marblecrest Dr Fort Scott, KS 66701	238-0798	223-3262	bweilert@usd234.org	Permanent Member
Matt Harris (Assistant Principal) 2498 Indian Rd Fort Scott, KS 66701	224-6717	223-3262	mharris@usd234.org	Permanent Member
Randi Witt (Secretary) 1012 S. Holbrook Fort Scott, KS 66701	719-0547	223-3262	rwitt@usd234.org	Permanent Member
Eric Bailey (Business – Bourbon County) 2329 Jewel Rd. Fort Scott, KS 66701	223-2883 215-5183	223-3800	e Bailey@bourboncountyks.org	TBD
Carie Fess (Parent) 1078 205th St. Fort Scott, KS 66701	215-5673		cariemfess@hotmail.com	TBD
Lisa Chaplin (Teacher) 1112 S. Main Fort Scott, KS 66701		223-3262	lchaplin@usd234.org	2-year term Expires May 2020
Michelle Brittain (Teacher) 616 Lowman Fort Scott, KS 66701	224-6878	223-3262	rharris@usd234.org	2-year term Expires May 2020
Adam Feagins (Parent/Teacher) 2378 Juniper Rd. Fort Scott, KS 66701	215-5628	223-3262	afeagins@usd234.org	2-year term Expires May 2019
Chad Cosens (Community Member/Business – HBW Advisory Services LLC) 1320 Marblecrest Dr. Fort Scott, KS 66701		215-9240	chadcosens@gmail.com	2-year term Expires May 2019
Lindsey Gulager (Parent/Teacher) 2190 Ironwood Rd. Fort Scott, KS 66701	224-9672	223-0450	lgulager@usd234.org	2-year term Expires May 2019

**MEETING DATES (4:00PM)**

10/03/18  
12/05/18  
02/06/19  
04/03/19

# 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



Bob Beckham  
Superintendent of Schools  
USD 234

5/22/2018

Mr. Beckham,

I would like to recommend that the list below be approved as Eugene Ware Site Council members for the 2018-19 school year. The Site Council will meet at 4 PM on the following dates: 9/6/18, 12/6/18, 3/7/19 and 5/9/19. Please convey this recommendation to the Board of Education.

Thank you for your assistance.

Sincerely,

Stephanie Witt  
Principal

Janet Crisler  
Brenda Hill  
Kerry Pommier  
Mina Query  
John Ravenscraft  
Michelle Rowe  
Cliff Yarick

# Winfield Scott Elementary

316 W. 10<sup>th</sup> Street  
Fort Scott, KS 66701-2697  
www.usd234.org  
620-223-0450 Fax 620-223-6420

*Joy McGhee, Principal*



May 16, 2018

Mr. Beckham,

I am recommending the following people for the Winfield Scott Site Council for the 2018-2019 school year:

## **Winfield Scott Site Council Members 2018-2019**

Joy McGhee, principal

Leslie McDonald, counselor

Chris Sather, PE teacher

Paul Martin, neighbor and community member

Rebecca Keating, parent and Peerless employee

Terra Olivas, parent

Amber Hunt, parent

Hope Sheriff, parent

Gary and Kylene Palmer, parents and business owners

Yvonne Holloway, community member and retired teacher

Our meeting dates will be: September 19th, November 14th, February 20th, April 17<sup>th</sup>

Respectfully,

Joy McGhee

## **BOARD MEMBER COMMENTS**

Mr. Billionis – Noted how hard our people have been working outside. He was very impressed with Winfield Scott and Fort Scott High School.

Mrs. Hudiburg – Welcomed Dan Koppa to the district.

Mr. Witt – Thanked Bob Beckham for all he's done for the district and noted his respect for him. He wished all other staff a great break so they can come back recharged.

Mrs. Armstrong – Thanked community members, Kevin Allen, Jason Gorman, and Patrick Wood, for touring the facilities with Janet Braun and herself. She congratulated Bob Beckham and wished him luck in future endeavors.

## **EXECUTIVE SESSION**

It was moved by Mr. Witt, seconded by Mrs. Hudiburg, and carried by unanimous vote that the board go into executive session to discuss the employment of personnel pursuant to personnel matters of nonelected personnel under KOMA, to discuss the second negotiations meeting pursuant to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency under KOMA, and to discuss district facilities pursuant to the exception under KOMA for matters relating to the security of the board, the school, school buildings or facilities, or the information system of the school is not jeopardized and that the board returns to open session at 6:30 p.m.

The executive session was required to protect the privacy interests of an identifiable individual, to protect the district's right to the confidentiality of its negotiating position and the public interest, and to ensure the security of the school, school buildings or facilities, and/or the information system of the school are not jeopardized.

The board invited Bob Beckham, Superintendent, to attend the executive session.

## **OPEN SESSION – 6:30 P.M.**

### **CONSIDER EMPLOYMENT**

It was moved by Mr. Billionis, seconded by Mr. Witt, and carried by unanimous vote that the board approve the following employment items:

- A. Resignation of Eileen Goltra, middle school cook, effective June 4, 2018



6-4-2018

I wish to give you my resignation as  
middle school cook, effective 6-4-2018

Eileen J. Galtra

- B. Adjustment in work agreement for Stewart Guss, Eugene Ware eight-hour custodian, to Eugene Ware seven-hour custodian and one-hour bus driver for the 2018-19 school year

## 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

BOB BECKHAM  
Superintendent



GINA SHELTON  
Business Manager

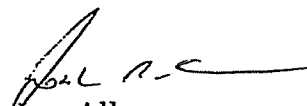
June 6<sup>th</sup>, 2018

I would like to recommend Stewart Guss as a 1-hour regular route bus driver for the 2018-19 school year. This will make Stewart's schedule as follows:

7-hour custodian

1-hour bus driver

Thank you,

  
Joe Allen

Transportation Director

- C. Employment of Theresa Hurd as a preschool center teacher for the 2018-19 school year
- D. Employment of Kenneth Hudiburg as a high school science teacher for the 2018-19 school year
- E. Employment of Daniel Koppa as central office Facilities Director for the 2018-19 school year
- F. Employment of Carol Ruhl as a Eugene Ware paraprofessional for the 2018-19 school year
- G. Employment of central office classified employees for the 2018-19 school year

## 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

BOB BECKHAM  
Superintendent



GINASHELTON  
Business Manager

DATE: May 17, 2018  
TO: Board of Education  
FROM: Bob Beckham, Superintendent of Schools

I would like to recommend employment of the following central office classified employees for the 2018-19 year:

Connie Billionis – Secretary/Deputy Clerk  
Jeanise Malone – Secretary/Accounts Payable  
Christy Thomas – Secretary/Payroll Clerk  
Kerrie Wilson – Secretary/Accounts Payable Clerk

Bryce Daly – Technology Coordinator/Technician

Randy Bohlken - Maintenance  
Brian Hall – Maintenance  
Jim Pruitt – Maintenance  
Kerry Van Etten - Maintenance

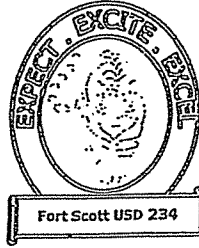
H. Employment of food service classified personnel for the 2018-19 school year

# Unified School District 234

424 South Main  
Fort Scott, KS 66701-2697  
www.usd234.org  
620-223-0800 Fax 620-223-2760

BOB BECKHAM  
Superintendent

GINA SHELTON  
Business Manager



June 1, 2018

TO: Mr. Bob Beckham, Superintendent

FROM: Robin Button, Food Service Director

SUBJECT: Employment of Food Service Employees

I recommend that the following classified food service employees be employed for the 2018 - 2019 school year. Location, days and hours to be set at a later date.

Virginia Cotter  
Debra Endicott  
Norma Floyd  
Nancy Geneva  
Eileen Goltra  
Toni Hart  
Jane Hill  
Ginger Hueston  
Natalie Kitsmiller  
Pam Korinek  
Vineta Long  
Cheryl Marsh  
Jill McDonald  
Karyn Nelson  
Alyssa Park  
Jessica Phillips  
Debbie Scharenberg  
Ramona Wilson  
Billie Young

Sincerely,

Robin G. Button  
Food Service Director

I. Employment of transportation classified personnel for the 2018-19 school year

# 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

BOB BECKHAM  
Superintendent



GINA SHELTON  
Business Manager

DATE: May 21, 2018

TO: Bob Beckham, Superintendent

FROM: Joe Allen, Transportation Director

I would like to recommend employment of the following classified transportation personnel for the 2018-2019 school year:

Greg Brown

Tim Button

Tim Coyan

Pat Farrell

Fredina Gonzales

Mark Gorman

Toni Hart

Fred Judy

Tom Lancaster

Doug Miller

Tony Milton

Lacey Potter

Doug Simpson

Dennis Stephan

Rebecca Stufflebeam

Karri Stumfoll

Wanita Tate

Brenda Wunderly

Teresa Wunderly

J. Employment of Fort Scott High School classified personnel for the 2018-19 school year





# Fort Scott High School



1005 S. Main  
Fort Scott, KS 66701-2697  
620-223-0600

Shawn Thomas, Principal

Jeff DeLaTorre, Asst. Principal

Larry Fink, Activities Director

TO: Mr. Bob Beckham

FROM: Shawn Thomas

DATE: May 30, 2018

SUBJECT: Classified Employee Recommendations

I recommend that the following classified employees be employed for the 2018-19 school year as follows:

Bob Campbell, Administrative Assistant  
Dara Leaming, Secretary  
Marge Madison, Secretary/Treasurer

Rhonda Pinkerton, Secretary  
Curt Toll, Secretary (Learning Center)  
Debbie West, Secretary

Brian Allen, Teacher Aide (Carl Perkins)  
Theresa Buntain, Teacher Aide (Music)  
Kelly Fleming, Teacher Aide (Library)  
Pat Harry, Teacher Aide (Music)

Diana Heckman, Teacher Aide  
Jara Martin, Teacher Aide (Music)  
Pechone Stepps, Teacher Aide  
Jason Young, Teacher Aide (At-Risk)

Jessica Cox, Paraeducator  
Danyelle Daly, Paraeducator  
Linda DeMott, Paraeducator  
Danea Esslinger, Paraeducator  
Gary Floyd, Paraeducator  
Amber Goodbody, Paraeducator  
Sheila Hixon, Paraeducator

Dixie Jackson, Paraeducator  
Lisa Mathew, Paraeducator  
Debby Myers, Paraeducator  
Ty Post, Paraeducator  
Kate Sweyko, Paraeducator  
Flo Tanner, Paraeducator  
Tamela Wollenberg, Paraeducator

Garry Cook, Custodian  
Stacey Dawson, Custodian  
Dustin Hood, Custodian

Brandi Pitts, Custodian  
Leon Stark, Custodian  
Don Woods, Custodian

ST:dk

AN EQUAL OPPORTUNITY EMPLOYER

K. Employment of Fort Scott Middle School classified personnel for the 2018-19 school year

# Fort Scott Middle School

1105 E 12<sup>th</sup> Street  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-3262

Brian Weilert  
Principal



May 16, 2018

Mr. Bob Beckham  
USD 234 Superintendent of Schools

I would like to recommend that the following classified employees be employed for the 2018-19 school year:

Debra Baimi	Para
Annette Bohlken	Secretary
Julia Brown	Para
Katie Clements	Teacher Aide
Matt Crank	Para
Stephanie Cummings	Teacher Aide
C.J. Feagins	Custodian
Rachel Fields	Secretary
Justin Fountain	Custodian
Bo Graham	Teacher Aide
Becky Howard	Para
Russ Hughes	Custodian (Part time)
Jamie Jackson	Custodian
Gina Karleskint	Para
Jake Kramer	Custodian
Vicky Kruger	Para
Cliff Lyman	Custodian (Part time)
Tammy McDaniel	Para
Alvin Metcalf	Teacher Aide
Jenny Pryor	Para
Heather Schnichels	Para
Torrie Singmaster	Para
Lisa Tally	Para
Laura Tucker	Para
Randi Witt	Secretary

Sincerely,



Brian Weilert  
Principal

L. Employment of Eugene Ware classified personnel for the 2018-19 school year

## Eugene Ware Elementary

900 East Third Street  
Fort Scott, KS 66701-2697  
[www.usd234.org](http://www.usd234.org)  
620-223-3380 Fax 620-223-1531

Stephanie Witt  
Principal



TO: Mr. Bob Beckham

FROM: Stephanie Witt

DATE: May 17, 2018

SUBJECT: Classified Personnel Contracts

I recommend that the following staff be re-employed for the 2018-2019 school year:

Raymond Allen  
Anna Anderson  
Susanne Cosens  
Bev Cummins  
Angie DeLaTorre  
Jamie Dawson  
Kelsi Durbin  
Patsy French  
Tammy Grimes  
Stewart Guss  
Tabitha Hardesty  
Brooke LaSota  
Stacy Laver

Elizabeth Lyon  
Alison Milburn  
Pam Milton  
Bo Owenby  
Carol Ruble  
Melissa Russell  
Kenda Schmidt  
Kelley Tucker  
Renee Thompson  
Susan Weddle

M. Employment of Winfield Scott classified personnel for the 2018-19 school year

## Winfield Scott Elementary

316 W. 10<sup>th</sup> Street  
Fort Scott, KS 66701-2697  
www.usd234.org  
620-223-0450 Fax 620-223-6420

*Joy McGhee, Principal*



May 16, 2018

Mr. Beckham,

I would like to recommend the following classified staff return to Winfield Scott for the 2018-2019 school year:

Kristin Bishop	Heather Metcalf
Afton Brown	Kelli Mintz
Wendy Budd	Angela Mix
Erin Campbell	Laura Nation
Angela Christy	Joan Page
Laurie Coffman	Rachel Pommier
Brad Cowen	Karen Rackley
Bryan Davis	Billi Jo Shoemaker
Moriah Dillow	Stephanie Smith
Amanda Hall	Jennifer Stafford
Kaylie Harper	Kelley Tucker
Megan Hull	Pam Williams
Amanda Karleskint	Audra Young
Becky Lee	
Connie Lockwood	

Thank you for your consideration.

Respectfully,

Joy McGhee

N. Employment of Fort Scott Preschool Center classified personnel for the 2018-19 school year

## 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

BOB BECKHAM  
Superintendent



GINA SHELTON  
Business Manager

DATE: June 6, 2018

TO: Bob Beckham, Superintendent

A handwritten signature in black ink, appearing to be "NT", is written over the "TO:" line.

FROM: Nicki Traul, Fort Scott Preschool Center Principal

I would like to recommend employment for the following Fort Scott Preschool Center classified staff for the 2018-19 school year:

Tammy Catron  
Fred Judy  
Michelle Stevenson  
Shanna Staton  
Charlotte Thompson  
Jodi Underwood

Thank you for your consideration.

O. Resignation of Jayci Cosens as an intramural first session and intramural track coach for the 2018-19 school year

5/22/2018

USD 234 Fort Scott Mail - Re: intramurals



Connie Billionis <cillionis@usd234.org>

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## Re: intramurals

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Bob Beckham <bbeckham@usd234.org>  
To: Matt Harris <mharris@usd234.org>, Connie Billionis <cillionis@usd234.org>  
Cc: Brian Weilert <bweilert@usd234.org>

Tue, May 22, 2018 at 9:23 AM

Got it - thank you .

On Tue, May 22, 2018 at 9:21 AM, Matt Harris <mharris@usd234.org> wrote:

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

From: Jayci Cosens <jcosens@usd234.org>  
Date: Mon, May 21, 2018 at 3:30 PM  
Subject: intramurals  
To: Matt Harris <mharris@usd234.org>

Matt-

I will still coach the 2nd session of intramurals next year, but am going to step down from the 1st session and track.

Thanks!

Jayci

--  
Bob Beckham  
USD #234 Fort Scott  
620-223-0800 work  
620-215-5256 cell

P. Employment of Special Assignment employees for the 2018-19 school year



June, 2018

To: Mr. Beckham  
From: Jeff DeLaTorre  
Re: Supplemental Contracts

The following list contains FSHS Administration's recommendations for the 2018-2019 supplemental contracts.

Thank you for your consideration.

\*-Pending number of participants and availability of funding

## 2018-2019 Special Assignments

### Athletics

Head Football	Bob Campbell
Assistant Football	Josh Messer
Assistant Football	Bo Graham
Assistant Football	Josh Regan
Assistant Football	Alvin Metcalf, Jr.
Assistant Football	Adam Clements
Assistant Football	Curtis Horton
Head Girls Basketball	Pechone Stepps
Assistant Girls Basketball	Gary Floyd
Freshman Head Coach	TBD
Assistant Freshman Coach	TBD
Head Boys Basketball	Jeff DeLaTorre
Assistant Boys Basketball	Jason Young
Freshman Head Coach	Curtis Horton
Assistant Freshman Coach	TBD
Head Wrestling	Alvin Metcalf, Jr.
Assistant Wrestling	Alvin Metcalf
*Assistant Wrestling	Dakota Hall
Head Boys Tennis	TBD
Head Girls Tennis	Allison Gorman
Head Boys Golf	TBD
Head Girls Golf	Julie Heatherly
Head Boys Track	Jeff Armstrong
Head Girls Track	Tracey Bogina
Assistant Track	Curt Tall
Assistant Track	Bo G-----

Assistant Track Kelly Toll  
Assistant Track Curtis Horton

Head Cross Country Tracey Bogina  
\*Assistant Cross Country

Head Volleyball Jenna Campbell  
Assistant Volleyball Abi Keating  
Head Freshman Volleyball Kourtney Harper  
Assistant Volleyball Kelli Davis

Summer Conditioning Coord. Jared Martin  
Summer Conditioning Bo Graham  
Summer Conditioning Bob Campbell  
Summer Conditioning Leah Carter  
Summer Conditioning Josh Messer-.5; Curtis Horton-.5  
Winter Conditioning  
Spring Conditioning Jason Young

Gym Supervisor Jason Young

Head Baseball Josh Regan  
Assistant Baseball Jared Martin  
\*Assistant Baseball Adam LaRoche  
\*Assistant Baseball Drew Graham

Head Softball Brian Pommier  
Assistant Softball Allison Gorman  
\*Assistant Softball Gary Floyd  
\*Assistant Softball Dan Renfro

Head Soccer Gary Floyd  
\*Assistant Soccer TBD

### Music

Band Presentations Aaron Shockley  
Vocal Presentations Meredith Reid  
Musical Music Director Meredith Reid  
Pep Band Presentations Aaron Shockley  
Orchestra Carson Felt

Musical/Play Angie Bin  
Play Assistant TBD  
Play Assistant TBD  
Play #2 Angie Bin

## Other Duties

Art Club	Ellen Kendrick
Art Show	Ellen Kendrick
Audiovisual Coordinator	Tracy Homan
Building Wellness Coord.	Tracy Homan
Cheerleading Sponsor	Kristin Allen
Assistant Cheerleading	Danielle Lundberg
Dance Team	Amy Drake
Class Assignments (Head Sponsors)	
<u>Freshman</u>	Polly Mayberry
<u>Sophomores</u>	Josh Regan
<u>Juniors</u>	Bert Lewis-.5; TBD-.5
<u>Seniors</u>	Bert Lewis
Debate Head Coach	Angella Curran
Debate Assistant	Travis Toth
Debate Assistant	Sarah Bahr
Detention 1 <sup>st</sup> Semester	Don Parsons
Detention 2 <sup>nd</sup> Semester	Polly Mayberry
Future Business Leaders of America	Morgan Robbins
Future Educators Association	Bert Lewis
Future Farmers of America	Kyle Parks
2 <sup>nd</sup> FFA	Dane Cummings
Forensics Head Coach	Angella Curran
Forensics Assistant	Travis Toth
Forensics Assistant	Sarah Bahr
Global Culture Diversity	Polly Mayberry
Interact Club	Tami Campbell
Key Club	Bert Lewis
National Forensics League-Debate	Angela Curran
National Forensics League-Forensics	Angela Curran
National Honor Society	Tracy Homan
Newspaper	Elizabeth Grantham
PDC	Ellen Kendrick
Photographer	not recommending at this time
Physics Club	Mark Spore
PRIDE	Angie Bin
Scholars Bowl	Bert Lewis
Science Club	Julie Heatherly-.5; Linda Houston-.5
Skills USA	not recommending at this time
Strategic Games Organization	not recommending at this time
Student Council	Amy Harper-.5; Bert Lewis-.5
Thespians	Angie Bin
Yearbook	Michelle Laubenstein

## Fort Scott Middle School 2018-2019 Special Assignments

### Athletics

Head Football	Alvin Metcalf
Assistant Football	Dakota Hall
Assistant Football	John Metcalf
Assistant Football	Brendon Blackburn

Head Boys' Basketball	Carol Sampson
Assistant Boys' Basketball	TBD
Assistant Boys' Basketball	TBD
Assistant Boys' Basketball	TBD

Head Girls' Basketball	TBD
Assistant Girls Basketball	Carol Sampson
Assistant Girls Basketball	TBD
Assistant Girls Basketball	TBD

Head Wrestling	Alvin Metcalf
Assistant Wrestling	Dakota Hall

Head Volleyball	Angie Kemmerer
Assistant Volleyball	Kathy Hall
Assistant Volleyball	Erin Crank
Assistant Volleyball	Whitney Beth

1st Session Intramural Coach	Leah Carter
1st Session Intramural Coach	TBD
2nd Session Intramural Coach	Leah Carter
2nd Session Intramural Coach	Jayci Cosens
3rd Session Intramural Coach	Leah Carter
3rd Session Intramural Coach	TBD

4th Session Track Coordinator	Leah Carter
4th Session Track Coach	TBD
4th Session Track Coach (additional if needed)	TBD

### Music

Band Presentations	Aaron Shockley
Orchestra Presentations	Carson Felt
Vocal Presentations	Meredith Reid

**Other Duties**

Building Wellness Coordinator  
Detention Room-1st Sem  
Drama Director  
Gym Supervisor  
Gym Supervisor  
History Day  
Memory Book  
PDC  
Photographer  
PRIDE  
Team Leader-6th  
Team Leader-7th  
Team Leader-8th  
Team Leader-Expo  
Team Leader-Arts  
Team Leader-P.E.

Lori Nelson  
Bo Graham-.5; Katie Clements-.5  
Angie Bin  
\*\*\*  
\*\*\*  
Angie Kemmerer  
Michelle Brittain-.5; Ronette Center-.5  
Patty Giltner  
Michelle Brittain-.5; Ronette Center-.5  
Staci Sinn Black  
Kathi Hall  
Kelly Toll  
Nicole Pellett  
Lori Nelson  
Whitney Beth  
Leah Carter

**Yearly Stipend**

Mentor Teacher

# 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



May 17, 2018

Mr. Bob Beckham  
Superintendent of Schools

Dear Mr. Beckham,

I would like to recommend the following Eugene Ware School Special Assignments for the 2018-19 school year:

Music

Vocal Presentations

Mary Jo Harper

Other Duties

Building Wellness Coordinator

Rebecca Johnson

Leadership Club

Brenda Hill

PDC

Steven Stuckey

Yearly Stipend

Mentor Teacher

Mary Mauer

(for Jered McKay)

Thank you for your consideration.

Sincerely,

Stephanie Witt  
Principal

# Winfield Scott Elementary

316 W. 10<sup>th</sup> Street  
Fort Scott, KS 66701-2697  
www.usd234.org  
620-223-0450 Fax 620-223-6420



*Joy McGhee, Principal*

May 16, 2018

Mr. Bob Beckham  
Superintendent of Schools

Dear Mr. Beckham,

I would like to recommend the following Winfield Scott staff for Special Assignments for the 2018-2019 school year:

Music

Vocal Presentations                      Amanda Johnson

Other Duties

Building Wellness Coordinator              Chris Sather  
Leadership Club Sponsor                      Linda Minor  
PDC Building Chair                              Robin Webb

Yearly Stipend

Mentor Teacher                                Robin Webb

Thank you for your consideration.

Respectfully,

Joy McGhee  
Principal

# 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

BOB BECKHAM  
Superintendent



GINA SHELTON  
Business Manager

DATE: May 16, 2018

TO: Board of Education

FROM: Bob Beckham, Superintendent

I would like to recommend Pam Brown as the District Wellness Coordinator for the 2018-19 school year.



**ADJOURN – 6:31 P.M.**

**ATTEST:**

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Board President

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Board Clerk