

<p style="text-align: center;">UNIFIED SCHOOL DISTRICT NO. 410 Durham-Hillsboro-Lehigh</p>
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MINUTES – REGULAR BOARD MEETING
USD 410 District Office Conference Room
June 13, 2022 **7:00 p.m.**

Members Present:

Jared Jost
Jim Paulus

Rod Koons
Sara Wichert

Jessey Hiebert
Scott Winter

Member Absent:

Tim Kaufman

Administrators:

Max Heinrichs

Clint Corby

Others:

Jerry Hinerman, Clerk

Malinda Just

A. Meeting Called to Order

Board President Jared Jost called the meeting to order at 7:00 p.m.

B. Approval of Regular and Consent Agenda

Jim Paulus moved to approve the regular and consent agendas. Motion seconded by Rod Koons. Carried 6-0.

Items on the consent agenda included the following:

1. Motion to approve the minutes of the May 9, 2022, regular board meeting
2. Motion to approve the 2022 – 2023 Marion County Parents as Teachers Policy and Procedures Manual
3. Motion to approve the 2022 – 2023 Hillsboro Elementary School Handbook and the 2022 – 2023 Hillsboro Middle/High School Handbook
4. Motion to approve the 2022 – 2023 USD 410 four-year-old all-day preschool calendar and the 2022 – 2023 USD 410 half-day preschool calendar
5. First reading of the following revised policies:
 - BBE Attorney
 - BDA Developing, Adopting, Amending, and Repealing Board Policy
 - BG Memberships
 - CEC Superintendent Recruitment
 - CM Policy Implementation
 - CMA Administrative Rules and Regulations
 - DB Budget Planning
 - DC Annual Operating Budget
 - DFAB Standard of Conduct for Federally Funded Contracts
 - DFAC Federal Fiscal Compliance
 - DJFAB Administrative Leeway
 - EBA Insurance Program
 - ED Student Transportation Management

EDAA	School Buses and Vehicles
FC	Memorials, Funerals, and Naming of District Facilities
GAA	Goals and Objectives
GBRJ	Substitute Teaching
GCIA	Evaluation of Coaches and Sponsors
GCRG	Leaves
IB	School Site Councils
IDAE	Student Privacy Policy
IF	Textbooks Instructional Materials and Media Centers
IIA	Performance-Based Credit
IIBGB	Online Learning Opportunities
ING	Animals and Plants in the School
JA	Goals and Objectives
JBC	Enrollment
JBE	Truancy
JCAC	Interrogation and Investigations
JGCD	Health Screenings
JGFF	Student Transportation
JGG	Transportation
JHC	Student Organization
KB	Public Information Programs
KBA	District or School Websites
KGA	Use of District Personal Property and Equipment
KGC	Bullying by Parents
GAAF	ESI Documentation Form

6. First reading of the 2022 – 2023 Transportation Handbook
7. Motion to approve the Arts and Crafts Fair transportation request for two buses on September 17, 2022
8. Motion to approve the following donations
Donation of \$7,000.00 from the Hillsboro Community Foundation for the 2022 John A. and Harriet Kizler Wiebe Good Citizen Scholarships

Donation of \$5,350.00 from the Hillsboro Community Foundation for USD 410 early childhood education

Donation of \$400.00 from the Hillsboro Community Foundation for the 2022 KSHSAA Citizenship Awards

Donation of \$250.00 from the Kansas Center for Entrepreneurship, Inc. for the Hillsboro High School entrepreneurship program

Donation of \$200.00 from the American Heart Association to be used for Hillsboro Elementary School PE supplies and equipment

C. Citizen's Open Forum

D. Action/Discussion Items

1. 2022 – 2023 Preschool Memorandum of Understanding with USD 418 McPherson and Interlocal 617 Marion County Special Education Cooperative
Rod Koons moved to approve the 2022 – 2023 Preschool Memorandum of Understanding with USD 418 McPherson and Interlocal 617 Marion County Special Education Cooperative. Motion seconded by Sara Wichert. Carried 6-0.
2. Hillsboro Middle/High School Commons Tile, Removal, and Installation Bid
Jim Paulus moved to approve the bid of \$38,750 from Supreme Floor Company to removed old vinyl tile, install new vinyl tile, cove base, and entry way tile in the Hillsboro Middle/High School Commons. Motion seconded by Jessey Hiebert. Carried 6-0.
3. District Vehicle Replacement
4. Disposal of Cell Phones
Rod Koons moved to offer cell phones no longer used by the district to employees who previously used the phones with the fair market value of the phone added to the taxable income of employees accepting the offer. Motion seconded by Jim Paulus. Carried 6-0.

E. Executive Session – Personnel

Jared Jost moved for the Board to go into executive session at 7:10 p.m. with the Superintendent and Middle/High School Principal Clint Corby to discuss resignations, hiring of personnel, supplemental positions, and elimination of positions pursuant to the non-elected personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at 7:20 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Rod Koons. Carried 6-0.

Regular Session

F. Personnel

1. Resignations
 - a. Russell Bennett – USD 410 Technology Assistant and Route Bus Driver
 - b. Connie Beavers – Hillsboro Elementary School Afternoon Crunch Supervisor
 - c. Katelyn Seaman – Hillsboro Elementary School Preschool Aide
 - d. Megan Daniels – Hillsboro Elementary School Preschool AideRod Koons moved to approve the following resignations. Motion seconded by Scott Winter. Carried 6-0

The resignation of Russell Bennett from his position as USD 410 Technology Assistant and Route Bus Driver effective June 3, 2022

The resignation of Connie Beavers from her position as Hillsboro Elementary School Afternoon Crunch Supervisor effective at the end of the 2021 – 2022 school year

The resignation of Katelyn Seaman from her position as Hillsboro Elementary School Preschool Aide effective May 25, 2022

The resignation of Megan Daniels from her position as Hillsboro Elementary School Preschool Aide effective August 2, 2022

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2. Classified Hires
 - a. Diane Litwiller – Hillsboro Elementary School 3rd Grade Classroom Aide
Rod Koons moved to approve the hiring of Diane Litwiller to serve as Hillsboro Elementary School 3rd Grade Classroom Aide for 7 hours per day for 173 days per year at a pay rate of \$11.35 per hour effective August 12, 2022. Motion seconded by Sara Wichert. Carried 6-0.
 - b. Rustyn Kerbs – Hillsboro Elementary School Preschool Aide
Jim Paulus moved to approve the hiring of Rustyn Kerbs to serve as Hillsboro Elementary School Preschool Aide for 8 hours per day for 175 days per year at a pay rate of \$13.25 per hour effective August 15, 2022. Motion seconded by Jessey Hiebert. Carried 6-0.
 - c. Lisa Mayfield – Hillsboro Elementary School Administrative Assistant
Jessey Hiebert moved to approve the hiring of Lisa Mayfield to serve as Hillsboro Elementary School Administrative Assistant for 32 hours per week at a pay rate of \$14.00 per hour. Motion seconded by Rod Koons. Carried 6-0.
 - d. Anthony Epp – Move from Hillsboro Middle/High School Part-Time Custodian to Hillsboro Middle/High School Full-Time Custodian
Scott Winter moved to approve Anthony Epp's move from Hillsboro Middle/High School Part-Time Custodian to Hillsboro Middle/High School Full-Time Custodian to work 8 hours per day for 253 days per year effective June 20, 2022. Motion seconded by Jim Paulus. Carried 6-0
 - e. Jennifer Moss – Move from Hillsboro Elementary School 4th Grade Classroom Aide to Hillsboro Elementary School Preschool Aide
Jim Paulus moved to approve Jennifer Moss' move from Hillsboro Elementary School 4th Grade Classroom Aide to Hillsboro Elementary School Preschool Aide to work 8 hours per day for 175 days per year at a pay rate of \$13.25 per hour effective August 15, 2022. Motion seconded by Jessey Hiebert. Carried 6-0.
 - f. Jonathan Douglas – Hillsboro Middle/High School Custodian and USD 410 Route Driver
Rod Koons moved to approve the hiring of Jonathan Douglas to serve as Hillsboro Middle/High School Custodian and USD 410 Route Driver for 8 hours per day for 253 days per year effective July 1, 2022. Motion seconded by Jim Paulus. Carried 6-0.
3. 2022 – 2023 Supplemental Contracts
Rod Koons moved to approve the issuance of the following 2022 - 2023 supplemental contracts. Motion seconded by Sara Wichert. Carried 6-0.

<u>Name</u>	<u>Supplemental Contract Description</u>
Sandy Arnold	Head High School Volleyball Coach
Creigh Bell	High School Technology Student Association and Robotics Sponsor
Dennis Boldt	Assistant High School Football Coach Assistant High School Girls' Basketball Coach District Website Facilitator High School H Club Sponsor (0.50 FTE)

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<u>Name</u>	<u>Supplemental Contract Description</u>
Jessica Bowman	High School National Honor Society Sponsor Middle School Yearbook Sponsor High School Yearbook Sponsor
Tamara Cassidy	Middle School Scholars' Bowl Sponsor Middle School Student Council/Renaissance Sponsor
Tyler Clements	Assistant Middle School Football Coach
Heather Corby	Teacher Mentor
Demetrius Cox	Head High School Football Coach Assistant High School Boys' Basketball Coach Head High School/Middle School Track Coach Summer Weight Room Supervisor
Dustin Dalke	High School Musical Assistant (0.5 FTE) District Concessions Manager District Professional Development Coordinator Junior Class Sponsor (0.50 FTE)
Holly Dalke	Sophomore Class Sponsor
Pati Funk	Junior Class Sponsor (0.50 FTE)
Wendy Funk	Assistant High School Softball Coach
Kayla Gallaway	Assistant High School Drama Coordinator
Jayson Hanschu	Assistant High School Baseball Coach
Autumn Hardey	Assistant Middle School Volleyball Coach
Jeff Haslett	Assistant High School/Middle School Track Coach
Robert Haude III	Assistant High School Football Coach
Jill Hein	Assistant High School Volleyball Coach
John Hein	Assistant Middle School Wrestling Coach
Rachel Hein	High School Student Council Sponsor
Alex Jost	Head Middle School Wrestling Coach
Lynn Just	High School Musical Coordinator Grade 6 – Grade 12 Vocal Music Instructor
Bailey Kaufman	High School Forensics Sponsor
Rustyn Kerbs	Assistant Middle School Football Coach Assistant Middle School Boys' Basketball Coach

<u>Name</u>	<u>Supplemental Contract Description</u>
Kathy Klein	High School Cheerleader Sponsor
Darrel Knoll	Head High School Boys' Basketball Coach
Alyssa Kroeker	Head High School Softball Coach
Kyle Kroeker	Head Middle School Football Coach Assistant High School Boys' Basketball Coach
Brielle Loewen	Head High School/Middle School Cross Country Coach
David A. Loewen	Head Middle School Boys' Basketball Coach
David E. Loewen	Assistant Middle School Boys' Basketball Coach
Tena Loewen	Assistant High School Girls' Basketball Coach
Bruce Major	Instrumental Music Instructor
Kaylene Mueller	High School Scholar's Bowl Sponsor
Stacie Myers	Head Middle School Girls' Basketball Coach
Adam North	High School Academic Detention Supervisor
Scott O'Hare	Assistant High School Football Coach Head High School Wrestling Coach Head High School Golf Coach High School H Club Sponsor (0.50 FTE)
Don Ratzlaff	Assistant High School/Middle School Track Coach
Micah Ratzlaff	Head High School Girls' Basketball Coach
Sonya Roberts	High School FFA Sponsor
Leah Rose	Head High School Drama Coordinator
John Ruder	Head High School Girls' Tennis Coach Head High School Boys' Tennis Coach
Shari Sisk	Grade K – Grade 5 Fine Arts Instructor
Tesha Werth	Head Middle School Volleyball Coach Assistant Middle School Girls' Basketball Coach
4.	Elimination of Hillsboro Elementary School Preschool Part-Time Aide Positions Jim Paulus moved to approve the elimination of the part-time preschool aide positions previously filled by Brittany Baum and Raine Harman effective May 18, 2022. Motion seconded by Scott Winter. Carried 6-0.

G. Reports

1. Superintendent's Report
 - a. Special Board Meeting for Budget Hearing (Amended 2021 – 2022 Budget) – Tuesday, June 28, 2022, at 12:00 PM
 - b. Special Board Meeting for Superintendent Expectations and Goal Setting with the Kansas Association of School Boards – Thursday, July 7, 2022, at 6:00 PM
 - c. Board Expectations and Goals Meeting
2. TEEN Report
3. MCSEC Report
4. Business Manager's Report

Rod Koons moved to approve the payment of bills totaling \$537,930.28 and the following reports. Motion seconded by Scott Winter. Carried 6-0.

 - USD 410 Activity Account Report
 - USD 410 Activity Account Bank Reconciliation
 - District Report of Transfers
 - District Cash Summary Report
 - District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
 - District Expense Budget Report

H. Adjournment

President Jared Jost declared the meeting adjourned at 7:48 p.m.

Jerry Hinerman, Clerk

UNIFIED SCHOOL DISTRICT NO. 410
Durham-Hillsboro-Lehigh

MINUTES – SPECIAL BOARD MEETING
USD 410 District Office Conference Room
June 28, 2022 12:00 p.m.

Members Present:

Jared Jost
Scott Winter
Tim Kaufman (via phone)

Rod Koons
Jessey Hiebert (via phone)
Sara Wichert (via phone)

Jim Paulus

Administrators:

Max Heinrichs

Clint Corby

Others:

Jerry Hinerman, Clerk

A. Meeting Called to Order

President Jared Jost called the meeting to order at 12:01 p.m.

B. Republished Fiscal Year 2022 Budget Hearing

President Jared Jost declared the Board would enter into the republished Fiscal Year 2022 budget hearing as required by Kansas statutes and invited those wishing to comment concerning the republished Fiscal Year 2022 budget to speak to the Board.

After allowing time for comments, Jared Jost declared the republished Fiscal Year 2022 budget hearing closed.

Rod Koons moved to approve the republished Fiscal Year 2022 budget as presented. Motion seconded by Jim Paulus. Carried 7-0.

C. Adjournment

Jared Jost declared the meeting adjourned at 12:02 p.m.

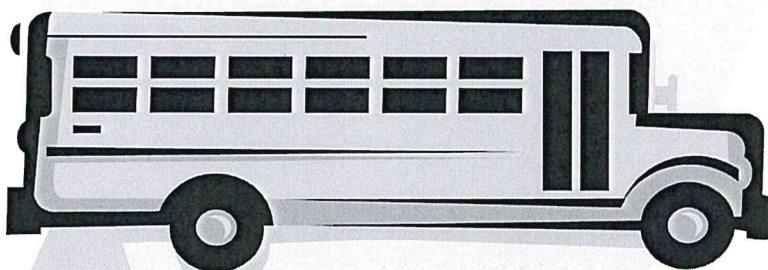
Jerry Hinerman, Clerk

6-1-22 Draft

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**STUDENT TRANSPORTATION
HANDBOOK
2022-2023**

AUGUST 2022



**Unified School District # 410
Hillsboro-Durham-Lehigh**

**416 S. Date Street
HILLSBORO, KANSAS**

Karen Goossen, Transportation Director

Office Phone – (620) 947-3184

Cell Phone – (620) 877-0502

Riding / Not Riding Calls – (620) 877-0502

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TRANSPORTATION INFORMATION

2

Transportation is provided by Unified School District #410 to all students living outside the city limits of Hillsboro.

Information as been updated. { U.S.D. #410 covers 232 square miles with an approximate enrollment of 569 students. About 40% of these students are transported in school owned vehicles.

U.S.D. #410 owns 31 buses and vans, has approximately 7 daily routes traveling approximately 1384 miles per day, or 251,406 miles per year. This total includes buses and vans that travel on activity trips. (Miles based on 2021-2022 school year.)

BUS PROCEDURES

A. Bus Safety Rules.

1. Be courteous, do not use profane language.
2. Do not eat or drink on regular routes.
3. Keep the bus clean.
4. Co-operate with the driver.
5. Do not tamper with or damage the bus, or the equipment.
6. Stay in your seat. Keep head, hands and feet inside the bus and to yourself.
7. Do not fight, push or shove.
8. Do not bring pets on the bus.
9. Tobacco, firearms/weapons will not be allowed on the bus.
10. The bus driver is authorized to assign seats.

B. Bus Conduct Report

No driver can be expected to be a safe driver when riders who misbehave take attention from the road. So that parents may know when drivers are having problems a Bus Conduct report will be sent to the parents. For certain types of behavior, a student may lose bus-riding privileges for the first offense.

A copy of the report is below:

BUS CONDUCT REPORT HILLSBORO USD #410		STUDENT'S NAME	GRADE	DATE OF INCIDENT
		BUS NO.	A.M. P.M.	DRIVER'S NAME
NOTICE TO PARENTS 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.				
DRIVER'S REPORT				
<input type="checkbox"/>	VIOLATION OF SAFETY PROCEDURES	EXCESSIVE MISCHIEF	EATING - DRINKING - LITTERLING	
<input type="checkbox"/>	DESTRUCTION OF PROPERTY		RUDE - DISCOURTEOUS - ANNOYING	
<input type="checkbox"/>	FIGHTING - PUCHING - TRIPPING	SMOKING	UNACCEPTABLE LANGUAGE	
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:		
<input type="checkbox"/>	CHECKED STUDENT'S FOLDER	STUDENT REGRETS INCIDENT, COOPERATIVE		
<input type="checkbox"/>	HELD CONFERENCE WITH STUDENT	RECURRING INCIDENTS WILL BE REPORTED		
<input type="checkbox"/>	SENT PREVIOUS REPORT HOME	STUDENT DENIED BUS PRIVILEGE UNTIL		
<input type="checkbox"/>	TELEPHONED PARENT	STUDENT PLACED ON PROBATION		
<input type="checkbox"/>		STUDENT SUSPENDED		

Safety Precaution: Hand rails, doors, etc. can be dangerous in relation to drawstrings on clothing. Please take into consideration the type of clothing, bags, etc. you purchase for your children. Drawstrings with large knots or accessories at the end do get caught quite easily.

C. Video Cameras

Some of our buses are equipped with video cameras. From time to time your child's behavior will be monitored while riding the bus by these cameras.

D. Loading Docks

(1) **Regular Route Guidelines**

1. Morning routes are not designed for students to be late. Be on time. When the weather permits be outside at the road waiting for the bus.
2. Stay off the road while waiting for the bus. Stand at least 20 feet away from the bus stop.
3. Pupils are to remain seated facing forward while the bus is in motion.
4. When loading or when leaving a bus, pupils must observe the directions of the driver. Students crossing the road are to walk at least 10 feet in front of the bus after making sure the roadway is clear.
5. In cold weather, riders must bring adequate clothing to cope with emergencies.

(2) **Elementary Loading & Unloading**

Elementary bus students will be unloading in the morning, and loaded in the evening in the circle drive. Parents who are picking up and dropping off students at the elementary school should do so in the drive along the east side of the building. Students should be picked up from the curb next to the building. They should not cross in front of cars to get to the vehicle they are to ride in. Parents please be patient and wait until you can drive up next to the curb.

(3) **H.H.S. & H.M.S.**

The buses will load and unload on "A" Street near the Robert C. Brown Gymnasium.

(4) **Hillsboro Elementary Pre-School**

Students will load and unload in the circle drive.

E. Pre-K Routes

Pre-K routes are provided for rural students who need to be bused home.

F. Bad Weather Conditions & Crossing the Road

We have stops along Highway K-15 where occasionally children may need to cross the highway. These heavy traffic conditions can create hazardous situations, especially when the weather is bad. To try to help these situations parents should instruct their children to listen very carefully to the drivers instructions. If you have small children perhaps you will want to accompany them to the bus stop to make sure they board the bus safely. This would be wise at least until the child is well acquainted with the correct procedure. **We will do our best to avoid crossing K-15 if at all possible.**

When weather conditions are unfavorable (especially poor visibility) no one plan will work for each stop. Our drivers are aware of these difficult situations and are concerned. They are willing and want to provide the safest ride possible. Be sure to become acquainted with your driver and work out these situations with him/her.

Red print
indicates the
changes in
verbage.
added →

G. Destination Changes

Pupils will load and unload from their assigned bus at regular established stops, unless written permission is granted to be let off at other stops along an existing route. Buses will not take children to destinations off the regular route. A written request from the sending parent must be presented to the driver. If none is received, the student will remain at school or be returned to school and the parent contacted. This contact can be made by either the school office or the driver.

If an emergency arises during the school day, you may want to plan for someone to be at your home when your children arrive there or you can plan for someone else to pick up your children at school.

Students who are not regularly assigned to a bus may only ride as the guest of a rider. The parent of the bus student or the parent of the guest, must make a written request with the bus driver for the guest child to be on the bus. **Limit** - one guest per family **unless pre-arranged with the transportation office due to seating capacity.**

H. Student Living Outside the District

Students living out of the district will be picked up at a point in the district that is most convenient for the district. Parents must make written request with the Transportation Director, before the pickup is to begin.

I. Not Riding

It is very important that anyone not riding the bus on any given day inform the transportation office at **(620)877-0502**. **** Please do not text or call the driver between 6:00 am and 7:45 am. or 3:00 pm and 5:00 pm.***

J. Vandalism

Students are encouraged to help care for the bus. Willful damage or destruction to any part of the bus is prohibited. An effort is always made to discover who committed the act of vandalism. The student or parent will be held responsible to pay for any damage.

K. Activity Bus Trips

All USD #410 transportation policies are in effect when riding an activity bus. The following guidelines also apply to activity trips:

→ The sponsor or coach **will be responsible for the** supervision of students while riding an activity bus. The sponsor or coach shall also be responsible for the student's actions during the game or activity. The sponsor and/or driver have the right to recommend denial of a student's activity bus privileges indefinitely for misconduct on the trip. The bus driver will then fill out a Bus Conduct Report to be turned in to the building principal who may deny a student's activity bus riding privileges indefinitely.

There are two ways that a student shall be given permission not to return on the school bus from an activity:

1. A parent or guardian (only) must speak directly with the student sponsor (teacher or coach) at the activity withdrawing the student from the return bus ride.
2. A written request to withdraw the student from the return bus ride is:

- signed by the parent or guardian,
- presented to the principal, preferably in advance of the scheduled trip,
- has the principal's signed approval on the note, (this note will be phone-verified by the principal's office with the parent), if the parent cannot be reached, approval will not be given,

- is presented to the bus driver by the teacher or coach prior to departing on the trip.

Revised from
assisting bus driver

Routes for activity trips will be planned ahead of time with the transportation supervisor and drivers involved and will not change to accommodate students.

Any student living along the planned activity route may be picked up by or depart from the bus at his/her home, at the Lehigh City Building, or the Durham Baptist Church. Any other pick up or departure point along the planned route requires the parents of the student to be present. For either a pick-up or a departure from the bus along the planned activity route to occur, a written request signed by the parent or guardian must be presented to the principal in advance of the scheduled activity trip. The principal must approve the request, sign it and the approved request must be presented to the driver prior to departing on the trip.

The building principal may assign a sponsor(s) to activity and field trips to assist the driver in the supervision of students.

On activity trips **only** will the following special provisions also apply:

- Cell Phones, Walkman radios and/or tape/CD players using ear phones will be allowed.
- Food and drinks are permitted as long as all trash is placed in the container provided.

THE SCHOOL BUS STOP LAW:

Most people know that they are supposed to stop when a school bus is loading or unloading passengers, but do you know the details:

Yellow flashing lights indicate the bus is going to stop. You **MUST STOP WHEN THE RED LIGHTS ARE FLASHING AND THE STOP SIGN IS OUT.**

A federal law requires that **ALL BUSES MUST STOP** at all railroad crossings.

The intent of a recent change in the law is to require fewer stops by the general public. In fact, school bus drivers often want other vehicles to proceed on past so they can more safely open the door and discharge passengers. Most drivers prefer to have other traffic completely out of the way before letting children off the bus.

Required stop or not, always be especially cautious when near a stopped school bus.

Should you have any difficulty understanding any instructions in this handbook, please contact the Transportation Director for clarification. Thank you for your cooperation. Our first concern is for the safe transportation of your children.

L. Weather - Emergency School Closing

Emergency school closings are broadcast over the following TV stations:

Television Stations

KWCH
KAKE
KSNW

Channel 12
Channel 10
Channel 3

USD 410 Website

Thrill Share message system

www.usd410.net

M. Emergency Evacuation Drills

Emergency evacuation drills are conducted with USD #410 students on a yearly basis.

N. Bus Schedules

** Times subject change depending on enrollment changes.*

(1) **Lehigh Students:**

7:03 a.m. City Building

7:06 a.m. Maria Street

(2) **Durham Students:**

7:05 a.m. Durham Baptist Church

O. Know Your Driver

Following is a list of drivers for the 2022-2023 school year and their phone numbers. Be sure to become acquainted with your driver. Problems are best addressed when both parties feel free to call each other. Bus drivers will contact parents prior to the beginning of the school year with planned route pick up times.

*****Please do not call or text drivers from 6:00am – 7:45 am or 3:00 pm – 5:00 pm***

Contact the transportation office at 877-0502.

Regular Route:

Steve Glahn	620-381-1094
Daryl Kliwer	620-382-4323
Tammy Ware	785-466-6858
Open Position	000-000-0000
Robert Haude	661-319-0674

Substitute Drivers

Doug Sisk	620-877-7512
Open Position	000-000-0000

Transportation Director

Karen Goossen, office	947-3184 opt. 4
Call or text	877-0502 (Cell)

uncertain for 2022-2023 {

* <u>Oasis Route</u>	
Jeff Jensen	620-757-6655
<u>Preschool Route</u>	
Tammy Ware	785-466-6858

* Oasis, depending on what vehicle is available and suggested for it.
Driver has limitations

JUNE 2022 UPDATED KASB POLICIES AND FORMS

The KASB June 2022 policy updates are now available, which means the 2021-2022 school year has finally ended. The following policy recommendations have been edited and revised by the KASB Legal/Policy Services staff. The table below explains in detail the changes in policies. A few policies listed have only technical and grammatical changes. Most of these changes were made to provide additional local control and to reflect what most districts have chosen to adopt when given an option. While you may not be required to make any changes to your version of these policies, please review and compare these updates with what you have adopted to ensure you have the most up-to-date KASB recommended policies.

Finally, you may notice that the policies look a little different. The KASB policies have undergone a facelift. The font and spacing has been updated to 11 pt. Times New Roman with 1.5 inches between lines. If you have any questions concerning these policy updates, please direct them to Leslie Garner, KASB's Policy Specialist/Legal Coordinator, at lgarner@kasb.org or at 1-800-432-2471.

	RATIONALE FOR RECOMMENDED REVISION OR ADDITION	RECOMMENDED ACTION
BBE Attorney (revised)	The phrase "referred by the board" was removed for clarification and ease of use.	Review and adopt if preferred to old policy
BDA Developing, Adopting, Amending, and Repealing Board Policy (revised) (title change)	This policy was updated with pertinent provisions of deleted policy CMA added to have one policy outlining how policy matters are addressed in the district. Language was also updated to better reflect current district practices.	Review and adopt if preferred to old policy
BG Memberships (revised)	Technical change. We removed the "shall" option.	Review and adopt if preferred to old policy
CEC Superintendent Recruitment (revised)	Technical changes. Language was amended for clarification and ease of use, including removing the "shall" option regarding professional search services. It also includes more flexibility if the district prefers to offer the position to an internal candidate.	Review and adopt if preferred to old policy
CM Policy Implementation (revised)	Technical change. We removed the cross-reference to the CMA policy, which has been deleted.	Review and adopt if CMA is deleted
CMA Administrative Rules and Regulations (deleted)	Pertinent parts of this policy were added to policy BDA, and policy CMA was deleted.	Delete and adopt new BDA
DB Budget Planning (revised)	This policy was revised to specify that districts shall conduct an assessment of educational needs to	Review and adopt to promote compliance

	be used when approving the budget. This change is necessitated by the passage of Senate Substitute for HB 2567. <i>See</i> Section 12 of the bill. Read this in concert with the changes to policy DC and policy KBA.	with state law effective July 1, 2022
DC Annual Operating Budget (revised)	Language was added to this policy to include additional requirements for the budgeting process that must be met in accordance with Senate Substitute for HB 2567. <i>See</i> Section 12 of the bill.	Review and adopt to promote compliance with state law effective July 1, 2022
DFAB Standard of Conduct for Federally Funded Contracts (revised)	This policy was revised to add that receipt of meals and/or accepting free product samples having a retail value of no more than \$100.00 is not a violation of the policy or standard of conduct.	Review and adopt if preferred to old policy
DFAC Federal Fiscal Compliance (revised)	This is a technical change. We removed the cross-reference to the CMA policy, which has been deleted.	Review and adopt if deleting CMA
DJFAB Administrative Leeway (revised)	This is a technical change. We removed the cross-reference to the CMA policy.	Review and adopt if deleting CMA
EBA Insurance Program (revised)	This policy was revised to include language stating, “The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district.” Senate Bill 91 shifts liability for loss related to student work-based learning opportunities to school districts. This change in policy authorizes the district to purchase liability insurance coverage for these endeavors if a policy becomes available.	Review and adopt
ED Student Transportation Management (revised)	This policy was revised to specify that districts may provide student transportation using any of the methods outlined by law. <i>See</i> K.S.A 72-6486; K.S.A. 72-6487.	Review and adopt
EDAA School Buses and Vehicles (revised) (title change).	<p>We specified Buses in the title.</p> <p>This policy was revised to clarify that use of buses and other school vehicles used by the district shall conform to current law, including K.S.A. 72-6486, <i>et seq.</i></p> <p>Flexibility was built in throughout to allow the superintendent’s designee to perform some of the functions of transportation management instead of the superintendent and to update language to conform more to present district practice.</p>	Review and adopt if preferred to old policy

	The language of Option 2 of this policy was revised for clarification and ease of use.	
FC Memorials, Funerals, and Naming of District Facilities (revised)	This policy was revised to clarify the types of memorials allowed in the school setting and to allow local boards to name district facilities after a living person, if preferred. Removal of some references to “permanent” memorials should help clarify that memorials, even temporary ones, are generally not to be visible in the schools.	Review and adopt if preferred to old policy
GAA Goals and Objectives (revised)	This was a technical change. We removed the cross-reference to the CMA policy, which was deleted.	Review and adopt if deleting CMA
GBRJ Substitute Teaching (revised)	This policy was revised by adding “or the superintendent’s designee” in addition to some technical changes for clarification, ease of use, and to reflect current practices. Given the staffing shortages you all are experiencing, we built in flexibility to only provide substitutes with necessary information to performance of their duties and deemphasizing requirements for advance training and handbook language.	Review and adopt if preferred to old policy
GCIA Evaluation of Coaches and Sponsors (revised)	This policy was updated to specify coaches or sponsors are to be evaluated annually.	Review and adopt if preferred to old policy
GCRG Leaves (revised) (Title change)	Districts provide various numbers of days and types of leave, so we revised the policy to state leave shall be provided “in accordance with handbook language.” We did not want to maintain policy language that may be in conflict with your local handbook language and/or practice.	Review and adopt if preferred to old policy
IB School Site Councils (revised)	The wording to this policy was amended for clarification and ease of use. The meaning of the policy did not change substantially.	Review and adopt if preferred to old policy
IDAE Student Privacy Policy (revised)	This policy was revised to reflect changes in the Kansas Student Data Privacy Act brought about by Senate Substitute for HB 2567, specifically its Section 27. The ability of districts to survey students has become substantially more limited, and there are requirements for advance notice and access to the surveys. Parents must opt-in in most cases, and students may opt-out. This policy	Review and adopt to be in compliance with new law effective July 1, 2022

	specifies how advanced notification shall be handled and how written consent shall be accepted.	
IF Textbooks Instructional Materials and Media Centers (revised)	This policy was revised to specify who can file a complaint about textbooks, media center or other instructional materials, and to clarify the review process and timelines.	Review and adopt if preferred to old policy
IIA Performance-Based Credit (revised)	This policy was revised to add alternative educational opportunities language to policy in order to help districts comply with Section 7 of Senate Substitute for House Bill 2567 regarding partnerships with sponsoring entities. The language added explains the provisions of law applicable, eligibility requirements, the process, the criteria, state reporting, and determining the course credits if a district wishes to partner with sponsoring entities to provide these opportunities.	Review and adopt to help ensure compliance with state law effective July 1, 2022
IIBGB Online Learning Opportunities (revised)	Technical changes were made. This policy reflects that the practice is generally to allow the administrators to make decisions regarding credit award, rather than the board's role.	Review and adopt if preferred to old policy
ING Animals and Plants in the School (revised)	This policy was revised to reflect the requirement of permitting service animals in school in accordance with federal law, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. While Kansas has law regarding service animals, it is in conflict with the federal law. Since federal law trumps state law in this instance, we want to ensure districts know which requirements to follow. We also specified that therapy animals are not considered service animals. Therefore, permission would have to be sought and received to bring them into the school setting.	Review and adopt
JA Goals and Objectives (revised)	This is a technical change. We removed the cross-reference to the CMA policy, which was deleted.	Review and adopt if deleting CMA
JBC Enrollment (revised)	This policy was revised by adding language allowing certain part-time students to attend the district in accordance with Senate Substitute for HB 2567, Section 14.	Review and adopt to help ensure compliance with law effective July 1, 2022
JBE Truancy (revised)	This policy was revised by adding language to help enforce Senate Substitute for HB 2567, Section 14. The change builds in more flexibility to exempt students from truancy requirements if they have a	Review and adopt to help ensure compliance with law effective July 1, 2022

	high school equivalency credential; are attending a private, denominational, or parochial school; or have a court order providing they should be exempt.	
JCAC Interrogation and Investigations (revised)	We made some adjustments to this policy to reflect that district staff are legally required to meet with law enforcement on a regular basis and to bring the policy more in line with K.S.A. 38-2209(d) regarding when we should not share with parents that their child has been in contact with officials regarding a child abuse investigation.	Review and adopt
JGCD Health Screenings (revised)	This policy was revised to reflect changes made to Kansas law regarding health screenings for students. Some of these changes were the result of Senate Bill 62.	Review and adopt to help ensure compliance with law effective July 1, 2022
JGFF Student Transportation (revised) (title change)	The word “Regulation” was removed from the title and replaced in the policy with “procedures” to better reflect its purpose and clarify scope. Language providing the superintendent must develop procedures regulating student transportation was changed to say that the superintendent may do so.	Review and adopt if preferred to old policy
JGG Transportation (revised)	The word “bus” was removed from this policy to ensure the policy encompassed different transportation services utilized by districts. This is brought about, in part, by legislation authorizing the use of private transportation providers to transport students.	Review and adopt to better reflect state law effective July 1, 2022
JHC Student Organization (revised)	This policy was revised to specify that the adult identified to supervise a non-school sponsored student club shall be named in the facility use request. It would not necessarily have to be a staff member.	Review and adopt if preferred to old policy
KB Public Information Programs (revised)	This was a technical change. We removed the “shall” option, so that the superintendent could delegate public communication authority to others.	Review and adopt if preferred to old policy
KBA District or School Websites (revised)	The changes to this policy simplified the process of identifying the individual within the district responsible for maintaining and updating the district and school websites. It also incorporated some legislative changes requiring posting of items on district websites.	Review and adopt to help ensure compliance with law effective July 1, 2022

KGA Use of District Personal Property and Equipment (revised)	Definition of “district personal property” was added for clarity. The use of “personal property” when describing district property had caused some confusion since the last update. As “personal property” and “real property” are legal terms in general use, we defined the term to try to clear up any misconceptions.	Review and adopt if preferred to old policy
KGC Bullying by Parents (revised)	This is a technical change. We removed the “shall” option and provide that the district’s bullying policy and plan may be posted on the district’s website.	Review and adopt if preferred to old policy
FORM UPDATED		
GAAF ESI Documentation Form	The Kansas statute previously referenced in the policy expired, and terms are now defined in K.A.R. 91-42-1 through K.A.R. 91-42-7.	Review and adopt
TOTALS =	Existing Policy Revisions – 36 Existing Form Revision - 1 Deleted Policy – 1 Existing Table of Contents – B, C, D, E, F, G, I, J, K	

Attorney

BBE

The board shall appoint an attorney to handle legal matters ~~referred by the board~~.

Approved:

KASB Recommendation – 1/01; 4/07; 6/22

Developing, ~~and~~ Adopting, Amending, and Repealing Board Policy

BDA

(See CM, ~~CMA~~, GAA, and JA)

The board shall adopt all ~~new~~ policies, regulations, and handbooks, all of which are deemed to be board policy and delete or modify existing policies. Board policies, ~~rules and~~ regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board. ~~All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.~~

Drafting Policy

The superintendent shall recommend~~draft all recommended~~ policy changes, ~~including new policy recommendations.~~ The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

Attorney Involvement

Board policies or recommended changes thereto ~~and rules {shall/may}~~ be submitted to ~~the~~ legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ~~develop a procedure to~~ ensure appropriate dissemination of current policy and ~~the destruction or~~ removal of obsolete policies from the board's policy system. At least one~~One current hard copy~~ policy manual~~book~~ shall be accessible~~kept~~ in the central business office. ~~If appropriate, the superintendent may also designate additional staff members who shall be furnished a policy book.~~ Current board-approved policies ~~{shall/may}~~ be posted on the district website, or other website designated by the board. Board members, district staff, patrons and others will be encouraged to use the web-site to access current board policy.

Historical Policy Files

The clerk shall keep an historical set of board policies which will reflect all revisions, ~~amendments~~ or other actions pertaining to every policy.

Public Input on Policy

Individuals or groups may submit proposed changes in board policy.

Action Allowed When No Policy Exists

In an emergency, when action must be taken but present policy does not dictate appropriate action, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.

Approved:

KASB Recommendation 1/01; 4/07; 6/10; 6/22

Memberships

BG

The board ~~{shall/may}~~ maintain membership in the Kansas Association of School Boards and, if a member of KASB, may join and participate in the activities of the National School Boards Association.

Approved:

KASB Recommendation –1/01; 4/07; 6/22

Superintendent Recruitment

CEC

The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall establish an orderly procedure for employing a superintendent that conforms to generally accepted ethical and legal standards and minimizes misunderstanding in the community. The process should allow the board ample opportunity to evaluate the qualification of a ~~number of~~ candidate's ~~qualifications~~ whose professional training and experience meet district needs. The board may solicit applications from qualified staff members and may list the vacancy with placement offices.

The board ~~(shall/may)~~ select a professional search service who shall screen all applications and recommend finalists to the board for interviews. The board shall interview selected candidates. Board members may visit each finalist's district.

Approved:

KASB Recommendation – 01/02; 4/07; 12/14; 6/22

Policy Implementation

CM

(See BDA, CGK, ~~CMA~~, GAA, and JA)

Administrative employees who fail to implement board policies may, by board action, be suspended without pay, demoted, placed on probation, nonrenewed, or terminated.

Approved:

KASB Recommendation – 6/00; 01/02; 4/07; 6/19; 6/22

Administrative Rules and Regulations

CMA

~~(See BDA, CM, DJFAB, GAA and JA)~~

~~The superintendent is responsible for recommending rules and regulations necessary to carry out board policy and to operate the district's schools. These rules and regulations shall constitute the administrative handbooks governing the schools and shall be considered for approval, modification or disapproval by the board. No administrative rule shall conflict with board policy.~~

~~The superintendent shall review all proposed rules before they are submitted to the board. The administrative staff shall review all administrative rules recommended by the superintendent before being submitted to the board for their consideration.~~

Staff Involvement

~~The superintendent {shall/may} include representatives of those employees who will be affected at the planning stage.~~

Community Involvement

~~The superintendent may involve district patrons on committees or study groups whenever necessary and appropriate.~~

Student Involvement

~~The superintendent may consider students' opinions concerning rules which affect them.~~

Rules Drafting

~~All proposed rules {shall/may} be submitted to the legal counsel to determine their legality before they are submitted to the board.~~

Disseminating Rules

~~All employees who play a role in enforcing the rules or who will be affected by any rule changes shall be given copies of the pertinent rules and any revisions.~~

Reviewing Rules

~~Administrative rules adopted by the board shall be subject to regular review by the administrative staff. Proposed changes shall be submitted to the board.~~

Action Allowed When No Policy Exists

~~In an emergency when action must be taken, the superintendent shall have authority to act. Any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident may have created.~~

Approved:

KASB Recommendation—01/02; 4/07

Budget Planning

DB

(See DC and KBA)

A planned, systematically prepared budget is essential in the management of the district. The board delegates to the superintendent the authority to develop a budget for the board's consideration.

In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-3218(c).

Needs Assessment

Each year, the board shall conduct an assessment of the educational needs of each attendance center in the district. Such assessment shall be published on the school district's website. Information obtained from the needs assessment shall be used by the board when approving the budget of the school district to ensure improvement in student academic performance.

The board shall annually review state assessment results and, as part of such review, shall document the following:

- The barriers that must be overcome to have all students achieve proficiency above level 2 for grade level academic expectations on such assessments;
- Any budget actions, including, but not limited to, recommendations on reallocation of resources that should be taken to address and remove such barriers; and
- The amount of time the board estimates it will take for all students to achieve proficiency above level 2 for grade level academic expectations on the state assessments if such budget actions are implemented.

The board shall also prepare a summary of the budget. The budget, the summary of the proposed budget, the needs assessment, and the state assessment documentation shall be on file at the administrative offices of the school district and available on the school district's website. Notice of the hearing on the budget shall include a statement that the budget(s), the summary of the proposed budget, the needs assessment, and state assessment documentation is on file at the administrative offices of the district and available on the school district's website.

Approved:

KASB Recommendation - 4/07; 6/22

Annual Operating Budget

DC

(See DB and KBA)

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals, including improvement in student academic performance as described in board policy DB and state law.

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, taking into consideration the requirements for budgeting.

Deadlines and Schedules

Deadlines and time schedules shall be established by the board, unless otherwise provided by state law.

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.

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~~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 within a timeframe that allows the district to comply with all statutory deadlines.

Annual Operating Budget

DC-2

Hearings and Reviews

The board shall conduct budget hearings according to state law. The minutes of the meeting at which the board approves its annual budget shall state a needs assessment was provided to the board in accordance with board policy DB and state law, the board evaluated such assessment, and the manner in which the board used such assessment in the approval of the district's budget.

District budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB shall be on file at the administrative offices of the district and available on the district's website.

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; 6/21; 6/22

Standard of Conduct for Federally Funded Contracts

DFAB

The following standard of conduct shall be followed by board members, district employees, officers, and their agents in an effort to eliminate conflicts of interest and to govern actions while engaged in the selection, award, and administration of contracts on behalf of the district.

No board member, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest concerning the contract.

For the purposes of this policy, a conflict of interest would include any instance when a board member, employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or receives or would receive a tangible personal benefit from a firm considered for a contract.

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than ~~\$—\$100.00~~ will not be a violation of this policy or standard of conduct.

Employees, officers, and agents of the district found to be in violation of this policy and standard of conduct shall be subject to disciplinary action, up to and including suspension or termination for employees and denial of access to district property and activities and/or the severing of the officer or agency relationship with the district, as appropriate.

Approved:

KASB Recommendation – 12/16; 6/22

Federal Fiscal Compliance

DFAC

(See ~~CMA~~, CN, DFAA, and DFAB)

The board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance. This policy outlines the district's responsibilities when federal funding is considered. The board designates the _____ as the federal programs coordinator and district contact for all federal programs and funding.

The _____ shall establish and maintain a sound fiscal management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants and to track costs and expenditures of funds associated with grant awards. The superintendent, to assist in the proper administration of federal funds and implementation of this policy, may recommend additional procedures and regulations be adopted to supplement this policy.

The district's fiscal management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all fiscal management system requirements are met. Fiscal management standards and procedures shall assure that the following responsibilities are fulfilled:

- Identification – The district must identify, in its accounts, all federal awards received and expended and the federal programs under which they were received.
- Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
- Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
- Internal Controls – Effective control and accountability must be maintained for all federal funds, real and personal property purchased therewith, and other assets acquired with federal funding. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
- Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
- Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
- Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Time and Effort Reporting by Employees

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.

Recordkeeping

The district shall develop and maintain a records management plan and related board policy, administrative regulations, and/or procedures for the retention, retrieval, and disposition of print and electronic records, including emails.

The district shall ensure the proper maintenance of federal fiscal records documenting:

- Amount of federal funds,
- How funds are used,
- Total cost of each project,
- Share of total cost of each project provided from other sources,
- Other records to facilitate an effective audit,
- Other records to show compliance with federal program requirements, and
- Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for interview and discussion related to such documents.

Records shall be retained for a minimum of three (3) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in federal law or in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action has been taken.

The district shall ensure that all personally identifiable data protected by statute or regulation is handled in accordance with the requirements of applicable law, regulations, board policy, administrative regulations, and procedures.

Subrecipient Monitoring

If the district awards subgrants, the district shall establish procedures to:

- Assess the risk of noncompliance.
- Monitor grant subrecipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures.
- Ensure the district's records are adjusted to cure recordkeeping issues discovered through the subrecipient's audits, on-site reviews, or other monitoring.

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations, or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.

Approved:

KASB Recommendation – 6/17; 6/22

Administrative Leeway

DJFAB

(See ~~CMA~~, DJEG and DJEJ)

In an emergency, the superintendent shall have the authority to make expenditures necessary to prevent additional damage to district property, to keep the schools open or to reopen schools. Emergency purchases shall be ratified by the board at the next regular or special board meeting.

Approved:

KASB Recommendation - 4/07; 6/22

Insurance Program

EBA

All district-owned property, real and personal, will be insured to cover losses from natural causes, fire, vandalism, and other casualties. Insurance shall also cover theft of district monies.

Liability Other Than for Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

The district may designate one or more insurance agents of record. The superintendent may work with the insurance agent of record or group-funded pool to develop adequate insurance programs and/or proposals covering the district's employees and property.

Approved:

KASB Recommendation - ~~04/07~~; 6/22

Student Transportation Management

ED

(See EDDA and JGG)

~~Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child to a specified point to meet the bus, or to provide private transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.~~
The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

~~Except as may be permitted elsewhere in policy, district buses shall not be available for use by outside groups.~~

~~{Add additional local language here as needed.}~~

Approved:

KASB Recommendation—7/96; 4/07; 6/10; 6/22

School Buses and Vehicles ~~(District-Owned Buses)~~

EDAA

(See ED, JBCA, and JGG)

Use of buses and other school vehicles by the district shall conform to current law. School buses and other school vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law, subject to board approval.

Liability

All school vehicles will be adequately insured.

Safety

For the purposes of this policy, “school transportation provider” is defined to include school bus drivers, school passenger vehicle drivers, and other school employees who may transport students.

Every school transportation provider shall have a valid driver’s license. Such drivers shall have full authority and responsibility for the passengers riding in school vehicles.

Students or other persons riding in school buses or school vehicles who violate district policy or bus and/or school vehicle rules will be reported to the proper ~~administrator~~administrative official. Violations of these policies and/or rules may result in disciplinary action by school officials or reports to law enforcement as appropriate.

Speed Limits

The board may set speed limits for district vehicles, which may be lower than state-allowed maximum speed limits.

Safety Inspection

The superintendent or the superintendent’s designee shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The director of transportation shall be responsible for keeping school vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent or the superintendent’s designee.

Bus and transportation schedules and routing maps will be updated annually prior to the start of school.

Records

Every school transportation provider will keep accurate records pertaining to each assigned vehicle. The types of records shall be developed by the superintendent or the superintendent’s designee.

Any record developed by the administration for the purpose of monitoring vehicle use will include, but may not be limited to, the following information: miles driven each trip, gas and oil usage,

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purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular board meeting in June or upon request.

Licensing of Drivers

It shall be the responsibility of all school transportation providers provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent or the superintendent's designee at the beginning of each school year~~to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue.~~ If a school transportation provider's license is suspended or revoked at any time, the suspension or revocation shall be reported to the superintendent, and the employee shall immediately cease driving a school vehicle and transporting students.

School transportation providers shall be provided access to~~receive a copy of~~ this policy annually ~~on registering their driving certification with the superintendent.~~

Housing of School Vehicles

All school vehicles shall be housed in areas designated by the superintendent. Buses may be housed in the district's central storage area or assigned to a designated driver who may then house the bus as directed.

If district ~~vehicles~~cars or vans are assigned to designated employees, the employee shall be responsible for the proper care, maintenance, and housing of the vehicle ~~either~~ at a district-owned site, while on school business, or at the employee's residence.

Transportation to Summer Athletic Events

Option 1:

The board does not authorize the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games. Unauthorized use of district buses or other school vehicles for this purpose may result in appropriate discipline of district staff, up to and including suspension and/or termination from employment.

Option 2:

The board authorizes the superintendent to approve the use of school buses or other school vehicles in transporting district students to summer athletic activities such as, but not limited to, camps, 7-on-7, and summer league games.

Any staff requests for such use shall be submitted to the superintendent or the superintendent's designee at least on or before _____ days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the

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transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors:

- the expense of providing requested transport;
- the availability of funds for such purpose;
- the availability of adequate school staff to chaperone and/or provide transportation;
- the availability of and/or the coverage of liability insurance for this purpose;
- priority of assignment and availability of necessary vehicles;
- Title IX and other fairness considerations in granting use or repeated use to a particular group of student participantsathletes; and
- other good cause as determined by the superintendent or the superintendent's designee.

Approved:

KASB Recommendation – 7/03; 4/07; 6/10; 12/13; 6/15; 6/22

Memorials, Funerals, and Naming of District Facilities

FC

(See KG)

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

Memorials

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

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

Funerals and Memorial Services in District Facilities

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

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

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system ~~and has been deceased for at least {10} years.~~ The board shall consider naming requests after they are recommended by the superintendent.

Approved:

KASB Recommendation - 6/13/ 6/16; 6/22

Goals and Objectives

GAA

(See BDA, CM, ~~CMA~~ and JA)

The goal of the personnel policies set forth in this policy section is to create the best possible educational climate for the students of the school district. To this end, these personnel policies are designed to prevent misunderstanding by the district's personnel of their duties, responsibilities, and privileges.

All employees shall follow all applicable board policies, rules, regulations, and supervisory directives.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Approved:

KASB Recommendation – 2/98; 4/07; 12/13; 6/19; 6/22

GAAF – ESI DOCUMENTATION FORM

Emergency Safety Intervention Documentation

Date: _____

Dear: _____

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

K.S.A. 72-6152 provides K.A.R. 91-42-1 through 92-42-7 provide that emergency safety intervention (hereafter “ESI”) is defined to include the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian.

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

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

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

Description of events leading up to the incident:

Student behaviors necessitating the ESI:

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

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

(Staff Member Name) _____

(Staff Member Email Address) _____

(Staff Member Phone Number) _____

(Signature of person completing report) (Date)

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

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

*Original provided to Building Principal

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

KASB Recommended – 6/22

Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent or the superintendent's designee ~~(shall/may)~~ meet with potential substitutes before the start of each school year.

The ~~superintendent and~~ principals shall compile a list of available substitute teachers, and each principal shall have a current list copy.

Principals ~~(or other designated employees)~~ shall be responsible for obtaining substitute teachers from the list and employing them as needed.

~~———— The superintendent shall be responsible for developing a substitute's handbook.~~

The board shall establish the rate of pay for substitute teachers ~~each (fill in month)~~ annually.

Candidates will be given information regarding expectations in performance of their job duties ~~receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.~~

~~———— The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.~~

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

~~———— Each principal shall file a report with the superintendent listing the substitutes used in the building during each pay period.~~

~~———— The superintendent shall meet with principals and review the performance of substitutes.~~

Approved:

KASB Recommendation - 9/97; 2/98; 4/07; 6/22

Evaluation of Coaches and Sponsors

GCIA

All employees contracted to coach or sponsor an activity shall be evaluated ~~{at least annually once a year/on a schedule approved by the board}~~. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Approved:

KASB recommendation 6/09; 6/22

Leaves ~~and Absences~~

GCRG

(See GBRH)

Paid Leave

Full-time employees will be credited with ~~10 days of~~ paid leave in accordance with handbook language approved by the board ~~on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 60 days. The annual credit of 10 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 70 days. The paid leave may be used as sick leave, bereavement leave or personal leave.~~

~~———— Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.~~

~~———— Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.~~

~~———— Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is not limited but will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.~~

~~———— If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.~~

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board unless otherwise prescribed by law. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

Approved:

KASB Recommendation - 4/07; 6/22

School Site Councils

IB

(See KA)

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

~~{Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.}~~ The principal shall recommend site council members for board approval.

Each site council shall establish meeting schedules ~~that shall be subject to board approval~~. Each council shall report to the board at least ____ times a year.

Approved:

KASB Recommendation—7/96; 6/04; 4/07; 6/14; 6/22

Student Privacy Policy

IDAE

(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to and maintained by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to and maintained by a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

Student Privacy Policy

IDAE-2

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Student Privacy Policy

IDAE-3

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the a student's or the student's parents' or guardians' personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day on issues such as sex, family life, morality, or religion shall be administered to any kindergarten through 12th grade student unless:

- the parent or guardian is notified in writing not more than four months in advance of the administration of such test, questionnaire, survey, or examination that such is to be administered; and
- the parent or guardian of the student gives written permission consent through a written or electronic signature or, in the event of an immediate need, gives verbal consent for the student to participate.

Advance notification to a parent or guardian must include:

- A copy of the test, questionnaire, survey, or examination that is to be administered;
- Information on how the parent or guardian may provide written consent to authorize the student to take such test, questionnaire, survey, or examination;
- The name of the company or entity that produces or provides the test, questionnaire, survey, or examination to the school; and
- Whether the school will receive or maintain the resulting data and an explanation of how the school intends to use and maintain such data.

For written consent to be accepted, timely notice in compliance with the requirements of this policy must be provided, and the parent or guardian must have had an opportunity to review the information contained in the notice. Written consent must be provided separately for each individual test, questionnaire, survey, or examination that is to be administered. Prior to administering any such test,

questionnaire, survey, or examination, a copy of it must be posted and maintained on the district's website.

A student has the right to refuse to take any test, questionnaire, survey, or examination as described herein at any time, regardless of receipt of parent or guardian consent to participate. Prior to administering any such test, questionnaire, survey, or examination, each student shall be informed that such student has the right to refuse to take it and that the student will not suffer any adverse consequences based on refusal to participate.

No personally identifiable student data shall be collected through any such test, questionnaire, survey, or examination.

Except as otherwise provided in this policy, the provisions of this subsection shall apply to any test, questionnaire, survey, or examination as described herein that is administered or proposed to be administered to any student by any employee of a school district, including, but not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse.

If, however, any district employee becomes aware that a student may be at risk of suicide by a credible report from the student, the student's peers, or another school district employee, the school personnel who are designated to administer a suicide risk assessment or screening tool may administer such risk assessment or screening tool in accordance with the provisions of this subsection to determine whether the student could be at risk for suicide. Such designated school personnel may include, but is not limited to, any administrator, teacher, counselor, social worker, psychologist, or nurse. Prior to the administration of any such risk assessment or screening tool, the designated staff member shall verbally notify the parent or guardian before the administration of such risk assessment or screening tool and obtain the consent of the parent or guardian.

If the designated staff member is unable to verbally notify the parent or guardian of the student and obtain consent after reasonable attempts to do so, the designated staff member may administer the risk assessment or screening tool without such consent. If a risk assessment or screening tool is administered without the parent or guardian's consent, as soon as contact with the parent or guardian is made, the designated staff member shall notify the parent or guardian of the administration of such assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

~~Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device~~

~~which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.~~

~~Students may be questioned:~~

- ~~• in the provision of psychological services,~~
- ~~• conducting of student threat assessments,~~
- ~~• completing student disciplinary investigations or hearings, or~~
- ~~• conducting child abuse investigations.~~

~~Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.~~

Approved:

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16; 6/22

(See IKD and KN)

All textbooks, instructional materials and the selection criteria for district media center materials shall be subject to board approval.

Textbooks and instructional materials shall support the district's instructional program. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

An effective education for all students;

Factual knowledge, literary appreciation, aesthetic values, and ethical standards;

Practice for students to develop abilities in critical thinking, communication, mathematics, and science skill;

Information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and

Sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures which meet the above criteria, which shall include a review of available material by appropriate staff members.

Selection Criteria: Media Center Materials

Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.

Materials shall be chosen on various reading levels presenting different points of view, including current issues.

Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.

The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, and include various types of materials and a variety of diverse content in multiple various formats.

The collection shall reflect, enhanceenrich, and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials

Any student, parent, or legal guardian of a student currently enrolled in the district person having a complaint about textbooks, media center, or other instructional materials shall meet with the teacher, media specialist, or principal. If the concern is addressed to a teacher or media specialist, they shall report the matter to the principal. If the matter cannot be resolved, the principal shall notify the superintendent and ask the complainant to completeuse a request for review form which is available through building principals or at the district office. After receiving the completed form, the superintendent shall review and consider meet with the complainant to discuss the complaintrequest.

If the complaint issue outlined in the request is not resolved after review by at the meeting with the superintendent, the complainant-requestor may seek review by the boardrequest that the board consider the complaintrequest. If the board chooses to consider the complaintrequest, it shall forward all appropriate written materials to a review committee.

Review Committee

Composition of Review Committee

When a review committee is established by the board to handle complaints-requests for review concerning textbooks, media center, or instructional materials, the review committee shall be composed of:

The building principal, library media specialist, two subject area specialists, and two community members, and one student. If the request for review proposes that the material is inappropriate for minors, the student representative may be left off the committee. The superintendent shall be responsible for appointing review committee members, unless otherwise determined by the board on a case-by-case basis.

Purview of Review CommitteeThe committee's charge shall be:

The review committee shall examine and evaluate the material as a whole; consider the district's policy, procedures, and philosophy for selection of textbook, instruction materials, and media center materials; and weigh strengths and weaknesses; and form opinions based upon the selection criteria.

Written Report

To Within 30 days of receiving access to the challenged materials, the review committee shall review the material and prepare a written report containing conclusions and recommendations for the board of educationwithin 30 days;

- ~~_____ To direct a written report to the board; and~~
- ~~_____ To send the complainant a copy of the report.~~

~~The Review Committee Shall:~~

- ~~_____ Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and~~
- ~~_____ Weigh strengths and weaknesses and form opinions based upon the selection criteria.~~
- ~~_____ If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.~~

~~_____ If the board receives simultaneous challenges of multiple material or if circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.~~

~~_____ No reviews will be conducted during summer break or when school is not in session for one week or longer. The timeline for any review shall be tolled during such breaks.~~

~~Textbooks, Instructional Materials and Media Centers~~ ~~IF-3~~

~~Board Review and Action~~

~~_____ The board shall review the recommendation of the review committee within 30 days of receipt thereof and may accept the review committee's recommendation, reject the review committee's recommendation, or make its own determination regarding the challenged book or material.~~

~~_____ The decision of the board is final.~~

~~Removing Challenged Materials~~

~~_____ Challenged materials ~~may~~shall not be removed from use during the review period at the discretion of the superintendent.~~

~~Impact of Simultaneous Requests~~

~~_____ If more than one request for review is received simultaneously, or, if one or more requests for review is received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn. When more than one request for review is received on the same book or material, such requests may be consolidated to reduce redundancy in review at any stage of this process.~~

Approved:

KASB Recommendation – 6/04; 4/07; 6/22

Performance-Based Credits

IIA

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be set sufficiently high to ensure credits earned by such means shall be equivalent to those offered in the framework of the Carnegie unit.

A written request to “test out” of a class must be submitted prior to the beginning of each semester/year. A student may not request to “test out” of a class in which he or she is currently enrolled or has been enrolled.

The request is to be evaluated within 30 school days by a review committee composed of: a building administrator, a school counselor, a faculty member appointed by the principal, and the students’ parent(s) or guardian(s).

If the request is approved, the course instructor will have 30 school days to design a performance instrument that reflects mastery of all course outcomes. Commercially available instruments may be used if they cover all course objectives. A performance instrument shall be approved by the principal. The principal, in consultation with the instructor, will determine the setting and the timelines for the administration of the instrument, as well as the criteria for successful completion of those tasks.

The student has 10 school days in which those designated tasks developed by the teacher and approved by the administration must be performed.

Credit for such classes shall be awarded only on a pass/fail basis. Students will be allowed only one opportunity to “test out” of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the outcomes, as noted in the district curriculum guide, and class syllabus will be made available.

Graduation Credit Through Integrated Coursework

The board may allow graduation credit for integrated academic or career and technical education course work. The teacher awarding academic credit shall be fully licensed and may work collaboratively with another instructor to develop a course plan for instruction. The teacher shall monitor the student's progress and level of achievement. The plan will be reviewed periodically to maintain rigor and relevance.

Credit Through Alternative Educational Opportunities

Students enrolled in grades six through twelve may earn course credits through alternative educational opportunities with sponsoring entities. For the purposes of this policy, terms have the following meanings.

- “Alternative educational opportunity” means instruction that primarily occurs outside the classroom with a sponsoring entity.
- “Sponsoring entity” means a business, not-for-profit organization, nonprofit organization, trade association, parent of a student, teacher, or administrator that partners with a school district to provide an alternative educational opportunity to students.

Eligibility Requirements for Sponsoring Entities

The board may accept a proposal from a sponsoring entity if the alternative educational opportunity provided by the sponsoring entity provides an additional learning opportunity for students through a work-based, pre-apprenticeship, apprenticeship, internship, industry certification, or community program; and either the proposal is approved by the state board of education as an alternative educational opportunity, or it complies with the requirements of this policy regarding such opportunities.

Requirements for the Provision of Alternative Educational Opportunities

Each approved alternative educational opportunity with a sponsoring entity shall be managed and directed by a licensed teacher employed by the school district. The teacher may work collaboratively with the principal, the sponsoring entity, or another teacher to develop a course plan for instruction with learning outcomes identified. The teacher shall monitor the student’s progress and level of achievement based on this plan. The plan will be reviewed periodically and adjusted as needed to promote a quality learning experience. The principal shall provide a report annually, or as requested, to the superintendent evaluating the additional educational opportunity provided to participating students and making recommendations to the superintendent on continuation, termination, or modification of the opportunity.

Processes for Submitting a Proposal for an Additional Educational Opportunity

Sponsoring entities wishing to partner with the district to provide additional educational opportunities to students, shall submit a proposal to the superintendent outlining the contact information and credentials of the person(s) that would be working directly with the student participants in this experience; educational goals for the partnership; any time, place, manner, and number of participant restrictions regarding how the learning opportunity would be provided; proposed learning outcomes for participating students; and any details regarding prerequisite coursework, certification, or experience a candidate for this experience should possess prior to entering the program.

Criteria for Evaluating Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board approved curriculum and goals, consulting other

staff members as necessary in that process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall review any available reports on the opportunity provided by the principal in accordance with this policy.

The board should consider the recommendation of the superintendent in determining whether to partner with or continue partnership with a sponsoring entity. In order for the board to partner with a sponsoring entity and to maintain such partnership, the sponsoring entity must first meet the eligibility requirements as outlined in this policy.

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to: whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or the district; qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; related costs for the district, regarding the provision of transportation, equipment, human resources to monitor the experience, etc.; space and time constraints if the experience will be provided in district facilities; student and staff safety; the need for and/or availability of insurance coverage, as applicable; effect on other district course offerings and activities; and student interest. As the welfare of students is of paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

Determining the Course Credit that May Be Earned Through These Opportunities

The superintendent may develop procedures for review of the experience and the award of credit in accordance with board approved curriculum. The superintendent may award credit for the experience as deemed appropriate for district elective offerings based on meeting local standards for those offerings. In order for any alternative educational experience to be approved for credit in a state-required course, such experience must meet all applicable statutory, regulatory, and Kansas State Board of Education approved standards for award of such credit.

State Reporting Requirements

The superintendent or the superintendent's designee shall make reports to the Kansas State Department of Education as required thereby. Such reports will include information regarding the alternative educational opportunities offered at each school, the names of sponsoring entities, the number of students participating in such opportunities, and credits earned.

Approved:

KASB Recommendation – 7/02; 6/04; 4/07; 12/21

Online Learning Opportunities

IIBGB

Application

Students may apply for permission to enroll in an online course for credit. Applications for the next academic year shall be submitted to the principal no later than {April 20}. The student and the student's parents shall be informed of the ~~{board's/administrator's}~~ decision in writing no later than {June 1}.

Students {may/ may not} enroll in an online course as an alternative to any course offered by the high school {./, except as an attempt to earn credit for a class already attempted but failed by the student.}

Guidelines

The following guidelines shall be used by the ~~{board/administration}~~:

1. Only ~~{board/administration}~~ approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor, and other appropriate factors.
3. Enrollment in an online course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.
4. Suspended or expelled students may also apply for permission to enroll in online course work.

Other Regulations or Guidelines

Approval ~~by the {board/administration}~~ of online coursework shall be based on the requirements of Kansas law, Kansas State Department of Education regulations, and board credit requirements and/or guidelines in effect at the time the student request is made.

Approved:

KASB Recommendation – 7/02; 6/04; 4/07; 6/12; 6/22

Animals and Plants in the School

ING

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes.

If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

Service Animals in the Schools

Service animals ~~may be~~ are permitted in the schools and on school property in accordance with ~~board approved guidelines and may be used by employees, patrons, and students~~ federal law. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal which is out of control or is not housebroken may be excluded by district staff.

For the purpose of this ~~This~~ policy, "service animals" is not deemed to include ~~does not apply to~~ animals provided by the school for instructional purposes or for therapy or comfort ~~dogs~~ animals.

Approved:

KASB Recommendation – 1/13; 6/22

Goals and Objectives

JA

(See BDA, CM, ~~CMA~~, GAA and JCDA)

These student policies are designed to prevent misunderstanding by students about their rights and responsibilities. The ideas and recommendations of students shall be considered when adopting policies, rules, and regulations governing the conduct of students and their rights and responsibilities.

All student handbooks shall be consistent with board policy, approved by the board, and adopted, by reference, as a part of these policies and regulations.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 6/22

(See IIBGB, JBCA, JBCB, and JQKA)

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents, and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency.

Non-resident Student Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas; regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problem.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than _____.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times, and communication to parents and to the public.

Part-Time Students

The board allows any child to enroll part-time in the school district to allow the student to attend any courses, programs, or services offered by the school district if the child:

- Is also enrolled in a nonaccredited private elementary or secondary school or in any other private, denominational, or parochial school as required by law;
- requests to enroll part-time in the school district; and
- meets the age of eligibility requirements for school attendance.

District administrators shall make a good faith attempt to accommodate scheduling requests of students enrolling in the school district in these situations but shall not be required to make adjustments to accommodate every such request.

Part-time students, other than those specified previously in this policy may enroll with the ~~(board's/~~administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) ~~Such part-time~~Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level, or Classes

Unless otherwise provided herein, the superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent.

Enrollment

JBC-3

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In {middle school/junior high} and high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15; 12/16; 6/19; 6/22

Truancy

JBE

(See AEB, IDCE, JBD, and JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made. The building principal (or ____) shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Truancy shall not apply to students who have attained a high school diploma, a general educational development credential, or a high school equivalency credential or any child who is determined to be an exceptional child, except for an exceptional child who is determined to be a gifted child, under the provisions of the special education for exceptional children act. Exceptions also exist for students attending the Kansas academy of mathematics and science and for students who are part of a recognized church or religious denomination objecting to a regular public high school education under circumstances specified in state law.

For truancy purposes, being enrolled and continuously attending a public school; a private, denominational, or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational, or parochial school is located; or a combination of attendance in both a public school and a private, denominational, or parochial school may satisfy compulsory attendance requirements. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be given an unexcused absence for truancy accounting purposes considered truant.

Prior to reporting to either the Department for Children and Families (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if:

- The student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend(↔) the counseling session required by law and signs the appropriate consent and waiver form;

- ~~if~~ the student is not subject to truancy law in accordance with law or this policy~~earns a GED;~~
- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- ~~if~~ the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian, or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Dual Enrollment Students

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school, or Washburn University.

Approved:

KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07; 6/10; 6/12; 11/12; 1/13; 6/16; 6/22

Interrogation and Investigations

JCAC

(See EBC, GAAD, JCABB, JCEC and JHCAA)

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 at least annually ~~periodically~~ with local law enforcement officials to discuss the district's policies and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

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

Interrogation and Investigations

JCAC-2

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 and there is reason to believe sharing the information may lead to harm of the child or others. 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.

Interrogation and Investigations

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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 or county in which the school district is located.

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

Approved:

KASB Recommendation—7/96; 6/04; 4/07; 6/07; 10/12; 1/13; 6/18; 12/18; 6/22

Health Screenings

JGCD

Vision, ~~and~~ hearing, ~~and dental~~ screenings will be conducted in the district as part of the overall health services program. ~~Frequency of the Vision-Such~~ screenings will be administered in accordance with state law. When appropriate, other screenings deemed beneficial to students, ~~such as dental screenings,~~ may be performed in the school health program.

When these screenings cannot be performed by district staff, the board authorizes the superintendent to identify healthcare service providers to provide them. Such healthcare service providers shall be required to enter into a contract with the district prior to providing any screenings or other services to students in the school setting.

Vision Screenings

~~Each year vision screening procedures will be conducted for students new to the district, including kindergarteners. Such procedures will be provided for other students at a frequency of not less than once every two years unless otherwise specified by state law. Students known to have vision difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.~~ Basic vision screenings shall be provided to students without charge according to the following schedule:

- Annually for every child participating in IDEA part B programs;
- At least once each school year for students in kindergarten and grades one, two, three, five, seven, and ten;
- Within the first year of enrollment in the district;
- Upon request by the parent or guardian of a student enrolled in an accredited nonpublic school who resides in the school district.

These basic vision screenings shall be performed by a vision screener designated by the board, who shall follow current state vision screening guidelines for performing the screenings. The results of the screening and, if necessary, referral for an examination by an ophthalmologist or optometrist shall be reported to the parents or guardians of the student. Any referral shall not show a preference in favor of any particular ophthalmologist or optometrist to provide an additional examination.

While not part of the board provided vision screening program, each student needing assistance in achieving mastery of basic reading, writing, and mathematics skills shall be encouraged to obtain an eye examination by an optometrist or ophthalmologist to determine if the student suffers from conditions impairing the ability to read. Expense for such an examination, if not reimbursed through Medicaid, private insurance, or any other governmental or private program, shall be the responsibility of the student's parent or guardian.

Hearing Screening

Each year hearing screening procedures will be conducted for students in their first year of school attendance in new to the district, ~~including kindergarteners~~. Such procedures will be provided for other students at a frequency of not less than once every three years unless otherwise specified by state law. Students known to have hearing difficulties and students referred by teachers, parents, and/or physicians will be screened regardless of grade level.

Under certain conditions, hearing screening services are provided for students residing within district boundaries who are enrolled in accredited non-public schools. These services are coordinated between the administration of the accredited nonpublic school and district administration and require a request from the student's parent or guardian. Implementation of the program for nonpublic school students follows the same guidelines as for district students.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of students screened.

Dental Screenings

Free dental inspections will be ~~offered-provided~~ to students annually, planned for by designated school staff, and conducted by appropriate dental care providers. Students presenting a certificate from a legally qualified dentist providing that a dental examination was completed in the three months prior to the school dental inspection need not be provided with an inspection.

A certificate of the result of a school dental inspection, together with suggestions of requirements for the curing of any defects found, shall be made by the dental care provider making such inspection. One copy of this certificate is to be furnished to the child examined, and another will be filed with the clerk of the board. No dental work other than the inspection and provision of the certificate shall be performed by the examining dental care provider without the consent of the parents or guardian of the child.

Selected Screenings

Other screening procedures may be deemed appropriate and beneficial to students. Designated staff will assist in the planning and implementation of other screening programs following standard procedures.

Health Screenings

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Screening results, and referrals, when necessary, will be communicated to parents.

In accordance with state law, the parent or guardian of any child entering school for the first time shall be informed of the availability of sickle cell screening and of the location of the nearest facility providing blood tests for sickle cell trait and sickle cell anemia.

Approved:

KASB Recommendation – 6/16: 6/22

Student Transportation ~~Regulation~~

JGFF

(See JGG)

Use of Vehicles and Bicycles

The superintendent ~~shall~~ may develop procedures regulating to the driving, parking, and use of vehicles and the use and parking of bicycles or other similar equipment during the school day. Failure to observe district ~~regulations~~ rules and/or procedures may result in disciplinary action.

Rules and ~~regulations~~ procedures concerning use of vehicles and bicycles on school property ~~shall be approved by the board and {shall/may}~~ be included in the student and/or other district handbooks.

Walkers

Students who walk to and from school are urged to become familiar with traffic safety laws governing such activities, to be alert to their surroundings, and to exercise caution while crossing streets in high traffic areas.

Notice

At the beginning of each school year, district staff will provide students with appropriate notice of the rules and ~~regulations pertinent to this policy~~ procedures relevant to their use of transportation to school and school-related activities.

Approved:

KASB Recommendation – 6/13; 6/22

Transportation

JGG

(See ED and EDDA)

~~Bus-School-provided~~ transportation shall be ~~provided~~available to and from school for those students who qualify. Transportation may be provided by the district for all school activities.

Transportation may be denied to students who are detained after school for disciplinary reasons.

Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the board.

~~Bus drivers~~Drivers shall report violations of the rules to the building principal who may discipline students. The principal may suspend or revoke the transportation privilege of a student who violates any rule or regulation.

When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day unless authorized in writing by the student's parent or guardian.

All rules shall be published in the student handbook.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 6/22

Student Organizations

JHC

Students may form clubs and other groups organized to promote or pursue specialized activities outside the regular classroom. Membership in student organizations, whether school sponsored or non-school sponsored, must be open to all interested and eligible students. The building principal and the board shall approve school sponsored student organizations, and a staff member shall attend the meetings or activities to supervise use of the facilities by all student organizations as an advisor or supervisor.

Student Clubs

The administrator shall establish regulations for the operation of school sponsored clubs, and for the use of school facilities by non-school- sponsored clubs.

School sponsored clubs shall be under the direct control of school personnel. Every school sponsored club shall have a constitution which has been approved by the building principal and filed in the school office. If non-curriculum related school sponsored clubs are allowed to meet on school property during non-instructional time, then non-school sponsored student clubs may also meet on school property at such times.

Non-School Sponsored Student Clubs

Non-school sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. ~~A faculty member (or other adult approved in advance) (may/shall) attend the meetings as a supervisor but (may/shall) not participate in the group's activities.~~ The non-school sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

Student Government

Student councils under the direct control of the building principal or designated faculty representative may be established. Student councils may exercise only the authority expressly delegated to them by the building principal.

Approved:

KASB Recommendation—7/96; 4/07; 12/15; 6/22

Public Information Programs

KB

(See CEE, CEF, and KBA)

The board shall keep the public informed about the school system's functions and operations.

Newsletters and other Media

The board ~~{may/shall}~~ issue a patron newsletter. The superintendent or the superintendent's designee shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

The superintendent shall direct the dissemination of district information and report to the board as requested.

When approved by the principal, attendance center announcements or school-related information may be sent home with students.

Approved:

KASB Recommendation – 3/00; 7/03; 4/07; 6/07; 6/22

District or School Websites

KBA

(See DB, DC, ECH, IDAE, II, IIBG, JBC, JR et seq., and KB)

The board may establish a district website and may allow creation of websites for individual schools. ~~A district website shall be under the control of _____, and school websites shall be supervised by the principal (or _____)~~ The district website shall be maintained and updated as directed by the superintendent or the superintendent's designee. The school websites shall be maintained and updated as directed by the principal or the principal's designee.

Website Rules

Detailed rules relating to websites are found in appropriate handbooks or in documents approved by the board and filed with the clerk and/or principals.

Website rules shall include the following areas:

- data privacy and FERPA regulations;
- copyright rules, relating to access and use of materials and the property rights of the district, students, and employees who create material;
- instruction on what information and materials will be prominently posted on district and/or school homepages, which shall include, but may not be limited to:
 - o a copy of Kansas State Department of Education's Form 150 estimating the legal maximum general fund budget as well as the budget summary for the current school year and actual expenditures for the immediately preceding two school years showing total net dollars of transfers and dollars per pupil as specified in Kansas law, using the full-time equivalent enrollment of the school district for such required calculations;
 - o district budgets, the summary of the proposed budget, the needs assessment, and the state assessment documentation described in board policy DB;
 - o the board's policy for the part-time enrollment of students; and
 - o a copy of any nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day in accordance with board policy IDAE.
- the ~~boards~~ board's and administration's right to determine website content and monitor use by employees and students.

District and school websites are maintained to support the public relations and educational programs of the district and/or the schools. Websites may be modified or terminated at any time by board action.

Approved:

KASB Recommendation – 6/00; 7/03; 4/07; 6/15; 6/22

Use of District Personal Property and Equipment

KGA

Requests for use of district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent or the superintendent's designee. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment ~~developed by the administrator~~ ~~and~~ approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of ~~school-district~~ personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal (or/_____) and will be refunded when the property or equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of ~~school-district~~ personal property or equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any district personal property or equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the district personal property or equipment. If ~~school-district~~ personal property or equipment is returned damaged beyond normal wear and tear of acceptable use, the requestor shall be responsible for the cost to repair such personal property or equipment. The district may also require the purchase of insurance.

Personal Use

No district personal property or equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent; the building principal; or_____}. No district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the board of education.

Definition

District personal property means any property other than property that is land, buildings and property that is physically attached to land or buildings which is owned by or under the control of the school district.

Approved:

KASB Recommendation – 3/00; 4/07; 6/12; 12/21; 6/22

Bullying by Parents

KGC

(See EBC, GAAE, JDDC, KGD)

The board of education, in its commitment to provide a positive and productive learning and working environment for its students and staff in accordance with state law, prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

This policy and the district bullying plan ~~shall~~ may be posted on the district’s website, and copies of such documents shall be made available to parents of current students upon request.

Approved:

KASB Recommendation – 6/13; 12/15; 6/22

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MEMORANDUM OF UNDERSTANDING

CASE MANAGEMENT SERVICES PROVIDED IN SCHOOL

This Memorandum of Understanding (MOU) is reflective of an agreement between Prairie View, Inc. (Provider) and USD 410 Hillsboro (School) for Provider to place a Case Manager at School to provide services during and after the school day. These services may be with individual students or small groups of students, in classroom settings as well as office settings.

School will:

1. Allocate specific office space to Provider to render services to students, and complete documentation. This office space will:
 - a. Be available to Provider during and after the school day, and on non-school days.
 - b. Have internet access
 - c. Give provider access to normal basic office equipment (i.e. copier, printer, etc.)
2. Identify appropriate referrals to the Provider for services
3. Facilitate connections between the identified students' families and the Provider
4. Triage prospective referrals and deciding with the Provider how to prioritize interventions/services for identified students
5. Help school personnel understand the role and services available from Provider
6. Troubleshoot any problems that may arise in collaboration with the Provider
7. Follow up with the child welfare contacts if a child has moved schools to get educational history

Case Manager will:

1. Help the School identify appropriate referrals to the program
2. Triage with the School to prioritize treatment interventions for identified students.
3. Work with the School to connect with the families or child welfare contracts to get appropriate consent to treat.
4. Conduct an assessment of the identified student and make appropriate treatment recommendations.
5. Engage with the student, family or child welfare contact in interventions as identified on the treatment plan. Provide case management services.
6. Making referrals to other treatment modalities as appropriate
7. Communicate with school personnel who are involved in the student's life to help them understand the diagnosis, family circumstance and suggested interventions as is appropriate.

Case Management services provided to students with Medicaid will be billed through the student's Medicaid coverage. It is expected that case management services may also be rendered to students who do not have Medicaid coverage in crisis or other unique situations. It is expected that there may be situations where a patient balance remains after insurance processing.

In order to compensate Provider for situations where insurance cannot be billed, or where a patient balance remains after insurance processing, the School agrees to pay Provider a flat fee of \$1008 per month for the months of August through May, totaling \$10,080 for the school year. This estimates the Case Manager will provide up to 4 hours' worth of services per week to students without Medicaid coverage. This amount will be invoiced to the School monthly, and will be sent to:

Superintendent, USD 410 Hillsboro Schools
416 S Date St.
Hillsboro, KS 67063

This invoice will be paid within 30 days of receipt by the School to the Provider.

Provider and School mutually agree that student needs, and the subsequent needs for services may change over time. Provider and School will collaboratively evaluate the needs, and mutually will agree on the appropriate amount of time the Case Manager should be placed at the School.

Provider and School also mutually agree that the flat fee may need to be reviewed bi-yearly and adjusted as a result of student needs. If the estimates contained herein for the number of hours the Case Manager spends working with clients that do not have Medicaid coverage (4 hours per week) is determined to be either inadequate or inaccurate, the Provider and School mutually agree to evaluate and adjust the flat fee to accurately reflect the amount of time spent with these students.

PRAIRIE VIEW, INC. (Provider)

USD 410 Hillsboro (School)

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

CLINICAL THERAPIST SERVICES PROVIDED IN SCHOOL

This Memorandum of Understanding (MOU) is reflective of an agreement between Prairie View, Inc. (Provider) and Hillsboro School District USD 410 (School) for Provider to place a Clinical Therapist at Hillsboro Schools to provide services during and after the school day. These services may be with individual students or small groups of students, in classroom settings as well as office settings.

School will:

1. Allocate specific office space to Provider to render services to students, and complete documentation. This office space will:
 - a. Be available to Provider during and after the school day, and on non-school days.
 - b. Have internet access
 - c. Give provider access to normal basic office equipment (i.e. copier, printer, etc.)
2. Identify appropriate referrals to the Provider for services
3. Facilitate connections between the identified students' families and the Provider
4. Triage prospective referrals and deciding with the Provider how to prioritize interventions/services for identified students
5. Help school personnel understand the role and services available from Provider
6. Troubleshoot any problems that may arise in collaboration with the Provider
7. Follow up with the child welfare contacts if a child has moved schools to get educational history

Clinical Therapist will:

1. Help the School identify appropriate referrals to the program
2. Triage with the School to prioritize treatment interventions for identified students.
3. Work with the School to connect with the families or child welfare contracts to get appropriate consent to treat.
4. Conduct an assessment of the identified student and make appropriate treatment recommendations.
5. Engage with the student, family or child welfare contact in interventions as identified on the treatment plan. Provide therapy services.
6. Making referrals to other treatment modalities as appropriate
7. Communicate with school personnel who are involved in the student's life to help them understand the diagnosis, family circumstance and suggested interventions as is appropriate.

Therapy services provided to students with Medicaid and/or Private Insurance will be billed through the student's insurance coverage. It is expected that therapy services may also be rendered to students who do not have insurance coverage in crisis or other unique situations. It is expected that there may be situations where a patient balance remains after insurance processing.

In order to compensate Provider for situations where insurance cannot be billed, or where a patient balance remains after insurance processing, the School agrees to pay Provider a flat fee of \$540 per month for the months of August through May, totaling \$5,400 for the school year. This estimates the Clinical Therapist will provide up to 1 hours' worth of services per week to students without insurance coverage. This amount will be invoiced to the School monthly, and will be sent to:

Superintendent, USD 410 Hillsboro
416 S Date St.
Hillsboro, KS 67063

This invoice will be paid within 30 days of receipt by the School to the Provider.

Provider and School mutually agree that student needs, and the subsequent needs for services may change over time. Provider and School will collaboratively evaluate the needs, and mutually will agree on the appropriate amount of time the Clinical Therapist should be placed at the School.

Provider and School also mutually agree that the flat fee may need to be reviewed bi-yearly and adjusted as a result of student needs. If the estimates contained herein for the number of hours the Clinical Therapist spends working with clients that do not have insurance coverage (1 hours per week) is determined to be either inadequate or inaccurate, the Provider and School mutually agree to evaluate and adjust the flat fee to accurately reflect the amount of time spent with these students.

PRAIRIE VIEW, INC. (Provider)

Hillsboro School District USD 410 (School)

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Marion County Special Education Cooperative and Unified School District No. 410
Nursing Services Agreement
2022 – 2023 School Year

Purpose:

This agreement sets forth the terms by which Unified School District No. 410 Durham – Hillsboro – Lehigh (“USD 410”) will provide nursing services to students receiving special education services in the Functional and Life Skills Program from the Marion County Special Education Cooperative (“MCSEC”).

Terms:

1. USD 410 agrees to employ and supervise a Registered Nurse or equivalent to meet the health-related needs of students in countywide MCSEC programs housed in USD 410 buildings. These include, but are not limited to, Functional, Life Skills, and WEST Programs.
2. MCSEC agrees to pay USD 410 for wages, health insurance, FICA tax, unemployment tax, and worker’s compensation insurance for approximately 50 percent of nursing services per week for countywide MCSEC programs housed in USD 410 buildings.
3. Additional services may be provided for MCSEC with USD 410 Superintendent approval. However, the nurse provided by USD 410 shall not be required to travel outside USD 410 to provide services.
4. Any nursing services required for summer school programs are not part of this agreement.
5. MCSEC will claim categorical aid for the nursing services as allowed by law.
6. MCSEC will provide required supplies and equipment for the countywide MCSEC programs.
7. USD 410 will bill MCSEC for the cost of nursing services on a monthly basis. MCSEC agrees to pay the cost of nursing services billed.
8. This nursing services agreement shall renew annually unless either the MCSEC or USD 410 governing board provides written notice to the other entity on or before March 31 to alter or terminate this agreement at the close of the current fiscal year.

Marion County Special Education Cooperative Chairperson of the Board

Date

Unified School District No. 410 President of the Board

Date

Unified School District No. 410 Clerk of the Board

Date

District Unpaid Meal Policy

USD 410 Schools will implement the following charge policy beginning July 1, 2022.

Students who do not have money in their lunch accounts will not be allowed to charge for meals or ala carte items. A Principal/Food Service staff member will be notified when the student reaches a zero balance and may contact the family to evaluate if there are other challenges facing the family. **Alternate meals will be served to students in grades K-8, but not for grades 9-12.** Lunch balance email alerts will be sent on Mondays to all families. Low balance reminders will be sent out on Wednesdays when the student's account is at \$20 or below. Paper reminders will not be sent home. USD 410 students who continue eating meals after they reach a zero balance, must bring money to cover the meal each day. Lunch accounts should be in a positive balance on the last day of school. Bad debt, not recovered by the end of the fiscal year, will be added to the student's fees the following year.

Out of District students charge policy.

Students enrolled in neighboring districts attending USD 410 schools (non-USD 410 students) and eating at one of our cafeterias will follow the same procedure. The exception to this is that once these non-USD 410 students have reached a zero balance and do not bring money to cover their meal each day, their meal will instead be charged to their home district food service account and a statement will be sent to that district at the end of each month.

**Marion County Special Education Cooperative and Unified School District No. 410.
Technology Services Agreement
2022-2023**

Purpose

This agreement sets forth the terms in which USD 410 Durham- Hillsboro- Lehigh will provide technology services to the Marion County Special Education Cooperative (MCSEC).

Terms:

1. USD 410 agrees to employ and supervise a technology assistant or equivalent to MCSEC.
2. MCSEC agrees to pay USD 410 for 20% of the wages, health insurance, FICA tax, unemployment tax and workers' compensation insurance for approximately 8 hours per week for countywide MCSEC technology related issues.
3. MCSEC agrees to pay for the time of the USD 410 tech director for any training that is needed for the assistant in regards to the tech support for MCSEC.
4. MCSEC agrees to reimburse USD 410 the IRS standard business mileage rate if the technology assistant is driving from Hillsboro.
5. Any equipment or supplies that are needed to do the jobs needed will be provided by MCSEC.
6. Additional services may be provided for MCSEC with agreement of the MCSEC director and the USD 410 superintendent.
7. The technology services agreement shall renew annually unless either MCSEC or USD 410 governing bodies provide written notice to the other entity on or before March 31 to alter or terminate this agreement at the close of the current fiscal year.

Marion County Special Education Cooperative Chairperson of the Board

Date

Unified School District No. USD 410 President of the Board

Date

Unified School District No. 410 Clerk of The Board

Date

MASTER CONTRACT

CERTIFIED EMPLOYEES

2022 - 2023~~2021 - 2022~~

***Unified School District No. 410
Durham – Hillsboro – Lehigh***

Approved by:

Interest-Based Bargaining Team – July 6, 2022~~July 6, 2021~~

Teachers – TBD~~July 12, 2021~~

Board of Education – TBD~~July 12, 2021~~

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MASTER CONTRACT FOR CERTIFIED EMPLOYEES

Unified School District No. 410

ARTICLE I – MASTER CONTRACT (Revised 7/92; 06/12)

A copy of the current Master Contract will be made available on the district website. The contents shall include all negotiated items. If a necessity for a change in the Master Contract occurs due to a change in Kansas Statutes, it may be changed by Board action and a simple majority ballot vote of all instructional staff. All parties affected by the change will be notified.

ARTICLE II – GRIEVANCE PROCEDURE (Revised 7/92)

A. Definitions

Grievance: Grievance means a complaint regarding the meaning, interpretation, or application of any provision of the master contract, or a complaint that the employer or its agents acted in bad faith or in any arbitrary or capricious manner in applying any established policy or practice governing or affecting the employees covered by the master contract.

Aggrieved Person: The person, persons, or the Association making the complaint.

Party of Interest: The person, persons, or the Association making the complaint and/or any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

Days: Except when otherwise indicated, days shall mean working days.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting employees.

C. Procedure

Level One – Within 20 days from the date of awareness of a problem, the aggrieved person shall seek to resolve the matter informally with his/her principal or other immediate supervisors.

Level Two – If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after discussion of the grievance he/she may file the grievance in writing within ten (10) days of the Level One response simultaneously with the Association or its designee and the Principal on the form provided in the Appendix. Within five (5) school days after receipt of the written grievance by the Principal, the Principal will meet with the aggrieved person and his/her representative of the Association in an effort to resolve it. The Principal shall submit his/her decision in writing to the aggrieved person and the Association within five (5) days after the meeting.

Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance within ten (10) days of the Level Two response with the Association or its designee for transmittal to the Superintendent or his/her designee. Within ten (10) days after receipt of the written grievance, the Superintendent or his/her designee will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The Superintendent shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days of the meeting.

Level Four

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance within ten (10) days of the Level Three response with the Association or its designee for transmittal to the Board. Within thirty (30) days after receipt of the written grievance by the Board, the Board will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The Board shall submit its decision in writing to the aggrieved person and the Association within ten (10) days of the meeting.

D. Rights of Teachers to Representation

No reprisals of any kind will be taken by the Board or administration against any participant in the grievance procedure by reason of such participation. An employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a Grievance representative selected by the Association. If an employee is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

E. Miscellaneous

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. In the event a grievance is not filed or processed in the manner and within the times set forth above, it shall be forever barred.

If the board or any of its administrative staff do not present a written decision within the time allotted after the grievance hearing, the grievance shall be advanced to the next level. If, in the judgment of the Association, a grievance affects a group or class of employees the Association may initiate and submit such grievance in writing to the Superintendent directly. The processing of such grievance shall be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though there is not an aggrieved person who wishes to do so.

Decisions rendered at Levels Two, Three, and Four of the grievance procedure will be in writing, setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

F. Instructions

The purpose of a grievance procedure is to facilitate free, easy, and effective communication between employees and the administrative staff in order to secure, in good faith, equitable solutions to problems which may arise from time to time. Careful attention to contract requirements for a grievance and proper procedure for completing a grievance form and the filing of same will help to insure an expeditious and thorough consideration of each grievance.

Grievance Report Forms may be secured from school building offices and the Association president, and should be filed at each level of the grievance procedure. Each portion of the Grievance Report Form should be completed fully in as much detail as possible. The statement of facts upon which the grievance is based should include all relevant facts, including details of time, date, place, persons involved and what occurred.

Detailed information of facts involved, the relevant contract provisions, board policies, or administrative regulations or practices, and the manner in which they are related are extremely important in order to provide a basis upon which a fair, thorough, and expeditious decision may be made.

Under Section B of the Grievance Report Form those relevant contract provisions, board policies, or administrative regulations or practices which the grievant contends have been violated, misinterpreted, or misapplied, should be specified.

Under Section C the grievant should state his/her claim by describing the manner in which the factual contentions are related to the relevant contract provisions and how a violation, misinterpretation, or misapplication of the contract, board policies, or administrative regulations or practices has occurred.

Under Section D the grievant should specify the relief which he/she desires as a result of the grievance.

ARTICLE III – FAIR DISMISSAL (Added 06/15)

A. Fair Dismissal Process

The Board of Education and USD 410 Education Association agree to the mutual benefit of a fair dismissal procedure. This provision balances the relative security earned through an extended and successful probationary period with employer expectations of continued quality professional performance.

For the first three years of professional employment with the district, teachers are considered probationary and may be non-renewed prior to the statutory deadline for any reason except as protected by Constitutional or other nondiscrimination protections.

Starting in year four of teaching with the district, teachers shall have earned non-probationary status. At its discretion, the Board may formally grant non-probationary status to any teacher at the issuance of a teaching contract.

Non-probationary teachers may be non-renewed for just cause. While timelines are expected to be followed, extenuating circumstances may be considered for minor procedural errors.

If the proposed nonrenewal is to be based on poor job performance according to employee evaluation(s), the non-probationary teacher will be informed his/her performance is substandard and he or she will be placed on a plan of improvement. The plan of improvement may be collaboratively developed, but the final decision on the plan rests with administration and/or the Board of Education.

If the non-probationary teacher is non-renewed, he/she shall be notified by certified mail prior to the statutory continuing contract date. The notification shall include the reasons for the nonrenewal. The non-renewed teacher will have fourteen calendar days from the receipt of the letter to file a written request for a hearing with administration and/or the local Board of Education. During the hearing, the entire basis for the nonrenewal shall be proffered by the district and the teacher may present his/her response.

It is the intention of the parties that the decision be rendered prior to August 1 and all reasonable efforts should be made to accomplish that goal.

B. Staff Reduction (Revised 6/00; 6/02; 6/04; 5/08; 06/13; 06/15)

Steps for Staff Reduction:

1. The board shall retain the sole right to determine when a reduction in the certified teaching staff is to be made.
2. The board shall identify the position to be reduced.
3. The board shall attempt to accomplish a reduction in teaching staff by attrition.

4. Probationary teachers will be reduced before non-probationary teachers with the same certification.
5. If after steps 3 and 4, a further reduction is necessary, a list shall be developed that includes all those currently teaching in a position that could be filled by the person whose position is being reduced. (Revised 6/04)
6. If two or more teachers are on the list, each teacher will be assigned a point value based on the following criteria. The teacher(s) with the fewest points will be reduced.

Two points for each year of service as a certified employee of USD 410. (Maximum of 40 points)

Four points for ten years of service as a certified employee of USD #410. Four points for fifteen years of service as a certified employee of USD #410. Four points for twenty years of service as a certified employee of USD #410. (Maximum of 12 points)

Three points for each column on the salary schedule beyond the BS column. (Maximum of 24 points)

Six points for a Master's degree.

In the event that two employees have exactly the same number of points from the process above, the employee with the longer continuous full-time service to the district shall be retained.

Any person being reduced may ask that the above process be repeated for their position.

C. Recall

Recall means rehiring a teacher whose contract has been non-renewed due to the reduction in force process. Recall shall be in reverse order of the reduction in staff (the last reduced shall be the first rehired.) Recall rights will be in force for two (2) years from the last day of employment. Teachers that are reduced must submit a request to be recalled to the clerk of the board. This request must be submitted by January 1 of each school year following the reduction in staff.

The clerk shall give written notification of vacancies to all reduced staff members eligible by certification for recall. Each reduced staff member shall respond to this notification within 10 days of the receipt of the notice. It is further understood that the recalled employee shall be given their earned step and column on the salary schedule and all accumulated leave shall be returned unless pay had been received by the teacher for such leave.

It is the responsibility of the employee to keep the board clerk informed of any changes in address. If this procedure is not followed, the Board of Education will not be responsible for notification of recall.

ARTICLE IV – ASSIGNMENT OF DUTY

A. Major Duties (Revised 6/03)

By the final day of school each year, each teacher's contract for the next school year shall specify the major individual duties.

B. Lunchroom Duty (Revised 9/06)

Teachers shall be given a thirty minute, duty-free lunch period each day. Teachers who volunteer to supervise students during their lunch period will receive payment of \$20 per day.

C. Planning Period (Revised 7/91; 6/03)

Each teacher shall be provided a period free from scheduled classes for the purpose of planning.

D. Extra Class Assignment (Revised 7/91; 06/15)

If circumstances make it necessary to teach an extra class period, the teacher who agrees shall receive a prorated amount of the daily rate of pay for all extra class period assignments.

E. Substitute Teaching (Revised 7/94; 6/02; 07/19)

Teachers who are asked to substitute for other teachers during their planning period will be paid according to the teacher's annual salary. Salary will be calculated by dividing the substituting teacher's daily rate of pay by 7 hours and multiplying that by the hours or portions of an hour spent substitute teaching rounded to the nearest quarter hour.

F. Assignment to IDL, Online, and Virtual Courses (Added 7/93; Revised 6/03; 06/13; 06/15)

Only volunteers will be assigned teaching duties for IDL, online, and virtual courses and compensation will be paid at the rate established by the Technology Excellence in Education Network (TEEN)

Teachers teaching IDL or online courses shall be offered up to 3 days extended contract for preparation and/or training.

ARTICLE V – TEACHER EVALUATION (Revised 7/92; 6/02)

The evaluation of the professional effectiveness of teachers is to be implemented in such a manner as to satisfy the requirements of state law.

An evaluation committee consisting of members of the certified teaching staff, administrators, and/or board of education members shall be formed for the purpose of studying changes requested by Teachers, Administrators, or Board of Education members. This committee shall be in session only when and if changes are proposed by any of the above referenced.

ARTICLE VI - FRINGE BENEFITS

A. Definition of Leave Days (Added 5/05; Revised 04/11)

In accounting for and reporting leave, a full-time teacher's day will be equal to 7.0 hours (8:00 - 3:30 less 30 minutes for lunch), and a part-time teacher's day will be equal to that teacher's contracted FTE multiplied by 7.0 hours. This statement applies to all references to leave days in the master contract. In the calculation and use of leave, all amounts will be rounded to the next highest quarter hour.

B. Professional Meetings and Educational Conferences (Revised 7/94; 6/97; 6/02; 6/03; 6/09; 04/11)

The School Board encourages each teacher to attend professional meetings and educational conferences.

C. Association Leave

Release time will be granted for Association business in the event that the Association is desirous of sending representatives to local, state, or national conferences conducted by the Association for further cause of its' own professional purposes, or other business leaves pertinent to the Association affairs. A representative shall be excused providing the frequency is no more than four (4) combined days a year and provided the Association will reimburse the district for the costs of substitutes.

D. Sick Leave (Revised 5/88; 6/04; 5/07; 6/09; 07/21; [07/22](#))

There shall be an allowance of 15 days sick leave per school year accumulative to 90 days.

Teachers who do not use all of their sick days will receive pay for sick days that will be lost. Payment for unused sick days (those beyond 90) will be made with the first payment of the succeeding year's contract and will be computed at a rate of ~~\$3025~~ per day.

Teachers eligible for and exercising their initial retirement option in the Kansas Public Employees Retirement System (KPERS) at the end of the current contract year will be paid for the balance of all unused sick leave days. This payment will be based on a rate of ~~\$3025~~ per day of unused sick leave. Payment for unused sick leave will be made with the final payment of the contract.

E. Illness and Disability Pool (Added 7/93; Revised 6/03; 5/05; 07/18)

Each professional employee wishing to continue or join the pool will donate two (2) days of his/her sick leave days to the pool from the fifteen (15) days received in the year they join and for each year thereafter when the pool has fewer than one hundred (100 full time teacher) days. Employees may join by donating two (2) days. Only professional employees who are members and have donated days are eligible to draw from the pool.

All professional employees who are members, or their designees, are eligible to make application for sick leave pool days. Application must be made within the contract year in which the accumulated sick leave days are depleted. If approved, use of such days cannot occur until all of the applicants accumulated sick leave days are depleted. The professional employee or a family member must be hospitalized and/or under the care of a licensed health care provider. A statement from the licensed health care provider is required recommending that the professional employee continue to be absent from work due to his/her or his/her family member's health. Application to borrow days from the pool is to be made in writing to the Association Illness and Disability Pool chairman. Upon the committee's approval of such requests, the district shall credit such person(s) with such leave from the pool.

The pool member may borrow, when approved by the pool committee, up to thirty (30) days of sick leave in any one contract year. Upon return to full-time service, the member must repay the pool for the borrowed days at the rate of not less than three (3) days per year thereafter. If the nature of the injury or illness is such that the employee is unable to return to work, no repayment will be required.

The Illness and Injury Pool committee is to be established before the start of the contract year. The committee is to be made up of two (2) Hillsboro Elementary School teachers, two (2) Hillsboro Middle/High School teachers, building principals, and the superintendent of schools or designee. Teacher members of the committee must be participants in the pool. Teacher members will be elected by the USD #410 Education Association. All decisions of the committee are considered final. Criteria for approval of application for pool days are to be established by the pool committee and made available to all members.

After an employee has joined the pool, he/she may not withdraw the days he/she contributed if he/she drops out of the pool.

F. Bereavement Leave (Revised 6/03)

Teachers will be allowed time off because of the death of a family member, a friend, or an acquaintance. Such leave shall not be in excess of five (5) days per bereavement for family members and one (1) day for a friend. Bereavement leave beyond these limits may be granted by the superintendent of schools. Bereavement leave shall be subtracted from sick leave.

G. Family Illness/[Daycare Provider](#) Leave (Revised 6/00; 6/03; [07/22](#))

Leave will be granted for the illness of a family member/[daycare provider](#). Leave will also be granted for the purpose of the adoption of children. This leave will be granted upon request of the adoption agency and shall not exceed sixty days. Family illness/[daycare provider](#) leave shall be subtracted from sick leave.

Employees may use accumulated sick leave for any contract days that occur within sixty calendar days after the birth of a child. In order to use sick leave after this sixty-day period, the employee will be required to present a statement from a physician stating that the health condition of either the employee or child is such that additional sick leave is needed.

H. Extended Leave (Revised 7/92; 6/03)

Certified staff members may request, subject to the approval of the Board of Education, a leave of absence for the following activities:

1. Study, (on a graduate program leading to an advance degree.)
2. Teaching, (at a location other than USD #410), days of leave to be granted only for those days of actual teaching and for travel time, (directly to and from location).
3. Professional duties shall be of a nature sponsored or administrated by one of the many professional organizations such as ESSDACK, Kansas State Department of Education, and many national organizations related to the various levels of education and activities.
4. All other Leave Requests that do not correspond with number one, two, or three above are to be considered on a per application basis.

At the time of the request, the teacher will submit a written plan establishing goals and objectives that outline how USD #410 students would benefit by the experience. The plan will identify what the teacher expects to learn, how the teacher's expanded knowledge will be utilized, and how that knowledge will be integrated into the curriculum. The plan shall also specify how the experience will enhance students' educational experiences. The plan will be presented to the superintendent of schools who shall seek board approval. Upon return, the teacher will make a presentation to the board concerning the experience.

Request for leaves greater than one month shall be made 90 days in advance. All other requests shall be made a minimum of 14 days prior to the expected leave date. Length and conditions of the leave will be agreed on at that time. All leaves shall be subject to the following provisions: (a) receive no salary from USD 410 when on leave; (b) retain accumulated sick leave; (c) return to the experience level on the salary schedule held prior to the leave of absence, unless said teacher qualifies for a higher income bracket; (d) use all personal leave accumulated prior to the extended leave.

I. Personal Leave (Revised 6/00; 6/01; 6/03; 6/04; 9/06; 6/09; 04/11; 06/12; 07/17; 07/19; 07/21)

Teachers shall be allowed two days of personal leave per year, accumulative to six days. Teachers will use these days at their discretion. Teachers are required to request personal days five school days prior to the requested leave date.

Personal days may be used adjacent to a scheduled vacation when the following stipulations are met:

1. Each teacher is allowed to take personal days adjacent to only one vacation per year.
2. Usage is limited to five teachers on any given day.
3. Use of this day is on a first come-first serve basis.

The superintendent may grant exceptions to these stipulations in emergency situations.

Consecutive days of personal leave are discouraged during the first two weeks of school and the last two weeks of school. Teachers who choose not to use all of their personal days will receive pay for personal days that will be lost. Payment for unused personal days (those beyond 6) will be made with the first payment of the succeeding year's contract and will be computed at the teacher's hourly rate of pay for the fiscal year in which the payment is made.

Teachers eligible for and exercising their initial retirement option in the Kansas Public Employees Retirement System (KPERS) at the end of the current contract year will be paid for the balance of all unused personal leave days. This payment will be based on the teacher's hourly daily rate of pay. Payment for unused personal leave will be made with the final payment of the contract.

Sick leave days may be converted to personal leave after all paid personal leave has been exhausted. The rate of conversion shall be at a ratio of 3 sick leave days to 1 personal leave day. The draw on sick leave shall be on an 'as used' basis; the employee may not accumulate any unused personal days using the benefit feature. A maximum of five personal leave days may be gained annually using this conversion and must be approved by the Superintendent. Sick leave days used in this conversion shall be deducted from the teacher's accumulated sick leave. Examples of the conversion follow: (Added 9/06)

1 Day Personal Leave = 3 days Sick Leave

1 Hour Personal Leave = 3 Hours Sick Leave

15 Minutes Personal Leave = 45 Minutes Sick Leave

Two days of unpaid personal leave will be granted annually. Additional unpaid personal leave may be granted by the superintendent. (Added 6/04)

J. Unapproved-Unpaid Absences (Revised 7/94; 6/02; 5/08; 04/11)

Any leave taken without approval of the Board of Education during the contract year will be subject to possible termination of the teacher's contract at the next regular board meeting. The Board of Education shall retain the right to deviate from this policy in the event of extenuating circumstances. Any unapproved - unpaid absence shall be subject to a salary deduction of the teacher's daily rate of pay per day of absence

K. Payroll Reduction Plan (Revised 5/87; 6/02)

The Board of Education provides a salary reduction program which complies with Section 125 of the Internal Revenue Code. The Board shall provide the opportunity for each employee to execute a salary reduction agreement once annually to cover all premiums for the employees selected benefits as described under section 125.

L. Teacher Representation (Revised 7/91)

Teachers shall be represented and/or consulted in areas related to various educational processes.

M. Committee Representation-Compensation (Revised 7/93; 6/98; 6/01; 6/02; 6/09; 04/11; 07/18; 07/21)

The recommended list of teachers to serve on each committee shall be subject to approval by the Board of Education. Approved committee members are eligible for Professional Development Council salary advancement points when they meet before or after the recognized duty day. Examples could include, but are not limited to, building improvement teams, Professional Development Council, and site councils.

The Gemini Redesign Team shall include six certified staff members (the counselor and two teachers from the elementary school and the counselor and two teachers from the middle/high school), who shall be paid \$200 each per year.

N. Compensation for Summer Curriculum Work (Added 6/99; Revised 06/12)

The following plan is presented as a means of reducing the amount of time teachers are absent from the classroom for curriculum development work.

A curriculum committee may be assembled for up to five (5) days during the summer for work on developing curriculum and assessments.

Committee members will be reimbursed at their daily rate of pay as per their current contracted salary. Work prior to July 1 would be compensated at the previous year's salary, and work after June 30 would be compensated at the upcoming year's salary.

Use of summer days will be at the discretion of the assembled curriculum committee. This committee will determine if the summer option is used and the days on which the committee will work.

For this option, one day is defined as seven (7) hours of committee work.

In order to make budgetary plans; the district Curriculum Coordinator should make requests for use of this summer option to the Superintendent prior to March 1.

O. School Calendar (Revised 7/94; 6/01; 6/02; 6/03; 5/08; 04/11; 06/12; 06/13)

The following National Holidays will be part of the District Common School Calendar schedules: Labor Day, Thanksgiving, Christmas, New Year's, Good Friday, and Memorial Day.

There shall be 178 teacher contract days in the school calendar. In order that all regular and special education students have equal educational opportunity, USD #410 shall strive to achieve a common school calendar that is compatible to other districts in the Marion County Special Education Cooperative and the Technology Excellence in Education Network (TEEN).

A half day shall be provided to teachers at the end of each of the first three quarters to be used for teaching preparation and grade recording. The other half-day will involve staff development activities.

P. Defined Benefit Plan (Revised 6/00; 6/01; 6/02; 6/03; 6/04; 05/05; 9/06; 5/07; 5/08; 4/09; 06/10; 04/11; 06/12; 06/13; 06/14; 06/15; 06/16; 07/17; 07/18; 07/19; 07/20; 07/21; [07/22](#))

The Board of Education has agreed to furnish each person of the certified teaching staff working 630 hours or more per year a defined benefit plan of ~~\$630594~~ for the first month of the contract (September) and ~~\$679630~~ per month for the succeeding 11 months of the contract. This benefit shall be used exclusively for health insurance provided through the ESSDACK consortium.

Q. Student Teachers (Revised 6/90)

The total amount paid by colleges to USD #410 for the supervision of student teachers will be paid to the supervising teachers involved. USD #410 administrator(s) shall consult in person with the cooperating teacher before the assignment is made.

The Board of Education charges the Superintendent of Schools with the responsibility of assigning student teachers on a rotating basis, (not to be consecutive - year after year), with tenured teachers. This paragraph will only pertain to those departments with more than one (1) full-time instructor.

R. Incentive for Early Notice of Retirement (Added 07/20; Revised 07/21; [07/22](#))

An employee providing a written notice of retirement [by 12:00 PM on the Friday before the December Board of Education meeting](#) ~~on or before the last student contact day in December~~ who is eligible for and exercising their initial retirement option in the Kansas Public Employees Retirement System (KPERS) at the end of the current contract year will receive a \$1,000 stipend with the final contract payment.

S. Early Retirement (Added 6/04; Revised 03/08; 5/08; 10/09; 03/11)

Due to declining enrollment and the uncertainty of school funding, USD 410 is facing the need to reduce the number of teaching positions. To facilitate this reduction, the Board of Education and the USD #410 Education Association have agreed to offer to some staff a buyout, structured as an early retirement stipend. This offer will expire at 3:30 p.m. on April 1, 2011.

The parties acknowledge that any future early retirement provision may differ substantially from the existing provision.

Employees of Hillsboro USD 410 who may find it necessary or desirable to retire from employment with the district may elect to take early retirement under the terms and conditions of this policy.

The following definitions shall apply to this policy:

Certified Employee shall mean any employee covered by the master contract for certified employees employed by the Board of Education in a position which requires a license issued by the Kansas State Board of Education in a professional, educational, or instructional capacity. It does not include administrators.

School Year shall mean that period of time from July 1 to June 30 of the calendar year.

Final Salary shall mean the employee's contracted compensation based on the salary schedule for the final year prior to retirement. Compensation for supplemental assignments, extended contract time, and fringe benefits shall not be considered a part of the final salary.

1. Eligibility – Certified employees may elect to take early retirement under the terms set forth under this policy. Early retirement is voluntary and at the discretion of the eligible employee.
2. Requirements – A certified employee is eligible for early retirement pay if such person is:
 - a. currently a certified employee of USD 410;
 - b. eligible for and exercising a retirement option in the Kansas Public Employees Retirement System (KPERS); and
 - c. has a minimum of twenty (20) years of employment in a public school system, five (5) of which must be in USD #410.
3. Period of Eligibility – Early retirement benefits shall be paid for a period of five years.

4. Notice to District of Intent to Retire Early – Written notice of intent shall include the following information delivered to the Superintendent of Schools on or before April 1, 2011, at 3:30 p.m.:
 - a. a statement of the applicant’s desire to take early retirement,
 - b. the anticipated date of retirement,
 - c. the applicant’s birth date and age on the date of retirement,
 - d. current mailing address and telephone number,
 - e. the applicant’s final salary,
 - f. the applicant’s desire to or not to maintain health insurance through the school sponsored program.
5. Notification to Retiree – The Board will approve all eligible early retirement notifications completed according to this agreement at its April 11, 2011, board meeting. The superintendent shall notify the applicant in writing of all board action on the application and the amount of projected retirement benefits. (Calculation Worksheet on page 17)
6. Calculation of Early Retirement Benefit – The total retirement benefit shall be an amount equal to the final salary contracted between the employee and USD 410 (final salary does not include pay for supplemental assignments, extended contract time, and fringe benefits.)
7. Method of Payment
 - a. One-third (1/3) of the benefit is paid in each of the first two years of the benefit period and one-ninth (1/9) of the benefit is paid in each of the final three years of the benefit period. Benefits will be paid in twelve (12) monthly installments.
 - b. The district will use an employer-funded 403(b) tax-deferred account as the vehicle for transferring early retirement benefits to the employee.
 - c. Benefits will begin with the first pay period following the last pay period covered by the retiree’s regular salary.
 - d. All taxes shall be withheld as required by law.
 - e. Employees taking early retirement shall be responsible for keeping the school district informed of his/her mailing address and telephone number.
8. Eligibility for Employment– A certified employee who takes early retirement shall be eligible for further employment only as allowed by KPERS rules and regulations. Any employment which causes KPERS benefits to cease will also cause the retiree to be ineligible for continuation of the USD 410 retirement benefit.
9. Benefits at Death – Upon the death of the retired employee, the payment of early retirement benefits shall cease.

T. Licensure Renewal Expenses (Added 06/15)

The Board of Education will reimburse teachers for up to \$150 of licensure renewal expenses including KSDE licensure renewal fees, KBI background check fee, and the costs of college transcripts. Teachers are required to provide documentation of their renewal expenses to be eligible for the reimbursement. Teachers who were required to obtain a new license between the dates of November 14, 2014 to July 1, 2015 will receive reimbursement for expenses associated with the newly required KBI background license fee.

ARTICLE VII – TRANSCRIPTS

Teachers are to furnish copies of all transcripts of college credit to the Central Office where they are kept on file.

ARTICLE VIII – REPORTING FOR WORK (Revised 7/91; 04/11)

Teachers are to be on duty as announced by the school calendar and report at such other times as requested by the Principal or Superintendent. It is expected that teachers will be on hand in sufficient time prior to the arrival of pupils in the morning and remain a reasonable time after their departure in the evening. The formal instructional process (teacher/student/classroom exercise) shall begin at 8:00 a.m. and end at 3:30 p.m.

ARTICLE IX – INSTRUCTION (Revised 7/94; 04/11)

There shall be a workroom provided at each building level to enhance teacher instruction. The room will be equipped with the following items: telephone and copier.

ARTICLE X – RELEASING A TEACHER FROM CONTRACT

It shall be board policy to consider a teacher contract binding upon both parties concerned. The board will consider a release from contract upon mutual agreement if it is possible to do so without impairing the educational opportunities of students. The board shall be responsible for releasing a teacher under contract.

ARTICLE XI – SALARY (Revised 6/90)

The incoming teacher shall be placed on the salary schedule in accordance with their years of experience and education.

A. Professional Development Plan (Revised 5/05; 07/19; 07/20)

Each teacher will have the opportunity to develop a professional development plan approved by the local Professional Development Council.

Professional development Knowledge Level points earned outside of contracted hours may be used for advancement on the salary schedule. All professional development points earned at the Application and Impact Levels may also be used for salary advancement.

Twenty professional development points are equal to one college hour. When a teacher uses a personal day to attend an approved professional development activity, those points may also be used for advancement on the salary schedule. All college hours awarded by an authorized educational agency may be used for salary advancement.

All teachers wishing to advance columns on the salary schedule must indicate intent to move with the district office by May 1. The district office will distribute forms for this purpose on or before April 15.

All teachers wishing to advance columns on the salary schedule must provide official transcripts to the district office on or before August 25.

B. Extra Pay for Extra Duties (Revised 06/00; 6/01; 6/04; 5/05; 9/06; 5/08; 06/10; 06/12; 07/17; 07/19; [07/22](#))

USD 410 employees working at athletic contests in essential positions, as determined by the administration, will be paid \$10.7500 per hour with a minimum of \$21.500-00 per event. An approved sponsor will receive a \$60 per day stipend for sponsoring two or more students to a summer clinic.

C. Supplemental Contracts (Revised 06/12; 06/13; 06/14; 06/16; 07/17; 07/18; 07/19; 07/20; 07/21; [07/22](#))

All supplemental duties shall be listed in the teacher's supplemental contract, along with the amount designated for such duties. Supplemental duties will be compensated according to the schedules below.

[2022-2023](#)~~2021-2022~~ Supplemental Contract Base Salaries

Salary Schedule A		Salary Schedule B (added 5/05)	
Non-Certified	\$42,000 \$41,125	Non-Certified	\$45,375 \$44,500
Certified	\$45,450 \$44,575	Certified	\$48,825 \$47,950

For purposes of the above schedules, certified is defined as a person holding a valid Kansas professional teaching license.

The Superintendent shall at his discretion, employ and negotiate percentage compensation, (final approval by Board of Education), as to all newly created positions within the first year of any new program, (allowable compensation as negotiated may not exceed that amount as paid to the highest paying position as shown on said Master Contract.) This will be inclusive of all coaching positions and all sponsor designated positions. This discretionary authority granted to superintendent, with final board approval, shall cease at the end of the contract year. Compensation for all newly created positions will automatically be placed on the agenda for the next negotiated agreement. The Superintendent may, at his discretion and upon agreement by all parties concerned, divide the percentage for supplemental contract pay among all persons performing a single duty or combination of duties

SUPPLEMENTAL CONTRACTS

Supplemental Contract Percentages (revised 5/07; 06/10; 06/12; 06/13; 06/14; 06/15; 06/16; 07/17; 07/18; 07/19)

Supplemental contract pay shall be based on Supplemental Contract Base Salary times percentage paid.

	Extra Duty %	Supplemental Contract Schedule
HIGH SCHOOL:		
Activities Director.....	12.0%	B
Head Baseball Coach.....	10.0%	B
Assistant Baseball Coach	7.0%	B
Head Basketball Coach	11.0%	B
Assistant Basketball Coach	7.0%	B
Head Cross Country Coach (HHS & HMS)	7.0%	B
Assistant Cross Country Coach (HHS & HMS).....	4.0%	B
Head Football Coach	11.0%	B
Assistant Football Coach	7.0%	B
Head Golf Coach	7.0%	B
Assistant Golf Coach	4.0%	B
Head Softball Coach	10.0%	B
Assistant Softball Coach	7.0%	B
Head Tennis Coach.....	7.0%	B
Assistant Tennis Coach	4.0%	B
Head Track Coach (HHS & HMS).....	11.0%	B
Assistant Track Coach (HHS & HMS)	7.0%	B
Head Volleyball Coach	11.0%	B
Assistant Volleyball Coach	7.0%	B
Head Wrestling Coach.....	11.0%	B
Assistant Wrestling Coach.....	7.0%	B
Summer Weight Room Supervisor (SCW 48 – SCW 6)	4.0%	A
Fall Weight Room Supervisor (SCW 7 – SCW 19).....	4.0%	A
Winter Weight Room Supervisor (SCW 20 - SCW 36)	4.0%	A
Spring Weight Room Supervisor (SCW 37 - SCW 47).....	4.0%	A
6-12 Vocal Music.....	10.0%	A
Instrumental Music	10.0%	A
Debate	8.0%	A
Forensics.....	8.0%	A
Musical, Coordinator	7.0%	A
Musical, Assistant.....	6.0%	A
Drama, Coordinator	7.0%	A
Drama, Assistant.....	4.0%	A
Student Council Sponsor	4.0%	A
Yearbook	8.0%	A
FCCLA Sponsor	4.0%	A
Cheerleader Sponsor.....	8.0%	A
Concessions Manager.....	10.0%	A
FFA	11.0%	A
Scholars' Bowl.....	5.0%	A
Drill Team Sponsor.....	4.0%	A
National Honor Society	2.0%	A
Website Facilitator.....	7.0%	A
Freshman Class Sponsor	2.0%	A
Sophomore Class Sponsor.....	2.0%	A
Junior Class Sponsor	6.0%	A
Senior Class Sponsor.....	2.0%	A
Technology Student Association and Robotics Sponsor	6.0%	A
Chess Club.....	4.0%	A
H-Club	4.0%	A
Academic Detention Supervisor	4.0%	A
GAP Sponsor and CTE Club Sponsor: GAP and CTE Club Sponsor payments will be determined by amount contributed by the donor toward the salary for these positions.		
MIDDLE SCHOOL:		
Head Football Coach	8.5%	B
Assistant Football Coach	6.0%	B
Head Basketball Coach.....	8.5%	B
Assistant Basketball Coach	6.0%	B
Head Volleyball Coach.....	8.5%	B
Assistant Volleyball Coach	6.0%	B
Head Wrestling Coach.....	3.5%	B
Assistant Wrestling Coach.....	2.5%	B
Cheerleader Sponsor.....	8.0%	A
Scholars' Bowl.....	2.0%	A
Yearbook.....	2.0%	A
Student Council / Renaissance Sponsor	3.0%	A
ELEMENTARY SCHOOL		
K-5 Fine Arts.....	5.0%	A
After-School Coordinator	5.0%	A

DISTRICT:	Extra Duty %	Supplemental Contract Schedule
Professional Development Coordinator	2.0%	A
Teacher Mentor	2.0%	A
Wellness Coordinator	2.0%	A

D. Salary Schedule

USD 410 Durham - Hillsboro - Lehigh 2022 - 2023 Salary Schedule											
Step	BS	BS + 10	BS + 20	BS + 30	BS + 40	BS + 50	MS	MS + 10	MS + 20	MS + 30	Step
0	\$ 41,000	\$ 41,810	\$ 42,620	\$ 43,680	\$ 44,490	\$ 45,600	\$ 46,840	\$ 47,650	\$ 48,460	\$ 49,270	0
1	41,450	42,260	43,070	44,130	44,940	46,050	47,290	48,100	48,910	49,720	1
2	41,900	42,710	43,520	44,580	45,390	46,500	47,740	48,550	49,360	50,170	2
3	42,650	43,460	44,270	45,330	46,140	47,250	48,490	49,300	50,110	50,920	3
4	43,100	43,910	44,720	45,780	46,590	47,700	48,940	49,750	50,560	51,370	4
5	43,550	44,360	45,170	46,230	47,040	48,150	49,390	50,200	51,010	51,820	5
6	44,000	44,810	45,620	46,680	47,490	48,600	49,840	50,650	51,460	52,270	6
7	44,450	45,260	46,070	47,180	47,990	49,100	50,340	51,150	51,960	52,770	7
8	44,450	45,710	46,520	47,680	48,490	49,600	50,840	51,650	52,460	53,270	8
9	44,450	46,160	46,970	48,180	48,990	50,100	51,340	52,150	52,960	53,770	9
10	44,450	46,610	47,420	48,680	49,490	50,600	51,840	52,650	53,460	54,270	10
11	44,450	46,610	47,870	49,180	49,990	51,100	52,340	53,150	53,960	54,770	11
12	44,450	46,610	48,320	49,680	50,490	51,600	52,840	53,650	54,460	55,270	12
13	44,450	46,610	48,320	50,180	50,990	52,100	53,340	54,150	54,960	55,770	13
14	44,450	46,610	48,320	50,955	51,765	52,875	54,115	54,925	55,735	56,545	14
15	44,450	46,610	48,320	50,955	51,765	52,875	54,615	55,425	56,235	57,045	15
16	44,450	46,610	48,320	50,955	51,765	52,875	55,115	55,925	56,735	57,545	16
17	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,425	57,235	58,045	17
18	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	57,735	58,545	18
19	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	58,235	59,045	19
20	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	58,735	59,545	20
21	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	58,735	60,345	21
22	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	58,735	61,145	22
23	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	58,735	61,145	23
24	44,450	46,610	48,320	50,955	51,765	52,875	55,115	56,925	58,735	61,145	24

GRIEVANCE PROCEDURE APPENDIX
UNIFIED SCHOOL DISTRICT #410
GRIEVANCE REPORT FORM

PROCEDURE: (2) (3) (4)
(Circle one to indicate level of grievance)

Date Filed _____

NAME OF GRIEVANT

BUILDING

ASSIGNMENT

A. Date cause of grievance occurred:

B. Relevant contract provisions, board policies, or administrative regulations or practices:

C. Statement of grievant's claim (statement of facts upon which grievance is based - use additional pages if necessary):

D. Relief desired:

Signature:

Date:

Date Received: _____

E. Disposition by the appropriate administrator (attach additional pages if necessary):

Signature:

Date:

EARLY RETIREMENT BENEFIT CALCULATION WORKSHEET

USD 410

(To be completed jointly by employee and superintendent of school)

Today's Date _____

Employee's Name _____ Date of Birth _____

Proposed Retirement Date _____ Current Age _____

Years of Employment: in Public Schools _____

in USD 410 _____

BENEFIT CALCULATION

Final Salary A. _____

Total Early Retirement Benefit B. _____

METHOD OF PAYMENT

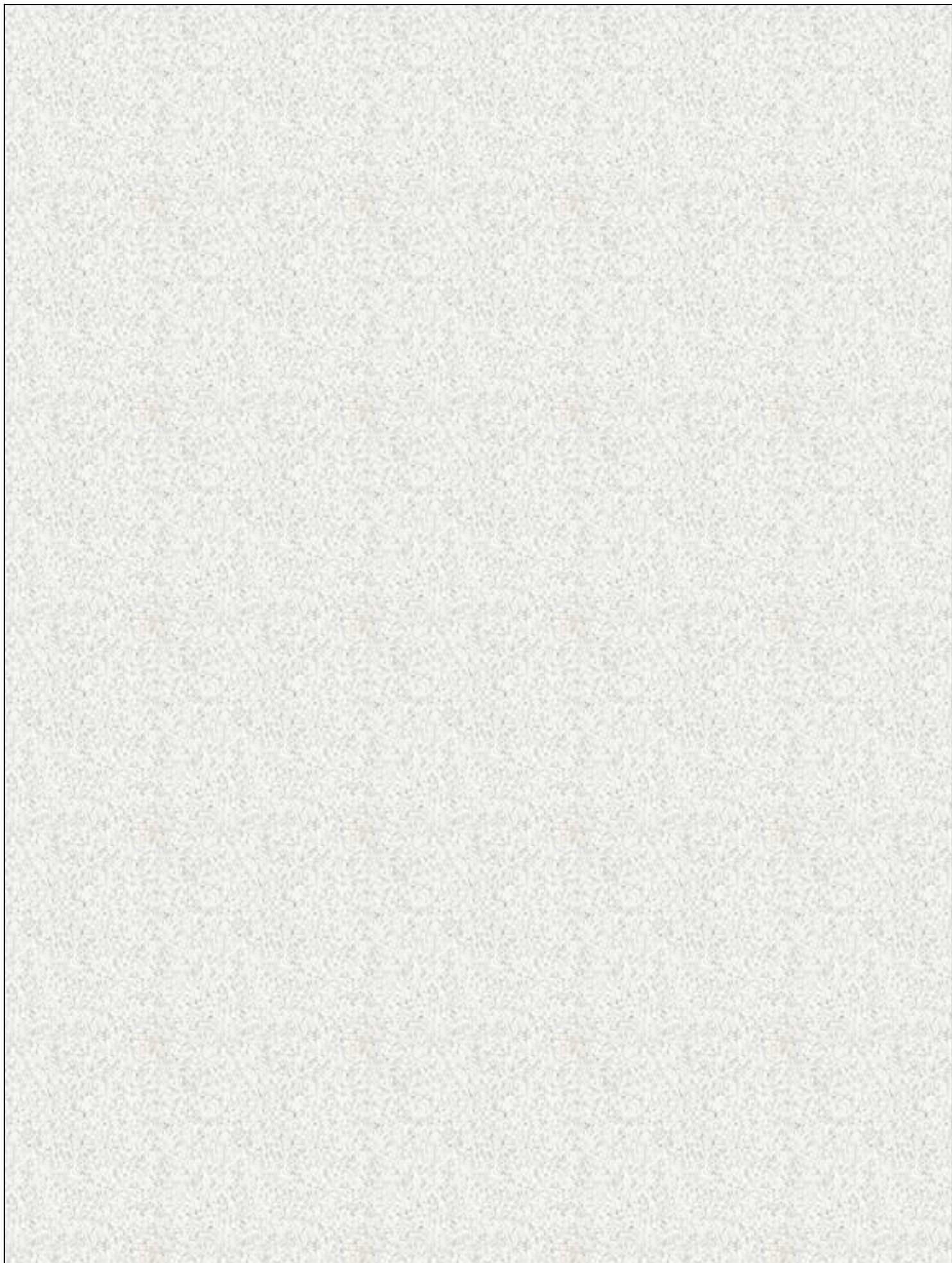
Annual Benefit
Year 1 (1/3 of above total benefit) _____

Year 2 (1/3 of above total benefit) _____

Year 3 (1/9 of above total benefit) _____

Year 4 (1/9 of above total benefit) _____

Year 5 (1/9 of above total benefit) _____



CLASSIFIED EMPLOYEE MANUAL
Approved by Board of Education on August 8, 2022

Fringe Benefits

Defined Benefit..... Regularly scheduled classified employees working 630 hours or more per year shall be eligible to receive the health insurance defined benefit.

Eligibility for the defined benefit shall begin on the first of the month following an employee's hire date and continue through the end of the month during which an employee's resignation or termination approved by the Board becomes effective. If an employee is hired on the first of the month, eligibility shall begin on that day.

Each eligible regularly scheduled employee will receive \$630 per month for months preceding October 2022 and \$679 per month for months following to be used exclusively for health insurance provided through the ESSDACK Health Insurance Group.

Paid Holidays..... Classified employees not in a job share position will be paid for the following holidays that fall between their first regularly scheduled work day and their last regularly scheduled work day each year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Eligibility for Leave..... All regularly scheduled classified employees working 630 hours or more per year shall be eligible for leave as defined in the leave sections below.

Sick Leave Employees will be allowed fifteen days of sick leave per year accumulative to ninety days. Employees who do not use all of their sick days will receive pay for sick days that will be lost. Payment for lost sick leave (those beyond ninety days) will be made with the first paycheck containing regularly scheduled hours worked in the succeeding year and will be paid at a rate of \$30 per eight hours lost.

Employees who become eligible for and exercise a retirement option in KPERS will be paid for all unused sick leave. The payment for unused sick leave will be made with the final pre-retirement payment to an employee and will be at a rate of \$305 per eight hours. If employment ends prior to the employee being eligible for and exercising a retirement option in KPERS, payment for unused sick leave will not be made. Retired employees returning to work may begin to accumulate sick leave again, but will not be paid for any unused or lost leave.

Family Illness/

Daycare Provider Leave Leave will be granted for the illness of a family member/daycare provider. Leave will also be granted for the purpose of the adoption of children. This leave will be granted upon request of the adoption agency and shall not exceed sixty days. Family illness/daycare provider leave shall be subtracted from sick leave.

Employees may use accumulated sick leave for any scheduled work day that occurs within sixty calendar days after the birth of a child. In order to use sick leave after this sixty-day period, the employee will be required to present a statement from a physician stating that the health condition of either the employee or child is such that additional sick leave is needed.

Bereavement Leave Employees will be allowed time off because of the death of a family member, a friend, or an acquaintance. Such leave shall not be in excess of five days per bereavement for family members and one day for a friend. Bereavement leave beyond these limits may be granted by the Superintendent. Bereavement leave shall be subtracted from sick leave.

Personal Leave..... Employees shall be allowed two days of personal leave per year, accumulative to six days. One personal day may be taken adjacent to a scheduled holiday. Employees are required to request personal days five work days prior to the requested leave date. Employees who do not use all of their personal days will receive pay for personal days that will be lost, based on their hourly rates of pay times the number of hours lost. Payment for lost personal leave will be made with the first paycheck containing regularly scheduled hours worked in the succeeding year and will be computed using the employee’s current hourly pay for the fiscal year in which the payment is made.

Employees who become eligible for and exercise a retirement option in KPERS will be paid for all unused personal leave. The payment for unused personal leave will be made with the final pre-retirement payment to an employee and will be based on the employee’s hourly rate of pay. If employment ends prior to the employee being eligible for and exercising a retirement option in KPERS, payment for unused personal leave will not be made unless an exception is granted by the Superintendent. Retired employees returning to work may begin to accumulate personal leave again, but will not be paid for unused or lost leave.

Conversion of Sick Leave..... Sick leave may be converted to personal leave after all paid leave (personal & vacation) to Personal Leave has been exhausted. The rate of conversion shall be at a ratio of three sick leave days to one personal leave day. The draw on sick leave shall be on an ‘as used’ basis; the employee may not accumulate any unused personal leave. A maximum of five personal leave days may be gained annually using this conversion, and these must be approved by the Superintendent. Sick leave days used in this conversion shall be deducted from the employee’s accumulated sick leave. Examples of the conversion follow:

- 1 Day Personal Leave = 3 Days Sick Leave
- 1 Hour Personal Leave = 3 Hours Sick Leave
- 15 Minutes Personal Leave = 45 Minutes Sick Leave

Unpaid Personal Leave All unpaid leave must have prior supervisor approval.

Vacation..... All full-time (year-round) employees will receive paid vacation. Vacation days will be granted after sixty calendar days of employment. The annual amount of vacation allowed will be increased by three days after five years of employment and by an additional two days after fifteen years of employment.

Employees are encouraged to use vacation time during the year it is accumulated. Vacation time may be carried over when mutually agreed upon by the employee and his immediate supervisor. No employee may accumulate more than five days of vacation beyond the annual allotment of vacation days. In emergency situations, exceptions to this policy may be granted by the Superintendent.

Payment for unused vacation upon leaving employment will not be made unless an exception is granted by the Superintendent.

- Inclement Weather..... For inclement weather situations, classified personnel are placed into one of three groups:
- Group A – Transportation & Maintenance Coordinator, Maintenance Workers, and Custodians
 - Group B – Secretaries, Treasurer, Parent Educators, Preschool Family Advocate, Bus Mechanic, and Technology Assistant
 - Group C – Bus Drivers, Aides, and Nurse

Group A: Report to work as required by your supervisor. If a member of Group A is unable to report to work, leave must be taken. If the shift involves snow removal, snow removal time will be paid at the snow removal rate which is time and a half the regular rate. Snow removal time may be part of or may be added to the regular work schedule. Once snow removal duties have ended, the employee and supervisor will discuss whether to work the regular schedule or take leave for any portion of the remainder of the day. If the employee works or leave is taken for the regular schedule, the regular rate of pay will be received after snow removal duties have ended.

Group B: Reporting to work is optional unless requested by your supervisor. Pay will be at the regular rate of pay for all hours worked and for any leave taken. If the employee does not report for work and no leave is requested, no pay will be received.

Group C: These positions will not report to work. Pay will be received at the regular rate of pay if leave is taken. If no leave is taken, pay will not be issued.

Other Information

- Unscheduled Hours Unscheduled hours must be approved by your supervisor. Hours worked beyond forty hours per week will be paid at an overtime rate. Overtime will not be allowed unless approved by your supervisor and the superintendent.
- Leave Requests A request must be submitted each time leave is taken. A request for a personal day or vacation day must be approved by your supervisor in advance.
- Physicals The district will pay up to \$85 for required employee physicals at a district-approved medical provider.

Maintenance & Custodial Employees Only

Uniforms..... All regularly scheduled maintenance and custodial employees are furnished two complete uniforms or four uniform tops or four pants per year. Uniforms are expected to be worn during work time.

Bus Drivers Only

Activity Trips..... Activity trips will be paid at the activity trip bus driver rate of \$14.45 per hour. Overtime rate will be paid for time over forty hours per week. Pay begins thirty minutes before scheduled departure time. Drivers must be ready to load fifteen minutes ahead of scheduled time. Drivers are allowed fifteen minutes of clean-up time after completion of trip.

Bus Cleaning Bus drivers are responsible to assist in keeping all buses clean.

Substitute Drivers Substitute drivers will be paid at the substitute driver rate of pay for attendance at required meetings for licensing purposes.

Technology Excellence in Education Network

Check Register

June 15, 2022

Check Number	Vendor Name Description	Invoice Number Account	Amount
5097	Bank of America	May 2022 Statement	
	TEEN Superintendents' Meeting Meal	Administration Meeting Meals	\$ 31.98
	TEEN Technology Directors' Meeting Meal	Administration Meeting Meals	42.27
	TEEN Director's Cell Phone Case	Office Supplies	22.98
	USD 408 Teacher Elanor Klenda Intro to Health Care Online Course		
	Quia Subscription	Instructional Software	99.00
	TEEN Board Meeting Meal	Administration Meeting Meals	25.49
	TEEN Director's and USD 410 Tech Director's Working Lunch	Administration Meeting Meals	20.99
	TEEN Director's LED Monitor	Office Equipment	249.99
	Total		\$ 492.70
5098	Kansas One-Call System, Inc.	Invoice No. 2051072	
	May Locating Services	Fiber Locating Services	\$ 38.40
	Total		\$ 38.40
5099	Lena Kleiner	05/13/22 - 05/24/22 Mileage	
	May 13 - May 24 TEEN Director General Mileage	Director Mileage	\$ 55.52
	Total		\$ 55.52
5100	USD 410 Durham - Hillsboro - Lehigh	06/13/22 Invoices	
	Director's June Salary	Director Salary	\$ 2,640.13
	Director's June Salary	Director Salary (Virtual)	2,640.13
	Director's June Retention Bonus	Director Salary	300.00
	Director's June Retention Bonus	Director Salary (Virtual)	300.00
	Director's June Health Insurance	Director Health Insurance	723.50
	Director's June Health Insurance	Director Health Insurance (Virtual)	723.50
	Director's June FICA Tax	Director FICA Tax	222.86
	Director's June FICA Tax	Director FICA Tax (Virtual)	222.87
	Director's June Unemployment Tax	Director Unemployment Tax	3.56
	Director's June Unemployment Tax	Director Unemployment Tax (Virtual)	3.56
	Director's June Worker's Comp Insurance	Director Worker's Compensation	10.00
	Director's June Worker's Comp Insurance	Director Worker's Compensation (Virtual)	9.99
	Clerk's June Salary	Clerk Salary	450.00
	Clerk's June FICA Tax	Clerk FICA Tax	34.43
	Clerk's June Unemployment Tax	Clerk Unemployment Tax	0.59
	Clerk's June Worker's Comp Insurance	Clerk Worker's Compensation	1.53
	Treasurer's June Salary	Treasurer Salary	100.00
	Treasurer's June FICA Tax	Treasurer FICA Tax	7.65
	Treasurer's June Unemployment Tax	Treasurer Unemployment Tax	0.13
	Treasurer's June Worker's Comp Insurance	Treasurer Worker's Compensation	0.34
	Director's May Cell Phone Service (05/11/22 - 06/10/22)	Telephone	59.60
	June Office Support	Local District Office Support	50.00
	Total		\$ 8,504.37
5101	USIC Locating Services, LLC	Invoice No. 514063	
	May 2022 Locating Services	Fiber Locating Services	\$ 400.00
	Total		\$ 400.00
Grand Total			\$ 9,490.99

Technology Excellence in Education Network
General Fund Income and Expenses
For The Period Ended June 15, 2022

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percentage Remaining</u>
Revenue				
Receipts from Local Districts				
Base Assessments	\$ 40,000.00	\$ 40,000.00	\$ -	0.00%
Greenbush Enrichment Program Assessments	10,250.00	10,250.00	-	0.00%
Greenbush Media Center Assessments	-	2,795.00	(2,795.00)	100.00%
Canvas Licensing Assessments	3,096.00	3,096.00	-	0.00%
Edgenuity Assessments	26,000.00	26,000.00	-	0.00%
Families and Communities Together Assessments	14,000.00	14,000.00	-	0.00%
Impero Licensing Assessments	5,280.00	5,280.00	-	0.00%
Receipts for Courses	42,190.00	40,000.00	2,190.00	-5.48%
Fiber Lease	61,842.00	67,464.00	(5,622.00)	8.33%
Miscellaneous Income	-	100.00	(100.00)	100.00%
E-Rate Funding	30,672.00	30,672.00	-	0.00%
Total Revenue	\$ 233,330.00	\$ 239,657.00	\$ (6,327.00)	2.64%

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Percentage Remaining</u>
Expenses				
Instructional				
Internet Service	\$ 44,053.33	\$ 42,600.00	\$ (1,453.33)	-3.41%
Course Instruction Payments	45,371.94	43,300.00	(2,071.94)	-4.79%
Greenbush Enrichment Program Membership	10,250.00	10,250.00	-	0.00%
Greenbush Media Library Membership	-	2,795.00	2,795.00	100.00%
Canvas Licensing	3,096.00	3,096.00	-	0.00%
Edgenuity Licensing	26,000.00	26,000.00	-	0.00%
Impero Licensing	5,280.00	5,280.00	-	0.00%
Instructional Equipment Maintenance	-	1,000.00	1,000.00	100.00%
Instructional Supplies	-	100.00	100.00	100.00%
Instructional Software	1,762.89	1,500.00	(262.89)	-17.53%
Instructional Equipment	-	1,000.00	1,000.00	100.00%
Total Instructional Expenses	\$ 135,814.16	\$ 136,921.00	\$ 1,106.84	0.81%
Instructional Support				
Fiber Locating Services	\$ 4,769.60	\$ 5,500.00	\$ 730.40	13.28%
Firewall Management Services	2,000.00	2,000.00	-	0.00%
E-Rate Consultant's Fees	2,200.00	2,500.00	300.00	12.00%
Network Equipment	1,769.30	-	(1,769.30)	0.00%
TEEN Mashup Presenter Fees	5,200.00	6,000.00	800.00	13.33%
Professional Development Consultant's Fees	-	500.00	500.00	100.00%
Professional Development Registrations and Travel	150.00	2,000.00	1,850.00	92.50%
Professional Development Supplies	-	100.00	100.00	100.00%
TEEN Mashup Supplies	21.48	3,000.00	2,978.52	99.28%
TEEN Mashup Equipment	404.00	-	(404.00)	0.00%
Total Instructional Support Expenses	\$ 16,514.38	\$ 21,600.00	\$ 5,085.62	23.54%

	Actual	Budget	Variance	Percentage Remaining
Administration				
Director Salary	\$ 32,457.75	\$ 32,458.00	\$ 0.25	0.00%
Clerk Salary	5,420.00	5,400.00	(20.00)	-0.37%
Treasurer Salary	1,200.00	1,200.00	-	0.00%
Director Health Insurance	8,600.00	8,600.00	-	0.00%
FICA Tax	2,967.59	2,950.00	(17.59)	-0.60%
Unemployment Tax	43.38	40.00	(3.38)	-8.45%
Worker's Comp Ins	132.35	130.00	(2.35)	-1.81%
Audit Services	3,100.00	3,000.00	(100.00)	-3.33%
Legal Services	-	1,000.00	1,000.00	100.00%
Website Hosting Services	-	100.00	100.00	100.00%
Local District Office Support	600.00	600.00	-	0.00%
Telephone	665.23	750.00	84.77	11.30%
Mileage	1,461.68	2,000.00	538.32	26.92%
Administration Meeting Meals	636.32	1,000.00	363.68	36.37%
Office Supplies	39.23	200.00	160.77	80.39%
Office Equipment	249.99	1,500.00	1,250.01	83.33%
Membership Dues	25.00	25.00	-	0.00%
Miscellaneous Expense	-	200.00	200.00	100.00%
Total Administration Expenses	<u>\$ 57,598.52</u>	<u>\$ 61,153.00</u>	<u>\$ 3,554.48</u>	<u>5.81%</u>
Other				
Families and Communities Together Contribution	\$ 14,000.00	\$ 14,000.00	\$ -	0.00%
Total Expenses	<u>\$ 223,927.06</u>	<u>\$ 233,674.00</u>	<u>\$ 9,746.94</u>	<u>4.17%</u>
Increase (Decrease) in Fund Balance	\$ 9,402.94	\$ 5,983.00		
Unencumbered Cash Balance, July 1, 2021	153,416.26			
Unencumbered Cash Balance, June 15, 2022	<u>\$ 162,819.20</u>			

Technology Excellence in Education Network

Virtual Fund Income and Expenses

For The Period Ended June 15, 2022

	Actual	Budget	Variance	Percentage Remaining
Revenue				
Receipts from Local Districts				
Funding for Full-Time Students 19 and Younger	\$ 75,000.00	\$ 100,000.00	\$ (25,000.00)	25.00%
Funding for Part-Time Students 19 and Younger	6,885.00	-	6,885.00	0.00%
Funding for Adults 20 and Older	2,836.00	3,545.00	(709.00)	20.00%
E-Rate Funding	-	750.00	(750.00)	100.00%
Total Revenue	\$ 84,721.00	\$ 104,295.00	\$ (19,574.00)	18.77%
Expenses				
Instructional				
Course Instruction Payments	\$ 38,044.48	\$ 22,000.00	\$ (16,044.48)	-72.93%
Instructional Supplies	-	200.00	200.00	100.00%
Instructional Equipment	1,125.00	1,125.00	-	0.00%
Total Instructional Expenses	\$ 39,169.48	\$ 23,325.00	\$ (15,844.48)	-67.93%
Instructional Support				
Professional Development Substitute Teacher Wages	\$ 273.17	\$ -	\$ (273.17)	0.00%
FICA Tax	20.90	-	(20.90)	0.00%
Unemployment Tax	0.36	-	(0.36)	0.00%
Worker's Compensation Insurance	0.93	-	(0.93)	0.00%
Professional Development Consultant's Fees	750.00	-	(750.00)	0.00%
Professional Development Registrations, Travel, and Meals	75.00	500.00	425.00	85.00%
Total Instructional Support Expenses	\$ 1,120.36	\$ 500.00	\$ (620.36)	-124.07%
Administration				
Director Salary	\$ 32,457.75	\$ 32,458.00	\$ 0.25	0.00%
Director Health Insurance	8,600.00	8,600.00	-	0.00%
Director FICA Tax	2,461.11	2,450.00	(11.11)	-0.45%
Director Unemployment Tax	35.55	35.00	(0.55)	-1.57%
Director Worker's Comp Ins	109.81	110.00	0.19	0.17%
Mileage	1,020.22	1,500.00	479.78	31.99%
Marketing Services	155.00	200.00	45.00	22.50%
Marketing Supplies	-	50.00	50.00	100.00%
Office Supplies	44.00	250.00	206.00	82.40%
Office Equipment	9.00	100.00	91.00	91.00%
Total Administration Expenses	\$ 44,892.44	\$ 45,753.00	\$ 860.56	1.88%
Other				
Funding Return Payments to Local Districts	\$ 120,000.00	\$ 120,000.00	\$ -	0.00%
Total Expenses	\$ 205,182.28	\$ 189,578.00	\$ (15,604.28)	-8.23%
Increase (Decrease) in Fund Balance	\$ (120,461.28)	\$ (85,283.00)		
Unencumbered Cash Balance, July 1, 2021	165,533.28			
Unencumbered Cash Balance, June 15, 2022	\$ 45,072.00			

TECHNOLOGY EXCELLENCE IN EDUCATION NETWORK
June 15, 2022, Regular Board Meeting Minutes
USD 410 Durham – Hillsboro – Lehigh District Office
6:00 p.m.

Members Present:

Mark Wendt, Chairperson (via Zoom)
Jessey Hiebert (via Zoom)
Stacey Parks (via Zoom)

Jan Helmer (via Zoom)
Eric Carlson (via Zoom)

Others Present:

Lena Kleiner, Director (via Zoom)

Jerry Hinerman, Clerk

1. Call to Order

Mark Wendt called the meeting to order at 6:00 p.m.

2. Approval of Agenda

Jan Helmer moved to approve the agenda. Motion seconded by Jessey Hiebert. Carried 5-0.

3. Approval of Board Minutes

Jan Helmer moved to approve the minutes of the May 18, 2022, regular board meeting. Motion seconded by Stacey Parks. Carried 5-0.

4. Approval of Payment of Bills and Financial Reports

Jessey Hiebert moved to approve the payment of bills totaling \$9,490.99 and the June 15, 2022, Income and Expense Reports. Motion seconded by Stacey Parks. Carried 5-0.

5. Other/Discussions

- a. Director Compensation
- b. TEEN Virtual Academy Graduation Ceremony
- c. TEEN Virtual Academy Funding Return
- d. Audit Options

6. Next Meeting.

7. Adjournment

Mark Wendt adjourned the meeting at 6:20 p.m.

Jerry Hinerman, Clerk

**Marion County Special Education Cooperative #617
Board of Directors Regular Meeting
MINUTES**

MCSEC Conference Room at 6:30 p.m.

June 20, 2022

(These minutes are unofficial until approved by the Board of Directors)



Members Present: Terry Deines, Javan Koehn (408 Alternate), Maynard Knepp, Donna Glover, Jared Jost

Members Absent:

Others Present: Shayla Hodges, Board Clerk; Ron Traxson, Interim Director; Jennifer Shipman, Business Manager; Jeremy Gooch; Mark Crawford

I. Call to Order

Terry Deines called the meeting to order at 6:42 p.m. in the MCSEC Board Room.

II. Approval of the Agenda

Jared Jost moved to approve the amended agenda, as presented, seconded by Donna Glover.

Motion carried 5-0.

III. Public Participation (Open Forum)

No public participation.

IV. Consider Consent Agenda

A. Approve Minutes of May 16, 2022 Regular Meeting

B. Approve Classified Staff Resignations

1. Megan Wheeler, Paraprofessional (Accepted Certified Position)
2. Susan Saunders, Paraprofessional (Accepted Certified Position)
3. Rustyn Kerbs, Paraprofessional
4. Caprice Doyle, Paraprofessional
5. Gail Myers, Paraprofessional

C. Approve Classified Staff Appointments

1. Zachary Stephey, Paraprofessional
2. Kayla Ratzlaff, Paraprofessional
3. Micah Ratzlaff, Paraprofessional
4. Jodi Rexroat, Paraprofessional
5. Marcye Horton-White, Paraprofessional
6. Victoria Holub, Paraprofessional

7. Cheryl Bibens, Paraprofessional
- D. Approve Harvey-Marion County CDDO Donation for Project SEARCH in the amount of \$30,000.
- E. Approve Agreement with Marion County Health Department for Hearing and Vision Screenings in the amount of \$6,500.00
- F. Approve KASB Worker's Compensation coverage for 2022-2023 in the amount of \$35,463.00.
- G. Approve ITAV Partnership Agreement with FACT and MCSEC for FY23
- H. Approve KASB Policy Updates:
 1. BBE- Attorney
 2. BDA- Developing, Adopting, Amending, and Repealing Board Policy
 3. BG- Membership
 4. CEC- Superintendent Recruitment
 5. CM- Policy Implementation
 6. DC- Annual Operating Budget
 7. DFAB- Standard of Conduct for Federally Funded Contracts
 8. DFAC- Federal Fiscal Compliance
 9. DJFAB- Administrative Leeway
 10. EBA- Insurance Program
 11. EDAA- School Buses and Vehicles
 12. FC- Memorials, Funerals, and Naming of District Facilities
 13. GAA- Goals and Objectives
 14. GBRJ- Substitute Teaching
 15. GCRG- Leaves
 16. IDAE- Student Privacy Policy
 17. IF- Textbooks Instructional Materials and Media Centers
 18. IIA- Performance-Based Credit
 19. IIBGB- Online Learning Opportunities
 20. JA- Goals and Objectives
 21. JBC- Enrollment
 22. JBE- Truancy
 23. JCAC- Interrogation and Investigations
 24. JGCD- Health Screenings
 25. JGFF- Student Transportation
 26. JGG- Transportation
 27. KB- Public Information Programs
 28. KGA- Use of District Personal Property and Equipment
 29. KGC- Bullying by Parents

- I. Approve Treasurer's Report and Payment of Bills, Approve Journal Entries
Jared Jost moved to approve the consent agenda, seconded by Donna Glover.
Motion carried 5-0.

V. Personnel

A. Resignations

1. Aileen Raymer, Speech Language Pathologist

Jared Jost moved to approve the resignation of Aileen Raymer, Speech Language Pathologist for the end of the 2021-2022 school year, seconded by Javan Koehn.
Motion carried 5-0.

B. Executive Session

1. Personnel

Terry Deines moved to go into executive session at 6:45 p.m. to discuss certified hires pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 6:50 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.
Motion carried 5-0.

At 6:50 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 6:51 p.m. to discuss classified personnel pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 6:53 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.
Motion carried 5-0.

At 6:53 p.m. Terry Deines declared the meeting out of Executive Session.
No action taken.

VI. Discussion/Action

A. Assistant Administrator Contract

Jared Jost moved to approve the presented Assistant Administrator Contract for Jeremy Gooch for school years 2022-2023 and 2023-2024, seconded by Donna Glover.

Motion carried 5-0.

B. Interim Executive Director Contract

Jared Jost moved to approve the presented Interim Executive Director Contract for Mitchell Neuenschwander for July-August 2022, seconded by Maynard Knepp.

Motion carried 5-0.

C. 2022-2023 Classified Handbook

Donna Glover moved to approve the 2022-2023 Classified Handbook, seconded by Maynard Knepp.

Motion carried 5-0.

Terry Deines called for a break at 7:00 p.m. and to return to the MCSEC Board Room at 7:03 p.m.

D. Budget Update

No action taken.

E. Local District Assessments

Maynard Knepp moved to approve the 10% increase for local district assessments for FY23, seconded by Donna Glover.

Motion carried 5-0.

F. 2022-2023 Health Insurance Rates for Classified, Certified, and Office Staff

Jared Jost moved to approve the insurance rates for paraprofessionals up to a maximum of \$499, seconded by Javan Koehn.

Motion carried 5-0.

Jared Jost moved to approve the insurance rates for certified and 12-month classified employees up to a maximum of \$639, seconded by Javan Koehn.

Motion carried 5-0.

G. Negotiations

An update was provided update for the Board of Directors regarding the negotiations meeting on June 2, 2022 at 9:00 a.m.

No action taken.

H. Para Wages

Jared Jost moved to approve the \$1.18 increase to the base of the paraprofessional salary schedules, plus a step for FY23, seconded by Javan Koehn.

Motion carried 5-0.

I. Para Work Agreements

Jennifer Smith, Business Manager provided an example for the paraprofessional work agreements. Student contact days and professional development days were discussed.

No action taken.

J. 12-Month Classified Staff Wages

Terry Deines moved to go into executive session at 7:53 p.m. to discuss 12-month classified staff wages pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 8:03 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.

Motion carried 5-0.

At 8:03 p.m. Terry Deines declared the meeting out of Executive Session.

Terry Deines moved to go into executive session at 8:04 p.m. to discuss 12-month classified staff wages pursuant to the exception for non-elected personnel under KOMA, with Ron Traxson and the Board Members present, and to return to open session at 8:07 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual(s). Motion seconded by Jared Jost.

Motion carried 5-0.

At 8:07 p.m. Terry Deines declared the meeting out of Executive Session.

Donna Glover moved to approve a 3% increase of wages for 12-month classified staff, seconded by Jared Jost.

Motion carried 5-0.

VII. Agenda items for next meeting on July 18, 2022

- A. Negotiated Agreement
- B. Budget Update
- C. Itinerant Staff Wages

VIII. Adjournment

Terry Deines adjourned the meeting at 8:18 p.m.

Terry Deines, Board President

Date

Shayla Hodges, Board Clerk

Date

UNIFIED SCHOOL DISTRICT NO. 410
(Durham-Hillsboro-Lehigh)

REGULAR BOARD MEETING
Monday, July 11, 2022
7:00 pm

USD 410 District Office Conference Room
416 S. Date
Hillsboro, KS 67063

**Agenda—Regular Board Meeting
USD 410 District Office Conference Room
July 11, 2022, 7:00 p.m.**

- A. Meeting Called to Order
- B. Approval of Regular and Consent Agenda
 - 1. June 13, 2022 Regular Board Minutes (Appendix A)
 - 2. June 28, 2022 Special Board Minutes (Appendix B)
 - 3. Waiver of Requirements for Generally Accepted Accounting Principles
 - 4. Meeting Dates for 2022-23
 - 5. School Calendar Structure
 - 6. Participation in the School Nutrition Program and Child and Adult Care Food Program
 - 7. Appointment of District Officials
 - 8. Depository of District Funds
 - 9. Authorized Signatures
 - 10. Authorized Credit Card Holders
 - 11. Resolution to Establish Petty Cash Funds
 - 12. Disposal of District Property
 - 13. Recognition of Bargaining Unit
 - 14. Home Rule Resolution
 - 15. Designation of Official Newspaper
 - 16. KASB Membership
 - 17. KASB Legal Assistance Fund
 - 18. Transportation Handbook (Appendix C)
 - 19. USD 410 Policy Updates (Appendix D)
 - 20. USD 410 MOU with Prairie View (Appendices E & F)
 - 21. USD 410 Contract with MCSEC for Nursing Services (Appendix G)
- C. Citizens' Open Forum
- D. Action / Discussion Items
 - 1. Student Fees
 - 2. Meal Prices for 2022-23
 - 3. District Unpaid Meal Policy (Appendix H)
 - 4. Sale of District House
 - 5. Covid Testing Grant
 - 6. Purchase of Ford Transit Connect
 - 7. Technology Assistant Contract with MCSEC (Appendix I)
- E. Executive Session for Negotiations
- F. Executive Session for Personnel
- G. Personnel
 - 1. Hires
 - 2. Master Contract 2022-23 (Appendix J)
 - 3. Classified Staff Including Marion County PAT
 - 4. Administrator Salaries
 - 5. 2022-2203 Retention Bonus Plan
 - 6. FACT Director Contract
 - 7. HMHS Online Spanish I & II Contract
 - 8. Supplemental Contract
- H. Reports

1. Superintendent's Report (Appendix K)
 2. TEEN Report (Appendix L, M)
 3. MCSEC Report (Appendix N)
 4. Business Manager's Report (Financials)
 - a. FY 2022 Cash Balances
 - b. Review financial reports and approve the payment of bills.
- I. Adjournment

Annotated BOE Agenda July 11, 2022

A. Meeting Called to Order

B. Approval of Regular and Consent Agenda

Consent Agenda

The U.S.D. 410 Board of Education uses the consent agenda as a way to operate more efficiently. Items on the consent agenda are routine in nature and generally do not require discussion by the board. Prior to approval of the consent agenda, board members may request that items be removed and placed on the regular agenda.

1. Board Meeting Minutes

Minutes of the June 13 regular board meeting are attached. (Appendix A)

➤ ***Recommended Action:***

Motion to approve the minutes of the June 13, 2022 regular board meeting.

2. Special Board Meeting Minutes

Minutes of the June 28 special board meeting are attached. (Appendix B)

➤ ***Recommended Action:***

Motion to approve the minutes of the June 28, 2022 special board meeting.

3. Waiver of Requirements for Generally Accepted Accounting Principles

The Board of Education annually adopts a resolution that grants a waiver from the requirement for compliance with generally accepted accounting principles. This is based upon a recommendation from the district's auditor and the Kansas State Board of Education. The resolution follows:

WHEREAS the Board of Education of U.S.D. 410, Hillsboro, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2023 being prepared in conformity with the requirements of K.S.A. 75-1120a (a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the board of education or the members of the general public of U.S.D. 410 and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a (a) for the year ended June 30, 2023.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of U.S.D. 410, Hillsboro, Kansas, in the regular meeting duly assembled this 11th day of July, 2022, that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a (a) as they apply to the school district for the year ended June 30, 2023.

BE IT FURTHER RESOLVED THAT THE Board of Education shall cause the financial statements and financial reports of U.S.D. 410 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

➤ **Recommended Action:**

Motion to approve the waiver of requirements for generally accepted accounting principles.

4. Meeting Dates for 2022-23

The following resolution is recommended for adoption in order to establish official meeting dates for 2022-23. The dates in the resolution reflect the traditional meeting dates of the second Monday of each month.

➤ **Recommended Action:**

Motion to adopt the following resolution:

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 410, Marion County, Kansas, at its regular meeting held July 11, 2022, established the following meeting schedule for regular board of education meetings to be held during the 2022-23 school year.

<i>Date</i>	<i>Time</i>	<i>Place</i>
Wednesday, July 11, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday August 8, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, September 12, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, October 10, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, November 14, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, December 12, 2022	7:00 p.m.	USD 410 District Office Conference Room
Monday, January 9, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, February 13, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, March 13, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, April 10, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, May 8, 2023	7:00 p.m.	USD 410 District Office Conference Room
Monday, June 12, 2023	7:00 p.m.	USD 410 District Office Conference Room

5. School Calendar Structure

Kansas statutes require that the board annually adopt a calendar based on either 186 days or 1,116 hours of instruction. In the past, the board has chosen to use the hour option. The information below provides details about the hour calendar option.

Teacher/Student Contact Days	168	
Hours: Minutes per Day	7:00	
Hours per Year	1,176	
Excess beyond 1,116 Hours	60	(8.5 days)

It is recommended that the board adopt the 1,116-hour calendar. The district could close school for approximately 8.5 days before being required to make up days.

➤ **Recommended Action**

Motion to adopt a 1,116-hour calendar for the 2022-23 school year.

6. Participation in the School Nutrition Program and Child and Adult Care Food Program

➤ **Recommended Action**

Motion to approve participation in the School Nutrition Program and Child and Adult Care Food Program.

7. Appointment of District Officials

Annually the board appoints school employees to fill the positions listed below. Following are the recommended appointments for 2022-23 school year.

➤ **Recommended Action:**

Motion to make the following appointments:

Board Clerk	Jerry Hinerman
Deputy Board Clerk	Nathan Hiebert
Board Treasurer	Carla Harmon
Food Service Representative	Pati Funk
Hearing Officer for Appeals, Lunch Program	Clint Coby
Title I Coordinator	Nathan Hiebert
Federal Programs Coordinator	Nathan Hiebert
District KPERS Agent and Administrator	Jerry Hinerman
Section 504 Compliance Coordinator	Clint Corby
Americans with Disabilities Act Coordinator	Clint Corby
Freedom of Information Officer	Clint Corby
Compliance Coordinator for Title VI, VII and IX	Clint Corby
Truancy Officers	Tyler Weinbrenner, Nathan Hiebert
Activity Fund Supervisors	Tyler Weinbrenner, Nathan Hiebert
Homeless Liaisons	Tyler Weinbrenner, Nathan Hiebert
Migrant Liaisons	Tyler Weinbrenner, Nathan Hiebert
Expulsion Hearing Officers	Tyler Weinbrenner, Nathan Hiebert

8. Depository of District Funds

The board must annually designate financial institutions to serve as depositories for district funds and be eligible for the investment of idle district funds. A process was developed that provided eligible institutions the opportunity to submit proposals for the maintenance and investment of the district operational funds. USD 410 is currently finishing the third year of a three-year agreement that utilizes Vintage Bank Kansas as the depository for operational funds. The specific requirements for these services are outlined below.

- The financial institution must provide an account or accounts to be used for the District's operational funds. It is preferred that one account be used, but two accounts will be accepted so long as all other criteria are met.
- The account or accounts shall be established in such a manner that the interest earned on the District's operational funds will be maximized. It is preferred that this be accomplished by using one interest-bearing account out of which an unlimited amount of checks can be written. However, two accounts may be used so long as the District is not required to transfer funds between these accounts and so long as funds are transferred only as they are needed.
- The financial institution must be able to initiate and receive electronic fund transfers including wiring of the district's semi-annual bond payments and initiation of the direct deposit of the district's payroll into its employees' respective financial institutions. It is preferred that these transfers be made at no charge.

If there is a charge, it will be considered as part of the cost of the bid for the financial institution levying the charge.

- d) The financial institution must secure all deposits. If securities are pledged, they must have a market value equal to 100 percent of the deposits less FDIC coverage at all times.

➤ ***Recommended Action:***

Motion to designate Emprise Bank, Vintage Bank Kansas, and Central National Bank Marion County as depositories for district funds and to designate these institutions as eligible for investment purposes providing the investments are made in accordance with the laws of the State of Kansas.

Motion to designate Vintage Bank Kansas as the depository for operational funds.

9. Authorized Signatures

Various persons in the district are authorized to sign checks and perform other financial functions. Following are the recommended authorizations.

- a) District Checking Accounts – A checking account and money market account are located at Hillsboro State Bank. Each district checking account requires three signatures. The Board President's signature is digitally produced, while the other two signatures are live. If either the Clerk of the Board or the Board Treasurer is absent, the District Office Administrative Assistant may sign in the place of the absent individual.

Board President.....Jared Jost
Clerk of the Board.....Jerry Hinerman
Board Treasurer.....Carla Harmon
District Office Administrative Assistant.....Pati Funk

- b) Direct Deposit Authorization – The ACH Transmittal Register and Direct Deposit Report submitted to Hillsboro State Bank for the distribution of the direct deposit portion of payroll requires two live signatures. If either the Clerk of the Board or the Board Treasurer is absent, the District Office Administrative Assistant may sign in the place of the absent individual.

Clerk of the Board.....Jerry Hinerman
Board TreasurerCarla Harmon
District Office Administrative Assistant.....Pati Funk

- c) Petty Cash Checking Accounts – The central office and middle/high school checking accounts are located at Emprise Bank. The elementary school account is located at Central National Bank. Each petty cash checking account requires two live signatures.

Central Office

Board TreasurerCarla Harmon
Clerk of the Board.....Jerry Hinerman
District Office Administrative Assistant.....Pati Funk
SuperintendentClint Corby

Middle/High School

HMHS Administrative Assistant Jessica Fine
HMHS Administrative Assistant Jill Bailey
Board TreasurerCarla Harmon
Clerk of the Board.....Jerry Hinerman
Principal Tyler Weinbrenner

- d) Activity Fund Checking Account – The activity fund checking account is located at Emprise Bank. The activity fund checking account requires two live signatures.

HMHS Administrative Assistant Jessica Fine
District Office Administrative Assistant..... Pati Funk
HMHS Secretary Jill Bailey
Board Treasurer Carla Harmon
Clerk of the Board.....Jerry Hinerman

- e) District Investments – District investments can be located at any of the three banks and the municipal investment pool. One signature is required.

Clerk of the Board.....Jerry Hinerman
Board Treasurer Carla Harmon

➤ ***Recommended Action:***

Motion to approve the above list of persons authorized to write checks and conduct other financial functions for the district.

10. Authorized Credit Card Holders

Listed below are the USD 410 employees authorized to carry district-authorized credit cards. Also shown is the credit limit that is being recommending for each account. I believe the availability of the credit cards and the recommended limits are necessary for these specific employees. Therefore, I am recommending the USD 410 Board approve this recommendation.

Hillsboro Elementary School Principal	Nathan Hiebert (Credit Limit - \$10,000)
Hillsboro Middle/High School Principal	Tyler Weinbrenner (Credit Limit - \$10,000)
Business Manager	Jerry Hinerman (Credit Limit - \$135,000)
Superintendent	Clint Corby (Credit Limit - \$10,000)
Activities Director	Robert Rempel (Credit Limit - \$10,000)
Technology Director	Brad Just (Credit Limit - \$20,000)
Transportation and Maintenance Coordinator	Karen Goossen (Credit Limit - \$5,000)
Head of Maintenance	Keith Goossen (Credit Limit - \$5,000)
Parents as Teachers Coordinator	Becky Suderman (Credit Limit - \$5,000)
Vo-Ag Instructor & FFA Sponsor	Sonya Roberts (Credit Limit - \$5,000)
Hillsboro Elementary School Counselor	Autumn Hardey (Credit Limit - \$5,000)

➤ ***Recommended Action:***

Motion to approve the list of USD 410 personnel recommended carrying district credit cards and the recommended credit limits for each card.

11. Resolution to Establish Petty Cash Funds

RESOLUTION TO ESTABLISH A HILLSBORO MIDDLE/HIGH SCHOOL PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 410, Marion 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; and

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that a petty cash fund designated as the Hillsboro Middle/High School Petty Cash Fund is created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$1,500.

The fund shall be administered by The Hillsboro Middle/High School Principal. The Hillsboro Middle/High School Administrative Staff 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 the 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.

RESOLUTION TO ESTABLISH A DISTRICT OFFICE PETTY CASH FUND

WHEREAS, the Board of Education of Unified School District No. 410, Marion 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; and

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that a petty cash fund designated as the District Office Petty Cash Fund is created for the purpose of receiving and expending funds for needed expenditures in an emergency. The fund shall be in the amount of \$1,500.

The fund shall be administered by The Superintendent. The District Treasurer 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 the 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.

➤ ***Recommended Action:***

Motion to approve the Resolution to Establish Petty Cash Fund for Hillsboro Middle High School and the Resolution Petty Cash Fund for USD 410 District Office to Establish

12. Disposal of District Property

USD 410 would like to provide the TEEN Virtual Program used and working laptops if needed for a cost of \$25.00 and to throw out technology that is deemed unusable by our USD 410 Technology Director.

- 34 - Lenovo M900 desktop computers
- 21 - Lenovo T560 laptops
- 100 - Lenovo 11e student laptops (old HS laptops)

➤ ***Recommended Action***

Motion to approve the disposal of USD 410 District Technology as presented above.

13. Recognition of Bargaining Unit

Each year the Board of Education formally recognizes the bargaining unit for the teachers. As in the past, the USD 410 Education Association will represent the teachers in the bargaining process.

➤ ***Recommended Action:***

Motion to recognize the USD 410 Education Association as the official bargaining unit for the USD 410 teaching staff.

14. Home Rule Resolution

Until the passage of SB 57 by the 2003 Kansas legislature, Kansas school boards only had authority to take action that was expressly granted by Kansas statutes. The law now allows school districts to take any action not specifically prohibited by the law. This ‘home rule’ authority has always been the mode of operation for Kansas municipalities and counties, and has now being granted to school districts.

In order to exercise this ‘home rule’ authority, the board of education must annually pass a resolution establishing home rule.

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 410, Marion County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 410, Marion County, Kansas, that the board shall exercise the power granted by law and by this resolution.

➤ ***Recommended Action:***

Motion to adopt the following Home Rule Resolution:

15. Designation of Official Newspaper

Kansas law requires that board annually designate a newspaper as the ‘official’ newspaper for the publication on public notices as required by law. It is recommended that the Hillsboro Star Journal be designated as the official newspaper for USD 410.

➤ ***Recommended Action:***

Motion to designate the Hillsboro Star-Journal as the official newspaper for U.S.D. 410.

16. KASB Membership

The Kansas Association of School Boards provides the district with a variety of beneficial services. Among its services, KASB advises the district on policy development and revision, provides statewide data for making comparisons between districts, takes legislative positions on educational issues, provides board and administrative training, and promotes public education in Kansas. Dues for KASB Membership for the 2022-23 school year are \$8,286.59.

➤ ***Recommended Action:***

Motion to approve the district's 2022-23 membership in the Kansas Association of School Board

17. KASB Legal Assistance Fund

The district has also participated in the Kansas Association of School Board's Legal Assistance Fund. This program provides the board and district administrators with accurate and up-to-date legal advice and counsel. USD 410 has not kept a district attorney on retainer as some other districts do. As you know, KASB employs a staff of attorneys whose primary responsibility is to assist member schools with legal issues. The fee for participating in the KASB Legal Assistance Fund for the 2022-23 school year is \$2,300.

➤ ***Recommended Action:***

Motion to approve the district's 2022-23 participation in KASB's Legal Assistance Fund.

18. Transportation Handbook (Appendix C)

➤ ***Recommended Action***

Motion to approve the Transportation handbook as presented in (Appendix C).

19. USD 410 June 2022 Policy Updates (Appendix D)

• BBE Attorney	Review and Adopt
• BDA Developing, Adopting, Amending, and Repealing Board Policy	Review and Adopt
• BG Memberships	Review and Adopt
• CEC Superintendent Recruitment	Review and Adopt
• CM Policy Implementation	Review and Adopt
• CMA Administrative Rules and Regulations	Delete – update new BDA
• DB Budget Planning	Review and Adopt
• DC Annual Operating Budget	Review and Adopt
• DFAB Standard of Conduct for Federally Funded Contracts	Review and Adopt
• DFAC Federal Fiscal Compliance	Review and Adopt
• DJFAB Administrative Leeway	Review and Adopt
• EBA Insurance Program	Review and Adopt
• ED Student Transportation Management	Review and Adopt
• EDAA School Buses and Vehicles	Review and Adopt
• FC Memorials, Funerals, and Naming of District Facilities	Review and Adopt
• GAA Goals and Objectives	Review and Adopt
• GBRJ Substitute Teaching	Review and Adopt
• GCIA Evaluation of Coaches and Sponsors	Review and Adopt
• GCRG Leaves	Review and Adopt
• IB School Site Councils	Review and Adopt
• IDAE Student Privacy Policy	Review and Adopt
• IF Textbooks Instructional Materials and Media Centers	Review and Adopt
• IIA Performance-Based Credit	Review and Adopt
• IIBGB Online Learning Opportunities	Review and Adopt
• ING Animals and Plants in the School	Review and Adopt
• JA Goals and Objectives	Review and Adopt
• JBC Enrollment	Review and Adopt
• JBE Truancy	Review and Adopt
• JCAC Interrogation and Investigations	Review and Adopt
• JGCD Health Screenings	Review and Adopt
• JGFF Student Transportation	Review and Adopt
• JGG Transportation	Review and Adopt
• JHC Student Organization	Review and Adopt
• KB Public Information Programs	Review and Adopt
• KBA District or School Websites	Review and Adopt

- KGA Use of District Personal Property and Equipment Review and Adopt
- KGC Bullying by Parents Review and Adopt
- GAAF ESI Documentation Form Review and Adopt
- Existing Table of Contents – B, C, D, E, F, G, I, J, K Review and Adopt

➤ ***Recommended Action***

Delete policy CMA Administrative Rules and Regulations

Adopt the following policies; BBE, BDA, BG, CEC, CM, DB, DC, DFAB, DFAC, DJFAB, EBA, ED, EDDA, FC, GAA, GBRJ, GCIA, GCRG, IB, IDEA, IF, IIA, IIBGB, ING, JA, JBC, JBE, JCAC, JGCD, JGFF, JGG, JHC, KB, KBA, KGA, KGC, GAAF (form), and Existing Table of Contents – B, C, D, E, F, G, I, J, and K

20. USD 410 MOU with Prairie View (Appendices E & F)

USD 410 and Prairie View have partnered and Attended the Technical Assistance System Network (TASN) School Mental Health Initiative (SMHI), School Mental Health Implementation Workshop. Our goal during this next year is to develop our formal mental health programming at USD 410.

We continue to professionally grow our faculty and staff towards being a Trauma Informed and Responsive school district.

This partnership with Prairie View will help our students, faculty and staff to meet the learning needs of our students to be successful while in school and after their graduation.

➤ ***Recommended Action***

Motion to approve the MOUs with Prairie View for two Case Workers and one Clinical Therapist to work with our students at USD 410 for the 2022-23 school year.

21. USD 410 Nursing Contract with MCSEC

USD 410 has a contract with Marion County Special Education Cooperative for nursing services. The contract operates on an annual basis.

➤ ***Recommended Action***

Motion to approve the joint contract for nursing services between USD 410 and MCSEC

Recommended Action:

Motion to approve the regular agenda.

Motion to approve the consent agenda.

C. Citizens Open Forum

D. Action / Discussion Items

1. Student Fees

Proposed student fees are located in the table below

District Required Fees		
HES Consumable Materials Fees (Kindergarten)	\$15.00	Per Year
HES Consumable Materials Fees (Kindergarten Reduced Priced Meals)	\$10.00	Per Year
HES Consumable Materials Fees (Kindergarten Free Meals)	\$0.00	Per Year
HES Consumable Materials Fees (Grades 1 – 5)	\$25.00	Per Year
HES Consumable Materials Fees (Grades 1 – 5 Reduced Priced Meals)	\$15.00	Per Year
HES Consumable Materials Fees (Grades 1 – 5 Free Meals)	\$0.00	Per Year
HES Preschool Tuition (Half Day / 5 Days Per Week)	\$185.00	Per Month
HES Preschool Tuition (All Day / 5 Days Per Week)	\$445.00	Per Month
HMHS Laptop Accidental Insurance Fee	\$40.00	Per Year
HMHS Laptop Accidental Insurance Fee (Reduced Priced Meals)	\$20.00	Per Year
HMHS Laptop Accidental Insurance Fee (Free Meals)	\$10.00	Per Year
HMHS Transcript Fee	\$5.00	Per Transcript
HMHS Activity Fee	\$20.00	Per Year
Driver's Education	\$225.00	Per Year

➤ ***Recommended Action***

Motion to approve student fees as presented

2. Meal Prices for 2022-23

Meal prices for 2022-23 are included in the chart below.

Grade Level	Meal	2021-22	Proposed 2022-23
PreK – 12	Breakfast	\$2.10	\$2.10
PreK – 12	Reduced Price Breakfast	\$0.30	\$0.30
PreK – 5	Lunch	\$2.85	\$2.85
6 – 12	Lunch	\$3.10	\$3.10
PreK – 12	Reduced Price Lunch	\$0.40	\$0.40
Adult	Breakfast	\$2.60	\$2.80 (\$0.20)
Adult - Staff	Lunch	\$4.00	\$4.20 (\$0.20)
Adult – Non Staff	Lunch	\$4.35	\$4.50 (\$0.20)
Child Visitor	Lunch	\$2.85	\$3.05 (\$0.20)

➤ ***Recommended Action***

Motion to approve the meal prices as presented and the transfer of additional non-federal funds to the food service program as required.

3. District Unpaid Meal Policy

The new 2022-23 USD 410 District Unpaid Meal Policy is found in Appendix H.

➤ ***Recommended Action***

Motion to approve the 2022-23 District Unpaid Meal Policy found in Appendix.

4. Sale of District House

Further board discussion needed

5. COVID Testing Grant

Recommended Action

Recommend to join the KDHE COVID testing grant to use on an as needed basis..

6. Purchase of Ford Transit Connect

Bids were received from Hillsboro Ford (\$36,348.00) and Midway Motors (37,626.00)

➤ ***Recommended Action***

Motion to approve the low bid from Hillsboro Ford to Purchase a 2022 Ford Transit Connect for \$36,348

7. Technology Assistant Contract with MCSEC (Appendix I)

➤ ***Recommended Action***

Motion to approve the Technology Assistant Contract with MCSEC.

E. Executive Session for Negotiations

Motion for the Board to go into executive session to discuss negotiations pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the board's negotiating interests.

F. Executive Session for Personnel

Motion for the Board to go into executive session to discuss hires pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

G. Personnel

1. Hires

- a. Dylan Felpel – Assistant Tech USD 410 / MCSEC – Pay Rate \$15.00 per hour 40 hours per week – effective date July 5, 2022

➤ ***Recommended Action***

Motion to approve Dylan Felpel as Assistant Tech USD 410 / MCSEC at a pay rate \$15.00 per hour 40 hours per week – effective date July 5, 2022

- b. Jonathan Douglas – pay rate \$13.35 per hour 40 hours per week

➤ ***Recommended Action***

Motion to approve Jonathan Douglas – pay rate \$13.35 per hour 40 hours per week

- c. Dennis Boldt- CTE Director for \$3,750

➤ ***Recommended Action***

Motion to approve Dennis Boldt for CTE director- Pay Rate \$3,750 per year.

2. Master Contract 2022-23 (Appendix G)

➤ ***Recommended Action***

Motion to approve the Master Contract as presented in Appendix G

3. Classified Staff Including Marion County PAT

- a. Increase \$0.75 per hr. (all employees not subject to KPERS Working After Retirement Rate) excluding the preschool aides who received a raise in the June meeting.
- b. Connie Beavers increase \$0.68 per hr. (Subject to KPERS Working After Retirement Rate)
- c. Health insurance contribution equivalent to a \$1,400 deductible single coverage health insurance premium through the ESSDACK Health Insurance Group.
- d. Increase payment for sick leave days lost to \$30.00 per 8 hours.

➤ ***Recommended Action***

Motion to approve classified staff compensation changes as presented

4. Administrator Salaries

- a. Approve Salary Increase for the following administrators
 - 1. Brad Just- 4.19%
 - 2. Tyler Weinbrenner-4.19%
 - 3. Nathan Hiebert-4.19%
 - 4. Robert Rempel-4.19%
 - 5. Jerry Hinerman increase to \$70,000
- b. Health insurance contribution equivalent to a \$1,400 deductible family coverage health insurance premium through the ESSDACK Health Insurance Group.

➤ ***Recommended Action***

Motion to approve administrator compensation changes as presented

5. 2022-23 Retention Bonus Plan (Appendix H)

We are recommending to the Board that all USD 410 employees working 630 hours a year and are benefit eligible a bonus of \$1,200 each. This bonus will be paid in two payments of \$600 each, one in January 2023 and one in June 2023. In order to receive bonus employees need to work through their contract or June 1.

➤ ***Recommended Action***

Motion to approve the 2022-23 Retention Bonus Plan

6. FACT Director Contract

The FACT Director contract is reimbursed to USD 410 from Family and Communities Together (FACT). The FACT Board approved a 3% salary increase for the Director's position.

- Starting July 1, 2022

➤ ***Recommended Action***

- e. Motion to approve the 2022-23 FACT Director Contract for Terry Bebermeyer including a 3% raise and a health insurance contribution equivalent to a \$1,400 deductible single coverage health insurance premium through the ESSDACK Health Insurance Group.

7. 2022-23 HMHS Online Spanish I & II Contract

Terry Bebermeyer teaching the following online courses for a rate of \$875.00 per semester per class, plus \$17.50 per student per semester.

- a. Spanish I (Year – Long Course)
- b. Spanish II (Year – Long Course)
- c. We typically have 40 students in Spanish 1 and 20 to 25 in Spanish 2.

➤ ***Recommended Action***

Motion to approve a contract for Terry Bebermeyer to teach HMHS Online Spanish I & II for \$875.00 per semester per class plus \$17.50 per student per semester.

8. Supplemental Contracts

- a. Senior Class Sponsor- Dennis Boldt

➤ ***Recommended Action***

- f. Motion to approve the following supplemental contract
Motion to approve a supplemental contract as Senior Class Sponsor for Dennis Boldt

H. Reports

- 1. Superintendent's Report
 - a. Classified Employee Manual first reading (Appendix K)
- 2. TEEN (Appendices L,M)
- 3. MCSEC Report (Appendix N)
- 4. Business Manager's Report (Financials)
 - a. FY 2022 Cash Balances Report
 - b. Review financial reports and approve the payment of bills.
 - USD 410 Activity Account Report
 - USD 410 Activity Account Bank Reconciliation

➤ ***Recommended Action:***

Motion to approve the payment of bills totaling and the financial reports \$_____.

I. Adjournment

New Executive Session Motions (if needed at any time in the meeting)

1. Personnel

Motion for the Board to go into executive session to (subject) pursuant to the non-elected Personnel exception under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. Negotiations

Motion for the Board to go into executive session to (subject) pursuant to the exception for employer-employee negotiations under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the board's negotiating interests.

3. Student(s)

Motion for the Board to enter into executive session to (subject) pursuant to the exception relating to actions adversely or favorably affecting a student under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. Attorney/Client

Motion for the board to go into executive session to (subject) pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ o'clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. Transactions Related to Real Property

Motion that the board go into executive session to (subject) pursuant to the exception for preliminary discussion of the acquisition of real property under the Kansas Open Meetings Act (KOMA) and to return to open meeting at _____ o'clock in this room. This executive session is required to protect the district's financial interest and bargaining position.